



Castle Rushen High School

Fire Safety Policy

This policy has links to the following CRHS policies and should be read in conjunction with:

- ❖ The Health and Safety Policy
- ❖ The School Floor-plans
- ❖ Critical Incident Protocol

Latest policy review:	September 2026			
LT Responsible for review:	Gareth Deakin			
Policy communicated to staff via:	Email	INSET	Staff Briefing	Other
Date:	X			



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1. Introduction

- 1.1 It is the aim of Castle Rushen High School to ensure that, as far as is reasonably practical, Students, staff, visitors and property are safe from the risk of fire.
- 1.2 This policy aims to provide clear guidance and information on how the School provides for fire safety in the school, including procedures regarding how the School would respond in the event of a fire.
- 1.3 The policy makes note of the guidance provided by the Government in *Fire safety in new and existing school buildings, 2014*¹. The relevant guidance is reproduced here:

Existing buildings

Schools are required to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape.

You will need to:

- *ensure procedures are in place to reduce the likelihood of fire*
- *maintain fire detection and alarm systems*
- *ensure staff and Students are familiar with emergency evacuation procedures*

It is important that:

- *fire risk assessments are kept up to date*
- *fire precautions remain current and adequate (they should be reviewed in detail when significant alterations are made to a school's premises)*

- 1.4 The Assistant Headteacher; Designated Fire Officer Mr Gareth Deakin and Deputy Fire Officer Mr Nick Watt were supported by the Headteacher in implementing this Fire Safety Policy.
- 1.5 The policy covers the following areas:
 - Fire Prevention
 - Evacuation Plans
 - Prevention of Arson
 - Fire Risk Assessment

- 1.6 This policy should be read in conjunction with:

¹ See <https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings>

2. Fire Prevention

- 2.1 All members of staff must ensure they comply with the following basic safety rules:



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- 2.1.1 Combustible materials, such as cardboard boxes and packaging materials should be disposed of safely unless they are required for their purposes. When such materials are retained, they must be kept tidily in designated storage areas.
- 2.1.2 All corridors, stairways, entrances and exits must be kept clear. Particular attention must be paid to designated fire exits and escape routes which must be kept clear at all times and without exception.
- 2.1.3 Classroom displays and work displayed in other areas must be set up with care and away from sources of heat. Notices must be properly fixed to boards and not allowed to flap around.
- 2.1.4 Rubbish must be placed in metal bins or areas made of a non-combustible material. Rubbish must not be allowed to collect in hidden places behind cupboards etc. Particular attention should be paid to general tidiness and areas around electrical appliances.
- 2.1.5 Stationery store and cupboards containing stationery and other combustible materials to be kept tidy.
- 2.1.6 Boiler rooms must be kept clear, clean and locked and have nothing stored in them.
- 2.1.7 Electrical equipment must be used properly and kept in safe working order. Electrical plugs must not be overloaded.
- 2.1.8 Clothing and costumes are often highly inflammable. They must be stored tidily and well away from any heat source
- 2.2 The following staff have particular responsibilities as shown:

Responsibility	Member of Staff
Termly fire practices and emergency evacuation drills, combined with a programme of inducting new staff and students with emergency escape procedures and the presence of trained Fire Marshalls who help to ensure that the School can be safely evacuated in the event of a fire	Assistant Headteacher & Designated Fire Officer (Mr Gareth Deakin) and Deputy Fire Officer (Mr Nick Watt).
Spot checks of the building to ensure we comply with fire regulations (good housekeeping). The areas of interest will include; use of door wedges, stored material on exit routes; exit routes are fully unlocked, log book up to date, equipment is not obstructing the flow in Hall and corridors as well as classrooms. Any instance will be logged and reported to the Headteacher.	Assistant Headteacher & Designated Fire Officer and Deputy Fire Officer.
Testing all fire alarms weekly and recording results	Site Manager (Lee Dolman) and to be delegated to a member of site staff in his



