



THE ROYAL BALLET SCHOOL

Draft Emergency Policy and Plan (White Lodge)

1. Fire

1.1 General instructions

If you discover a fire

- Operate the nearest fire alarm call-point
- Do not try to fight the fire unless you can do so with safety
- Do not take any risk
- Evacuate the area as quickly as possible, closing doors where possible
- Leave the building by the nearest fire exit, reporting the nature of the incident to a senior member of staff or house services staff on your way to or at the assembly point
- Do not stop to collect personal belongings
- Do not use lifts
- Do not attempt to return to the fire-affected area
- Do not congregate around the fire exits
- Collect at the assembly point which is the Tennis Courts

If you hear a fire alarm

- Make your way to the nearest fire exit
- Do not stop to collect personal belongings
- Do not use lifts
- People with disabilities, difficulty with mobility or injured persons should try to make their way to the nearest fire exit and await assistance if necessary (there are refuges on the 1st floor landings of the fire escape staircases)
- On exiting the building make your way to the assembly point
- Pupils should wait quietly at the assembly point in their year groups

Calling the fire service

- A member of house services staff will call the fire and rescue service when told that a fire has been discovered
- They will also ensure that the fire alarm is activated if a fire is reported and the alarm has not already sounded



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1.2 Escape routes

There are a number of main exit routes and secondary routes

1.3 Fire fighting

Staff are not encouraged to fight fires, but if a fire is in its early stages and it is possible to tackle it safely without exposing anyone to danger then the following must be followed

For paper/wood or textile fires use:

- Water extinguisher (red)
- Remove pin and point at base of fire, close handle to release water

For liquid and electrical fires use:

- Carbon Dioxide CO₂ extinguisher (black)
- Standing a metre away, remove pin and point at base of fire, close handle to release
- If used within a small room stand in doorway and release

1.4 Equipment testing

The building has a fully maintained fire alarm system. During the refurbishment works there are two linked systems. The maintenance contracts are with Stanley and Chalbrook Fire

In addition, weekly testing is undertaken on:

- Fire call points
- Sounders
- Emergency lighting
- Access control doors

by the Maintenance Assistants and a Chartwells Manager

Under a maintenance agreement with Chubb, fire fighting equipment is tested annually.



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1.5 Staff with specific responsibilities

“Responsible Person”

- Under the Regulatory Reform (Fire Safety) Order the responsible person is the Head of Lower School

Chartwells Manager

- On activation of the fire alarm the Chartwells Manager will go to Reception to co-ordinate the incident and then to give the all clear to return

Fire Marshals

Fire Marshals are appointed for various areas on the site

- On activation of the fire alarm the Fire Marshals will check their area and leave by the nearest fire exit and report to the assembly point
- They will advise that their area is clear or persons are trapped
- A list of Fire Marshals is posted on ?

Teaching staff and house parents

- Teaching staff should ensure that all pupils and visitors for whom they are responsible evacuate the building quickly and safely
- On activation of the fire alarm teachers and house parents will check their area and leave by the nearest fire exit and report to the assembly point

Incident personnel

Incident personnel are Maintenance Assistants, Security/Drivers, Chartwells Manager and Estates Manager

- On activation of the alarm all incident personnel will report to Reception
- The Maintenance Assistants or Security/Drivers will check the main fire panel
- If no actual fire has already been reported, one of the Incident personnel will go to the identified area to assess if the alarm is false or real and report findings to the Incident Controller on site
- If a fire is found and it can be dealt with safely then the person finding the fire may deal with it
- If a fire is found which cannot be dealt with safely the person finding it should exit the building and report it to the Incident Controller

Incident Controller

- The Incident Controller will be the most senior of the Incident personnel on site



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- Once information is received the Incident Controller will decide on further action
- The Incident Controller will liaise with the emergency services on their arrival
- In the event of a false alarm the Incident Controller will arrange for the isolation of any defective sensor and call-out of the alarm engineer

Senior School Staff Members

- A senior staff member – usually the Head of Boarding will conduct the roll call at the assembly point

1.6 Evacuation of people especially at risk

Children

- Pupils are the responsibility of the supervising teacher or house parent and must be instructed in emergency procedures

Persons with hearing impairment

- There is no visible indicator of the fire alarm
- Any person with hearing impairment should be assisted in evacuating by staff or a Fire Marshal

Persons with mobility difficulties

- Any person with mobility difficulties should make their way to the nearest fire exit or get as close to it as possible and await assistance
- Reassurance and support will be provided by Fire Marshals
- Fire Marshals should report the circumstances of any persons who cannot evacuate the building to the Incident Controller
- A carer or staff volunteer may stay with the person if support is necessary
- Staff should offer assistance, but wait until it is accepted before starting to assist persons with mobility difficulties with an evacuation
- Staff should also carry out the instructions of the person with a disability where this is possible
- The emergency services will evacuate any persons as required

Contractors

- All contractors working in the building will be advised of the emergency procedures either orally or in writing



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Visitors

- All visitors are the responsibility of the host staff member or department
- They should be instructed in the emergency procedures either orally or in writing

1.7 Isolation of services

In the event of an emergency the Incident Controller will control the isolation of services

Gas

- The main gas isolation points are located

Electrical

- The main electrical isolation point is located
- Local areas can be isolated at floor distribution boards

Water

- The main water isolation point is located

1.8 Arrangements for high risk areas

Particular high risk areas are

- Drama
- Art
- Plant rooms
- Kitchens
- Storage areas
- Waste bins

and appropriate additional fire safety procedures are in force in these areas including good housekeeping and careful storage of flammable materials

