FIRE DRILL WEEKDAY (MONDAY TO FRIDAY) DAYTIME (0900-1700) ELIZABETH HOUSE

Date of Policy	September 2026
Approved by Principal	Yes
Review Date	September 2027
Key Staff	Deputy Head Pastoral, Head of boarding, DSL
Reviewed by	Head Teacher, Ops Manager

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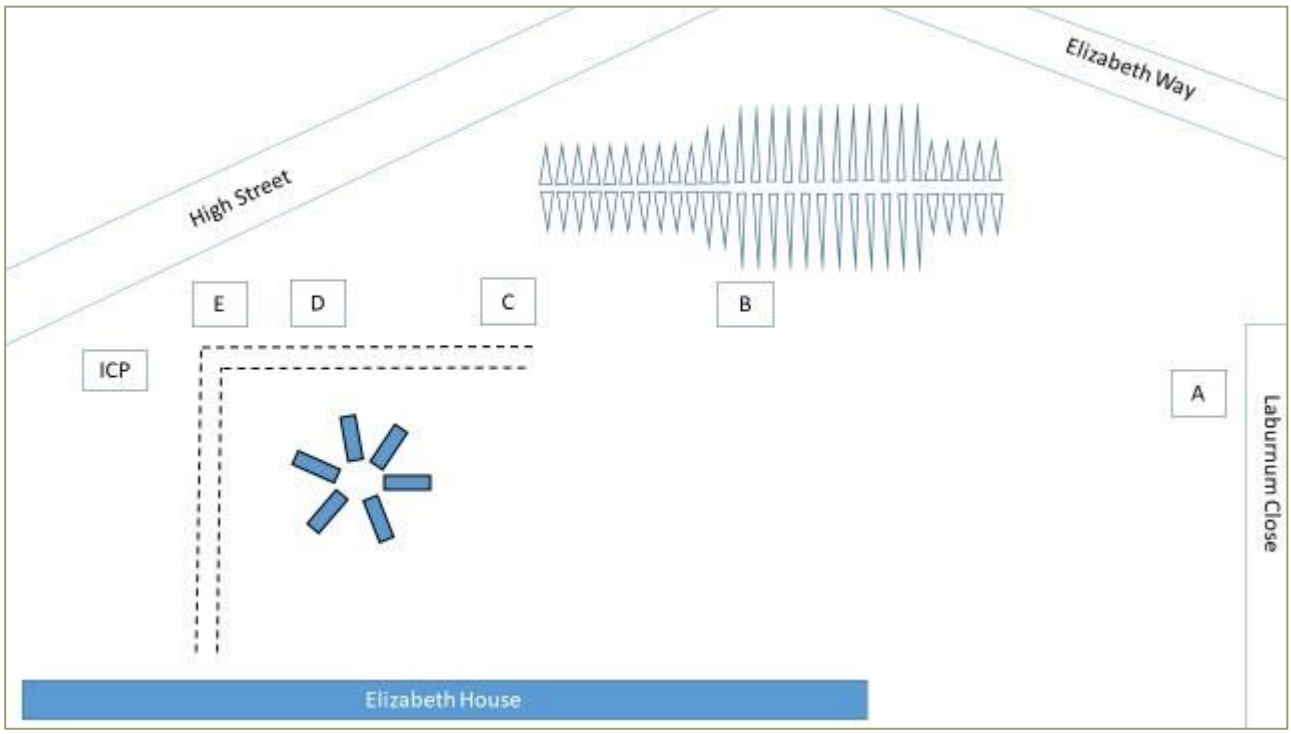
General Briefing Points

All staff and students are to be briefed that the Fire Assembly Area (FAA) is immediately in front of the embankment running parallel to the High Street, Chesterton.

The FAA is split into five zones; 1,2,3,4,5. The zones are marked with signs. A sketch of the FAA is provided below:

SKETCH OF ELIZABETH HOUSE FIRE ASSEMBLY POINT



All students are to be briefed that on hearing the fire alarm between 0900 and 1700, Monday to Friday, that they should go to the zone within the FAA designated for their House and form up in their personal tutor groups.

(It is important that the students understand that they also go to the FAA outside daytime hours, but that they will go to the zone designated by the boarding staff; the Night Fire Drill).