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	absence. Deputy Site Manager (Lee Dolman)
Daily check of the Fire panel to ensure it is working and fault signs are rectified and reported to the Business Manager (Valentina Elvezia) if necessary. Regular checks to the fire equipment and damages and faults rectified. Regular check of the red fire box to ensure the correct documentation is stored.	Site Manager and to be delegated to a member of site staff in his absence.
Ensuring that flammable rubbish and combustible materials are stored away from buildings. Ensure bins are locked and secure overnight.	Site Manager and site staff including cleaners
Arranging the annual service and maintenance of fire alarms, smoke detectors, emergency lighting, fire extinguishers and other alarm systems	Site Manager in liaison with Department of Infrastructure
Checking that all Science and Design & Technology equipment is switched off, where appropriate, at the end of the school day	Heads of Science (Sam Cottier) and Design & Technology (Chris Fells) (working with the relevant technicians)
Securing flammable materials used in teaching or maintenance in purpose-made, flame-proof and secure containers	Heads of Science (SC) and Art and Design & Technology (CF) (working with the relevant technicians)
Fixed Electrical Safety Testing	Department of Infrastructure who will provide the School with a copy of current electrical installation certificates if required.
Regular portable appliance testing	Technician with responsibility for PAT testing is Alex Rimmer.
All gas appliances and installations (boilers, kitchen equipment, etc.) are regularly inspected, maintained and serviced by Gas Safe Registered Engineers	Site Manager with Department of Infrastructure and Catering Manager Johnny Caroon.
Switching off all kitchen equipment at the end of service	Catering Manager- Johnny Caroon
Implementation of robust permits to work for all physical works on the fabric of the buildings and associated equipment, including hot works	Site Manager- Lee Dolman



3. Evacuation Plans

- 3.1 The Head, or another member of staff as delegated by the Head, such as the Assistant Headteacher & Designated Fire Officer, will ensure that emergency plans are prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. These plans will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
- save life
 - prevent injury
 - minimise loss
- 3.2 The emergency plans are based on this sequence of priorities. Details of Fire Evacuation Procedures are in given in the Appendices:
- Fire Evacuation Procedures (Appendix 1)
 - Evacuation Routes (Appendix 2)
 - Procedure for Evacuation of the building by Disabled People and those unable to use stairs (Appendix 3)
 - Procedure for Evacuation during break times or class changes (Appendix 4)
 - Procedure for Evacuation during Public Exams (Appendix 5)
 - Fire Alert Notice & Evacuation Routes (Appendix 6)
 - Prevention of Arson (Appendix 7)
- 3.3 All staff are to familiarise themselves with the nearest available exit route out of the building from rooms where they teach or work. The Evacuation Procedures for each room are displayed in the classroom. Staff should also make themselves aware of alternative routes to evacuate the building in the event that your nominated escape route cannot be used for any reason.

4. Prevention of Arson

- 4.1 The School's Policy relating to the Prevention of Arson is annexed as agreed by the Governors at their meeting on 19/6/18.

5. Monitoring and Review of Policy

- 5.1 The plans will be regularly rehearsed by staff and Students. The result of all rehearsals will form part of the regular risk assessment, and the outcome will be reported to the Headteacher and the DESC.
- 5.2 This policy will be reviewed on a three yearly basis (or more regularly where required) prior to approval by the Headteacher.



Appendix 1: Fire Evacuation Procedures

The procedures detailed below are to be followed in the event of an evacuation of the School's buildings due to fire.

1.1 Fire Evacuation Orders

A copy of the Fire Evacuation Orders is to be displayed in every teaching room, office and meeting room.

All staff are to familiarise themselves with the nearest available route out of the building from rooms where they teach or work, and the alternative routes.

1.2 Incident Control Point and Incident Controller

The Incident will be controlled by the Headteacher and Assistant Headteacher, Designated Fire Officer from the Tennis Courts at the front of school. The Site Manager, Site staff and Fire wardens are to report to the Assistant Headteacher; Designated Fire Officer who will liaise with the Headteacher.

1.3 Alarm and responsibilities

1.3.1 Fire Evacuation Sound

The Fire Alarm has a single audible signal which is a loud continuous tone. At this point the doors in the corridors that are normally open will close automatically.

1.3.2 Evacuating procedure

Everyone must proceed to the nearest fire exit and leave the premises quickly and in a disciplined and orderly manner. The first member of staff reaching any double doors must ensure that BOTH doors can be opened. Teaching staff must stay with their class and escort them to the appropriate assembly point on the Tennis Court before proceeding to their own point assembly. Students and Staff must move in silence so that instructions may be given and heard as necessary.

1.3.3 Specific Duties of Staff

Staff are to carry out the following specific duties listed on the next page:

1.3.4 Calling the Fire Services

Castle Rushen High School is fitted with autodial facilities, but these should be considered as secondary means of alerting the emergency services. All activations that are not a predetermined test) should generate as least two calls to the emergency service.

- One from the school, via 999 call. This call may be made by the person finding the fire and activating the manual call point or by the Assistant Headteacher responsible for H&S of staff designated to notify the emergency services if a fire alarm system activation.
- And one via the security monitoring station.



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STAFF EVACUATION - CASTLE RUSHEN HIGH SCHOOL – FIRE EVACUATION LIST & REPORTING PROCEDURE in Operation from **Thursday 3rd September 2026**

As part of the continued upgrading of the evacuation procedure in the event of a fire, we are required to ensure all staff and students have evacuated the building safely. To achieve this within an acceptable time limit, it is necessary to have the support of all staff to move quickly and quietly to the designated safe area on the tennis courts. A role call will be taken of students and staff and any **missing persons** reported to the Designated Fire Office (**Gareth Deakin**) and Deputy Fire Officer (**Nick Watt**) accurately and as quickly as possible.