Gas leak

- The emergency shut-off valve must be turned off as soon as possible
- The gas supplier will be called for an emergency response
- If it is not possible to shut off the valve then the emergency services will be called and the building evacuated



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Gas explosion

- The building will be evacuated using the fire alarm
- The gas supplier and emergency services will be called

Lift

- In the event that persons are trapped in the lift during a fire emergency the Fire and Rescue Service will be called

1.9 Calling the emergency services

Fire

Monday to Sunday 7 am to 7 pm

- In the event of a fire alarm activation but no report of a fire, the Incident Controller will decide whether to call the Fire and Rescue Service

All other times

- The senior staff member present will decide whether to call the Fire and Rescue Service

1.10 Liaison with the emergency services

In the event that the Fire and Rescue Service is called the Incident Controller or senior staff member will be the liaison

In the event that the Police attend for a buildings/security related matter the Estates Manager or Chartwells Manager will be the liaison

The Director and senior management will be kept informed as necessary

1.11 Training

Fire Marshals and house parents will be trained as follows

- Responsibilities
- Action to be taken on discovering a fire
- Means of escape
- Action in a fire or any other evacuation
- Understanding what to do in the event of a fire



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- Knowing where the fire exits and escape routes are
- Knowing the identity of the fire marshals
- Knowledge of the position of fire alarm call-points
- Identification and use of fire extinguishers
- Knowledge and purpose of fire doors
- Awareness of emergency lights

Staff will receive induction training and refresher training at least annually on fire safety and will be provided with clear and relevant information on the risks identified by the fire risk assessments, about the measures taken to prevent fires and how these measures will help them if a fire breaks out

Pupils will receive instructions at least once a term on fire safety and will be provided with clear and relevant information on the risks identified by the fire risk assessments, about the measures taken to prevent fires and how these measures will help them if a fire breaks out

Fire drills will be carried out at least once a term simulating conditions in which one of the escape routes from the building is considered to be unavailable. During these drills the fire alarm should be operated by a member of staff who is told of a supposed outbreak and thereafter the fire routine should be rehearsed as fully as circumstances allow

Fire instruction notices will be displayed at in every room and usually adjacent to fire alarm call points

2. Other Emergency

2.1 Gas

If you smell gas

- Inform Reception immediately or a senior member of staff
- Clear persons from the affected area
- Do not use electrical equipment
- Open windows if [possible
- Exit area and close doors

In the event of a report of a gas leak

- The Maintenance Assistants will check the area
- The gas supply will be isolated if necessary



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- A decision on whether to evacuate the building will be taken by the Incident Controller
- The gas supplier will be called

2.2 Lift entrapments

Monday to Sunday 7 am to 7 pm

- In the event of a person becoming trapped in a lift the person should press the alarm. This will connect them to the lift maintenance company
- The lift maintenance company will inform the trapped passenger of the estimated time of arrival of the engineer
- The lift maintenance company will ring Reception or Chartwells to advise them of the entrapment
- Upon receiving this call Reception or Chartwells will ask a member of staff to go to the floor nearest to where the lift has stopped
- The staff member should remain in communication with the trapped passenger to provide reassurance until the engineer arrives
- If the trapped passenger is injured, ill or very distressed then the emergency services will be called

All other times

- **No person should use the lift outside the above hours unless during a supported event**

During a fire alarm

- The lift should return to ground floor on activation of the fire alarm
- In the unlikely event that it doesn't, then the passenger should press the alarm
- If the fire alarm is false then the normal hours procedures above apply
- Reception or Chartwells will call the Fire and Rescue Service in the event of persons trapped in the lift during a real fire emergency
 - During normal hours if the fire alarm is a real one, passengers will be told by the lift maintenance company that the emergency services have been called



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2.3 Bomb threats and suspicious packages

Bomb threats and the discovery of suspect packages must be treated with the utmost seriousness until a considered evaluation has been made

In the face of such a threat the Head of School or Head of Boarding (in conjunction with the Estates Manager and Chartwells Manager if present on site) has the initial responsibility for determining whether or not any building will be evacuated.

The most appropriate evacuation method (including the use of the fire alarm) will depend on the circumstances

2.3.1 Suspicious packages

Reports of a suspicious package or unattended item should be directed to Reception, Chartwells or the most senior staff member on site

Arrangements will be made for the Maintenance Assistants or Security/Drivers to carefully identify or examine the package externally

If the item gives cause for concern, the immediate area and floor above and below will be evacuated and the emergency services called

2.3.2 Bomb warning within the building

In the event that a warning is received about a bomb in the building:

- The warning will probably arrive via Reception who are trained to follow a prepared list of questions to ask any caller
- On receiving a warning Reception will contact a member of the Incident personnel
- A member of the Incident personnel will investigate the alleged location of the device or arrange a search of the building
- The Police will be informed
- The Incident Controller will decide whether to evacuate any part of the building
- The instruction will be oral in order to control the exit routes used
- The fire alarm will only be used if the Police require it or if the Incident Controller decides that it is necessary to achieve a rapid evacuation and the occupiers will not be at further risk



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2.3.2 Bomb warning in the local area

The risk of this type of warning is minimal given the location of our building

Once we have been notified by the Police of any immediate threat we will take advice from the police regarding the need to evacuate the site

Plan prepared November 2007

This document will be revised in line with changes in best practice and legislation. These changes will be notified to all concerned. Questions or comments should be directed to the appropriate member of the Senior Management Team.