Teaching staff are to be briefed as follows:

- House Directors are to move straight to the incident control point (ICP). At the ICP the HDs collect the registers for their PT groups. The HDs are then to move to the front centre of their designated zones, the position of the sign represents the centre of their zone, and they should hand out the registers to their PTs.

- Personal Tutors (PTs) are to move directly to the zone designated to their PoS and take control of their PT group. (During induction the HD is to ensure that each PT knows where to position their PT group with the House zone, this position must also be shown to the students during the Induction process).
- Members of the teaching staff who are not PTs are to move to Zone D.
- Non-teaching staff (Boarding and Welfare staff and Operations staff) and visitors are to be briefed to move directly to Zone E
- Duty nursing staff and any students who were in sick Bay are to go to Zone E.

- Students not in groups will be crossed checked using Reach.

Incident Box

An incident box is to be kept at reception. The incident box is to contain the following:

- Individual registers for each House with each PT group in alphabetical order. The registers are on individual clipboards.
- A full list of teaching staff.
- A full listing of boarding, administrative and catering staff.
- Box of pencils; c40, sharpened.
- Head torches x 6.
- 8 High- visibility vests.

Instructions for Reception

All new arrivals to the College, visitors and parents must be told where the Fire Assembly Area is located.

On the fire alarm sounding the receptionist is to gather together the following items and place them in the incident box:

- The live registers in reception;
- The visitors' book;
- The student permission slips.
- The receptionist will then take the incident box to the incident control point (ICP). The receptionist is then to remain at the ICP until they are told to do otherwise by the incident commander (IC).

Instructions for Teaching Staff

On hearing the alarm all staff and students are to evacuate the building and move to their designated zones within the fire assembly area (FAA).

Those staff that are teaching at the time of the alarm should ensure that their room is cleared in an orderly fashion and they should be the last person to leave that room.

On their way to the FAA the HDs should collect their registers from the receptionist at the ICP. If the PD is absent then a PT from the absent HD's team should collect the registers from the ICP and distribute them to the rest of the PTs.

PTs should move to the zone designated to their House, on arrival they should take control of their tutor group and then take a register. Completed registers are to be returned to the HD. The HD will follow up any students missing.

Teaching staff who are not PTs are to remain in Zone D until directed to do otherwise by the Incident Commander (IC, Principal or Vice Principal).

Instructions for Non-Teaching Staff

Non-teaching staff and visitors are to remain in Zone E until directed to do otherwise by the IC.

Individual line managers should take control of their teams in Zone E.

Reception and Student Services should take control of any visitors in Zone E.

Medical Centre staff should escort any students in their care to the FAA, where appropriate they should then send the students to the relevant. If any student needs continuing medical supervision they should remain with the nurse in Zone E. The nurse should then inform the IC of the pupils whom they kept with them in Zone E.

Instructions for the Principal, Vice Principal and Duty Residential Staff.

The Principal or Vice-Principal will usually act as the Incident Commander. In the absence of the Principal and Vice-Principal one of the is to act as the Incident Commander.

On hearing the alarm sounding the Incident Commander is to move directly to the ICP and put on an orange high-visibility vest and then direct activity and allocate tasks as appropriate to the situation at hand. This may include moving all staff and students to the secondary FAA (the Residential Home Car Park) if the primary FAA loses viability.

Depending on the time of day, either the Assistant Boarding Manager or the Day Supervisor is to check the fire panel, if appropriate and practicable they are then to check the location that has tripped the alarm confirming whether or not it is a false alarm. They should then move to the ICP and advise the IC of their findings. The IC will then either call the fire brigade or authorise the fire alarm to be turned off.

On arrival at the ICP the IC will nominate a number of deputies from the available staff to assist in the administration of the fire drill

In the event of a false alarm the full fire drill should be completed. However, the IC may curtail the drill at any point at his own discretion.

The Night-time Fire Drill and Academic Staff

If teachers or other members of the academic staff are in the building outside the hours of the day time fire drill and the fire alarm sounds, they should:

- Clear the room in which they are working.
- Then move to Zone E in the FAA and await further instructions from the Boarding and Welfare Staff.