To this end we wish to enlist your support for staff role call in the following format:

India Adams/Ella Clague Year 13	Rebekah Pate , Louise Williams, Tara Dunk, Tom Duggan
Emma Metcalfe Year 12	Emily Mylchreest , John Gray (Sam Alman- Fri), Phil Casson
Kathryn Manson Year 11	Cara Justice , Hannah Oram (Callum Rowe-Mon), Elisha Busby, Marie Agnes, Fiona Whitehead, Agata Craig (Jen Harper Davies- Wed).
Heather Libreri Year 10	Lorriane Watterson , Michelle Gallagher, Jasmine Crellin, Kate Annesley, Tom Moffatt, Kira Buchan, Charlie Hay
Andrew Baker Year 9	Chris Caldwell , Joseph Long, Nick Watt (Completed by Andrew Baker), Joel Watson, Tanicha Porrino, Carrie Kelly, Ealee Christian
Casey Davies Year 8	Chris Fells , Charlie Dickinson, Ryan Craig, Aarthi Rayen, Imogen Wright, Charlie Huskisson, Susie Charker (Sarah Greensmith-Fri)
Helen Berrie Year 7	Craig Seddon , Niamh Fitzpatrick, Kristian Edwards, Molly Bowman, Leanne Cooke,
Philippa Sutterby (school side of tennis courts)	Please go to the Visitors Sign – Bus Side of the Car Park to be Registered All Visitors to the school including school governors, peripatetic music staff and any Y12/13 collaboration students.
Julie Cretney Duggan	Susie Livingstone , Sam Alman (Mon-Thu), Emma Callow (Mon, Tue, Thu, Fri), Jen Curran (Tue, Thu Fri), Sophia Winstanley, (Tues, Wed, Thurs), Jamie Higson (Mon, Tues, Wed), Rachel Renshaw (Mon, Tue, Wed, Thurs), Jen Harper Davies (Tue, Wed, Thu), Georgina McMaw (Mon & Tue-Thu 10-2:50, Fri), Danielle Winstanley (9:15 onwards), Sarah Greensmith (Tues, Thurs, Fri), Valerie Lace, Lee Browne, Kirsty Stead (Maternity) , Callum Rowe (Tue-Fri), Jasmine Sissons, Kayleigh Denton, Lauren Kaye. Break & Lunch support- Catherine Oram & Helen Doherty (Mon-Fri, 10:50-11:15am).
Jonny Carroon	Anne McLoughlin , Brenda Watterson, Tanya Richardson, Meghan Fargher, Janthip Kelly (known as Sam), Tracy Dent.
Lee Dolman	Daniel Warrillier-Grant , Glenda Quirk , Contract Cleaners (list at reception), Relief Cleaners (list at reception), Jenny Rhodes, Anne Callow, James Kewley, Janet Plant, Serpil Gunner, Tony Gell, (Mary Frisby McGeown-Afternoons)
Valentina Elvezia	Matt Egee , Julie Hinks, Lucy Smith, Jay Wight (Mon, Wed, Thu, Fri), Philippa Sutterby, Alex Mitchell , Rachael Harland, Gemma Fayle, Josephine Evans, Jenny Foy, Cara Justice, Mairi Edwards .
Laura Taylor	Michelle Lister , Blanka Behrman, Martina Christian, Emma Hopps, Hannah Callister, Sandra Gandy, Jake Gale, Katie Hall, Caroline Jones. CYC/Outreach - Hannah Sansbury, Charlotte Costain, Leanne Pemberton, Claire Fitzsimmons
Josephine Evans	Exam Invigilators- If an exam is on, JE will be with students on the adjacent tennis court. During the exam season, Gemma Fayle will assume this role in Josephine's absence.
Christopher Hermann	Elliott Dennett , Kerri Stevenson (Mon-Thu), Christian Steriopulos (Mon,Tues,Thurs,Fri) , Rob McCowlliff , Natasha Kelly , Alex Rimmer , Emily Kinley, Steve Woodward - (along with any external cover staff)
Christian Makin	Anna Corlett (Mon, Tue, Wed am), Kate Starrs (Wed, Thurs, Fri), Michelle Butler, Richard Jackson, Fiona Sanderson, Sharon Taylor, Emma Atkinson, Kirsten Stephens, Rosie Cannell (Wed, Thur, Fri), Christopher Helliwell, Opel Jack, Kiri Kennaugh, Naomi Cole (Mon, Tue), Sonia Oke, Steph Cretney (Lunch), Sam Morton (Lunch)
Jody Astin	Laura Williams , Keith Winstanley, Nicola Kennedy, Samantha Cottier, Gareth Deakin
Headteacher – KW , Deputy- NJK , Designated Fire Officer Gareth Deakin .	Overall, in charge of school. Receives briefing from the fire officer GD. Updates teachers and pupils. Gareth Deakin & Nick Watt receive reports from Lee Dolman or his deputy as to location of fire/alarm. Meets Fire Engine and provides details (location of fire/alarm and missing students) to the Lead Fireman. Briefs Headteacher and reports to Headteacher when all clear given.
Gareth Deakin FO and/or Nick Watt DFO	Receives verbal reports from Fire Marshalls and reporting officers confirming their area of the building is clear, records time of response.

Red staff – stand in for absent reporting officer

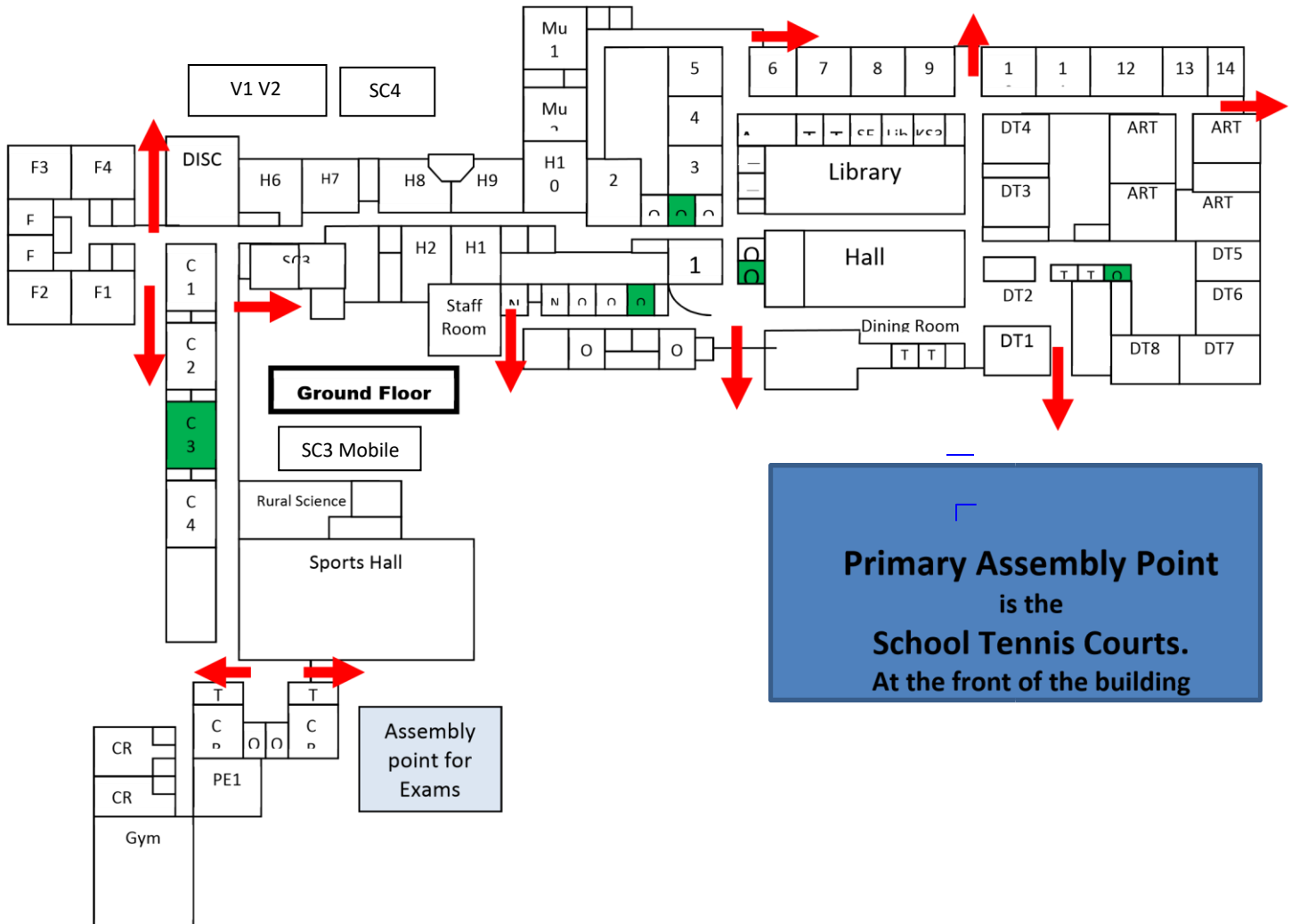
Green staff – Fire Marshalls (involved in sweeping the building)

Alex Mitchell – Emergency medication, first aid kit and reception defibrillator.



1.4 Assembly Point

1.4.1 The Primary Fire Evacuation Assembly Point is on The Tennis Court. The secondary is The Buchan School Field and the tertiary is Castletown Square



1.4.2 The assembly point during Public exams is on the Tennis Court 2 near the Sports Hall



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1.4.3 All staff and Students are to report to their allotted Assembly Point as follows:

Year 7 – 13 students	To line up alongside their tutor sign on the Tennis court with their Tutor.
Heads of Year	To remain with their year group
Teachers without a Tutors	To report to their designated lead as per their sign in sheets.
Visitors	To assemble under the visitors sign on the Tennis court whereby they will be 'registered' by the receptionist.
Support Staff	To assemble to the left of the gate onto the Tennis Court
Site manager, Fire Wardens, Reception and Office Staff	See the 'Registers and Roll Call' section below for the roles of these staff

1.5 Registers and Roll Call

1.5.1 Staff should register Students as follows:

<u>Tutor teachers Yrs713</u>	The Register for your tutor is to be collected from the Receptionist. After the roll call has been taken the register should be handed to The Assistant Headteacher in charge of H&S to confirm all Students are accounted for or to give the names of any Students who are not accounted for. Tutors and Heads of Year are to stay with their tutees and ensure that Students remain quiet at their assembly point so that any orders or instructions given can be heard clearly. Students, Tutors and Heads of Year should not move away from their muster point until the 'all clear' has been given (see below).
<u>Staff without a tutor group</u>	Should report to the designated person as part of the signing in procedures. That responsible person should report to the Assistant headteacher in charge of H&S to confirm all staff are accounted for or to give the names of any Students who are not accounted for. Staff must remain in their groups until dismissed by the Headteacher.
<u>Visitors</u>	Should report to the receptionist. The receptionist should report to the Assistant headteacher in charge of H&S to confirm all visitors are accounted for or to give the names



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	of any visitors who are not accounted for. Visitors must not leave until everyone is dismissed by the Headteacher.
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- 1.5.2 The Site Manager and Site Staff are to report **immediately** to Reception in the first instance of the Fire Alarm sounding and identify the location of the fire/alarm. Site Manager to report this to Assistant headteacher responsible for H&S or the Deputy Fire Officer. Site Staff are to carry out their Fire Wardens duties.

These personnel are to be given specific training in the performance of their duties when the Fire Alarm is sounded.

1.6 Evacuation of Disabled People

The procedures for evacuation of the building by disabled people are contained in Appendix 3.

1.7 The All Clear

- 1.7.1 The 'All Clear' will be given by the Headteacher and the Deputy Headteacher responsible for H&S in his absence. Tutors will be sent in a specific order and should escort students back into the building where they should then return to their specific class.



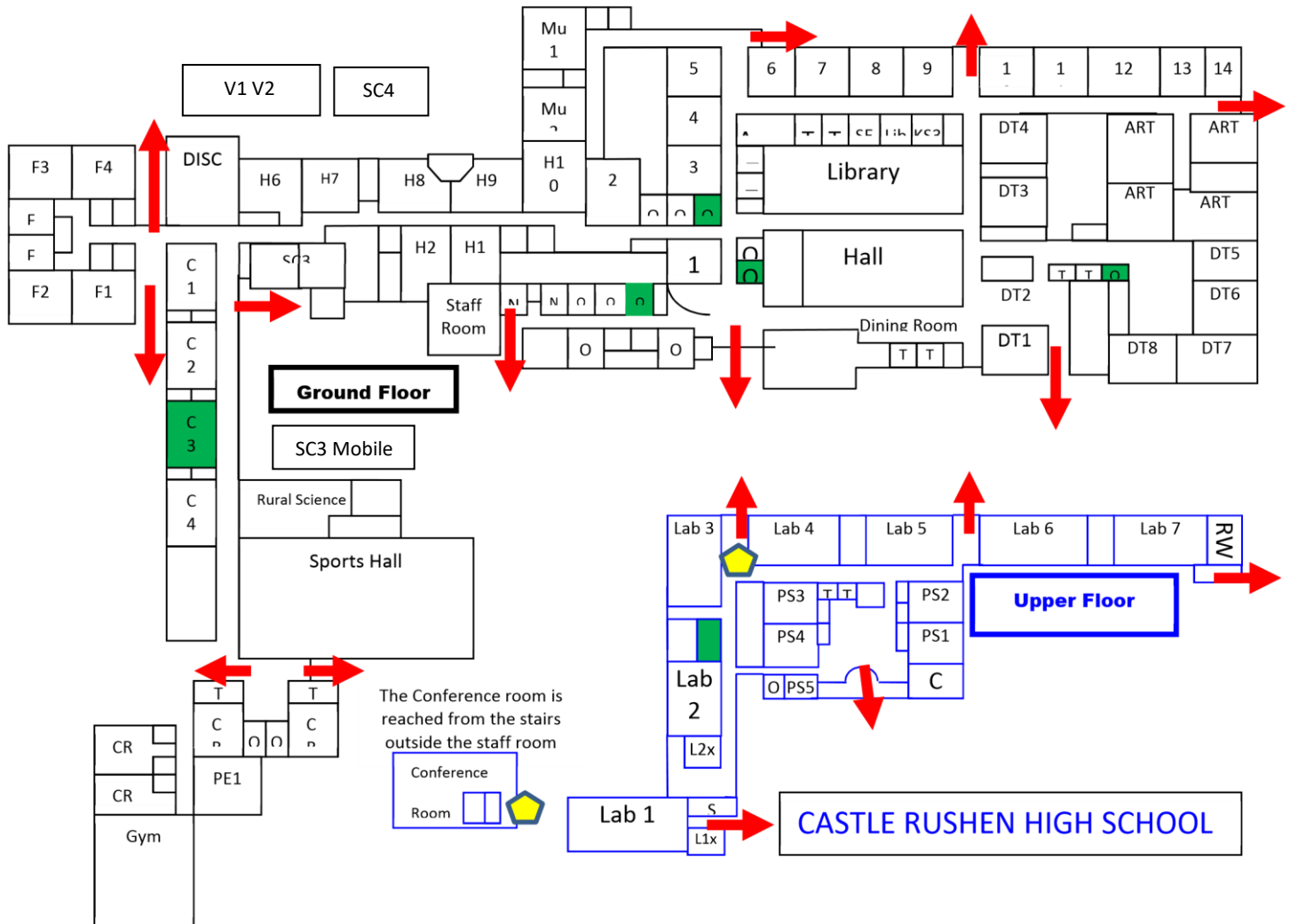
Appendix 2: Fire Evacuation Routes Main School

All exit routes are shown on the plan below



2.1 Lifts

UNDER NO CIRCUMSTANCES ARE LIFTS TO BE USED. ONLY STAIRCASES ARE TO BE USED TO EVACUATE THE SCHOOL'S BUILDINGS.



Evac Chair location



Evacuation Routes



Location of Fire Wardens



Appendix 3: Procedure for Evacuation of the building by Disabled People and those unable to use stairs Main School

- 3.1 **Lifts must not be used during a Fire Evacuation.**
- 3.2 It is accepted practice that in hospitals and other buildings with wheelchair occupants or disabled, people who cannot use stairs should move to a *place of relative safety* and await further action by the Fire Service. This is preferable to the difficulties and risks of having untrained people (staff or Students) trying to move the disabled person.
- 3.3 Therefore, if a disabled Student or adult should move onto the landing either at the top of the stairs by Meeting Room 1 and the Conference Room or by the Labs 3&4 and wait there. They must be careful not to block the staircase and so may have to wait until most people have gone down. The person should be accompanied by two other people (staff or Students, but not the class teacher who is needed to supervise the rest of the class). The class teacher must know where the location of the disabled Student or adult and the identities of his / her companions.
- 3.4 If this staircase is not accessible or has to be left (e.g. because of smoke from another level), then they should move with their them to another staircase landing. In this case one person should then leave the building and inform the Designated Fire Officer
- 3.5 On reaching their Assembly Point the class teacher should send a runner to tell the Assistant Headteacher; Designated Fire Officer (Mr G Deakin) the location of the disabled Student or adult and the identities of his companion(s).
- 3.6 The location of the disabled student or adult and his companion(s) will be notified to the Fire Service Officer by the Assistant Headteacher; Designated Fire Officer (Mr G Deakin).
- 3.7 Evac Chairs are located in the following places: 
- Meeting Room 1 – next to the conference room.
 - Top of the stairs by Labs 3 and 4.
- 3.8 Skills Centres 1, 2, 3 & 4 are all ground level and evacuation is overseen by Ali Lamb & Laura Taylor (SC1 & SC2), Christian Makin (SC3) and Lauren Kaye (SC4)



Appendix 4: Procedure for Evacuation during break times or class change

- 4.1 If the fire evacuation plan is implemented during a break time or during a class change time it is imperative that all staff and students leave the building via the most direct route. They should then proceed to their Assembly Point on the Tennis Courts at the front of school.
- 4.2 It is the responsibility of Tutors to ensure that their Tutees clearly understand that they must, in the event of the fire evacuation plan being implemented during these times, evacuate the School's building immediately by the nearest exit and report to their Assembly Point for the rollcall to be taken.
- 4.3 It is the responsibility of Tutors to ensure that their Tutees clearly understand where their Assembly Point is located.
- 4.4 Under no circumstances should staff or students go to any room in the building to collect personal belongings.



Appendix 5: Procedure for Evacuation during Public Exams

- 1.1 The *general* arrangements for evacuation of the building (for fire and security alerts) will apply during a public examination. In addition, the following *specific* details would apply. Further information is available in the Joint Council for Qualifications (JCQ) guidance *Instructions for conducting examinations*¹.
- 1.2 The School is bound by the regulations laid down by the JCQ and the invigilator(s) would be responsible for recording times and details relating to the suspension of the exam, evacuation, and recommencement of the exam. Invigilators will be guided by the Exams Officer(s) who is responsible for ensuring the regulations are followed.
- 1.3 If it is not possible to return to the building and / or to resume the examination(s) the Exams Officer(s) will be responsible for completing the necessary JCQ paperwork regarding the disruption / cancellation of the exams.
- 1.4 The relevant section of the JCQ guidance is reproduced below. 5.6
The Assembly Point is on Tennis court 2 by the Sports Hall and Gym.

Emergency evacuation procedure for examinations

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

Reference should also be made to the following document -

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bombthreats>

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken and send to the relevant awarding body.

¹ See <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/instructions-for-conducting-examinations-2016-2017> for the 2016-17 version.

Appendix 6: Fire Alert Notice

In case of **FIRE**

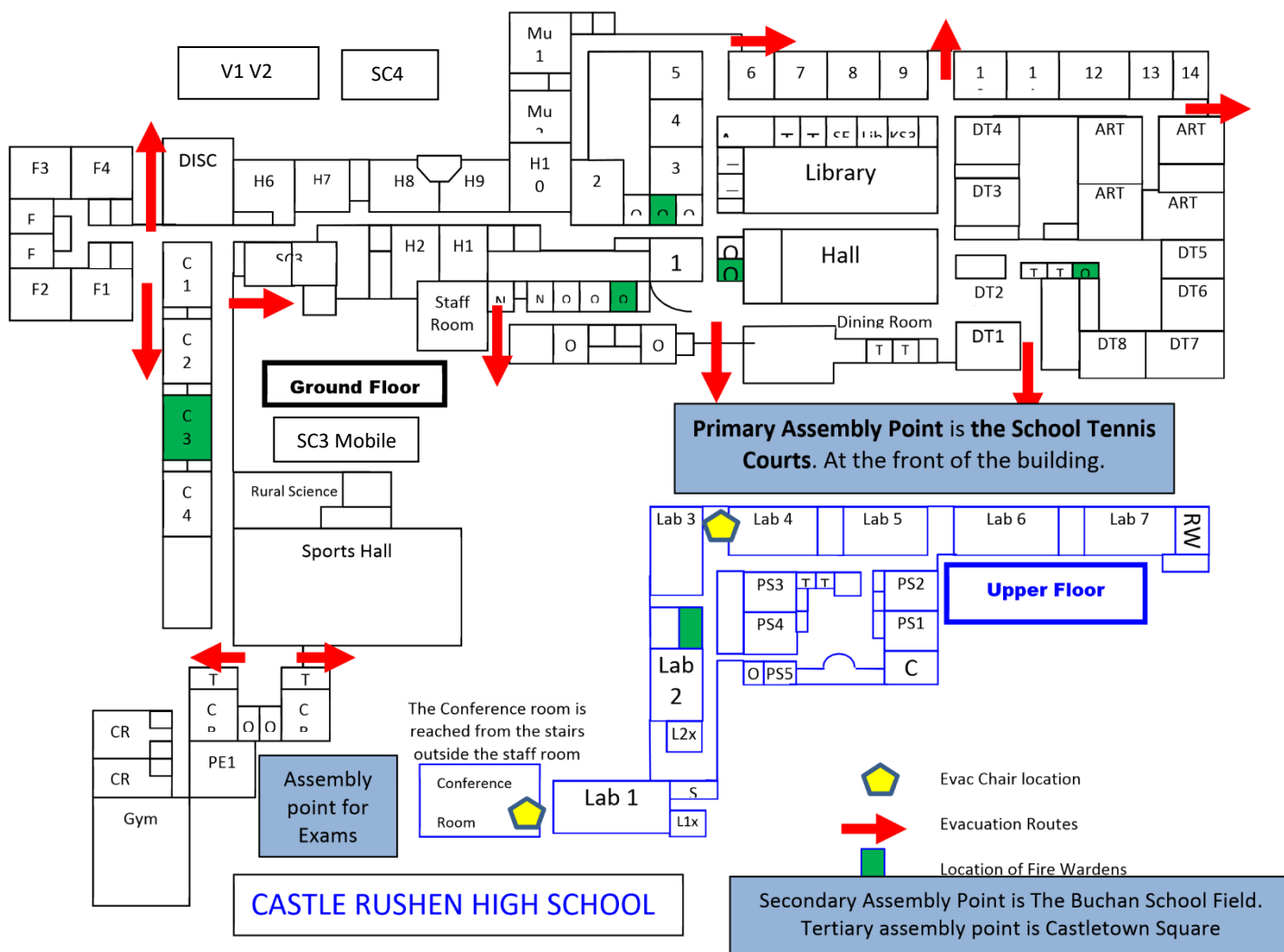
- If you discover a fire raise the alarm by breaking the glass of the nearest red fire call point.
- Call for help or ring 999
- The alarm is raised by a continuous sound from the School fire alarm system.

On hearing the fire alarm:

- Leave the room closing all windows and doors
- Walk on the left in **silence**
- Leave the building by the nearest fire exit
- Go to the fire assembly point on the Tennis Courts

Nearest Exit:

Second Exit:





Appendix 7: Prevention of Arson

Prevention

- 7.1 Architects responsible for new school building projects and existing alterations should consult with Fire Service and Insurance specialists.
- 7.2 Stores in and around the School that contain combustible materials should be kept locked.
- 7.3 Stores that contain chemicals and hazardous materials, often adjacent to chemistry laboratories, should be well managed, clean and kept locked. The Fire Brigade should be advised of the location of such rooms for their records.
- 7.4 Waste bins and wheelie bins should be located well away from the buildings, preferably in locked compounds. Waste skips used for any purpose should be located well away from buildings but not near perimeter fences or walls. Litter bins should be emptied before / at start of lunch break and at the end of each school day.
- 7.5 Reduce the opportunity for an intruder to start a fire:
Arsonists seldom bring combustible items with them but tend to use what is available on site. External combustible storage within the school should be removed or located elsewhere.
- 7.6 Closing all doors at night will help contain any fire or smoke within the room of origin, or at the very least, slow down the rate of fire growth.
- 7.7 The security of the building is maintained by always having staff on duty at the main points of entry including Reception (7.30am to 6.00pm) and Sports Ramp (during designated opening hours).
- 7.8 Unnecessary 'clutter' in all external areas should be removed.
- 7.9 Flammables materials are to be locked away in the correct storage containers appropriate cupboards / locked prep rooms when not in use:
 - Science Area
 - Art & D&T department
 - Site storage
 - Groundmen's Store
- 7.10 Steps should be taken to reduce the risk of intruders entering car parks and sports field.
- 7.11 Regular (at least once a term) fire inspections are undertaken, including vulnerable areas such as those mentioned above.

Detection and Protection

- 7.12 Fire doors should be maintained in good working order and closed at all times. Members of staff should be adequately trained in fire procedures, including how to summon the Fire Service, building evacuation and the use of fire extinguishers.
- 7.13 Automatic detection and fire alarm systems should be connected to a commercial collector station for constant monitoring and immediate transmission of a fire alarm signal to the local authority fire brigade whenever the school is unoccupied.
- 7.14 Unwanted calls such as malicious calls and system faults should be treated seriously and with the highest priority. Malicious calls are a criminal offence and will be reported to the Police by the Fire Brigade.



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Appendix 8: *EXAMPLE* Staff Evacuation List

Castle Rushen High School Fire Evacuation	Unattached Staff Students, Listening Service Staff & Collaboration	Present	Missing
Reporting Officer:	Kathryn M		
Responsible for:	Cara J (Backup reporting officer)		
	Hannah O		
	Thomas F		
	Fiona W		
	Jen H D		
	Marie A		
	Ellisha B		



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Appendix 9: Fire Check List for the Designated Fire Officer

Castle Rushen High School

Fire Alarm and Evacuation

Date:

		Hr	Min	Sec
1	Alarm sounded			
2	Emergency services contacted by DFO			
3	All out			
4	Role completed			
5	Emergency Services arrive			
6	All clear given (Headteacher)			
7	Returned to the building			

Person responsible	Role complete	Time	Missing Staff	Missing Students
India Crispe/Ella Clague Year 13				
Emma Metcalfe Year 12				
Kathryn Manson Year 11				
Heather Libreri Year 10				
Andrew Baker Year 9				
Casey Davies Year 8				
Helen Berrie Year 7				
Philippa Sutterby (Visitors)				
Julie Cretney Duggan (General Staff)				
Valentina Elvezia (Admin staff)				
Jonny Carroon (Canteen)				
Lee Dolman (Site)				
Laura Taylor (SC1)				
Christopher Hermann (Cover & Technicians)				
Christian Makin (SC3)				
Jody Astin (Leadership)				

Notes and Action Points

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Designated Fire Officer: _____ Name: Gareth Deakin