LOCAL FIRE MANAGEMENT PLAN
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Plan Statement (1)

AKS recognises its legal obligations to promote fire safety and complies with the Regulatory Reform (Fire Safety) Order 2005. Accordingly, the school must:

a) ensure that a fire risk assessment is in place. This must be formally recorded and regularly reviewed.
b) produce a fire risk policy which includes the elimination or reduction of risks from dangerous substances;
c) develop fire procedures and provide staff training (repeated periodically where appropriate);
d) ensure the safety of staff or anyone else legally on the school premises;
e) carry out fire drills regularly, at least once per term, and contact emergency services when necessary;
f) appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including firefighting and evacuation);
g) have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (the maintenance should be by a 'competent person' (for example, ISO9001 certified or BAFE approved);
h) provide staff and any others working on the school site with fire safety information.
i) the school will comply with any recommendations made by the Fire Service and will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service.
j) there are currently no significant recommendations of the Fire Service outstanding.

The Fire Safety Officer keeps records of the following: (i) the fire risk assessment/fire safety policy and its review; (ii) fire procedures and arrangements; (iii) training records; (iv) fire practice drills. The Estates Manager keeps records of certificates for the installation and maintenance of fire-fighting systems and equipment.

The procedures for site evacuation in the event of a non-fire incident, such as a bomb threat or a gas leak, are identical to those listed below, except that all pupils and staff will be directed to assemble at the far end of the school field, with a greater distance between themselves and the school building than would normally be the case. The sounding of the fire alarm is a generically applicable signal to evacuate the school site, whatever the reason.

Plan Statement (2)

1) This plan applies to all members of the AKS community, including those in our EYFS setting.
2) AKS implements this plan through adherence to the procedures set out in the rest of this document.

3) This plan is made available to all interested parties in accordance with our *Provision of Information* policy. It should be read in conjunction with the following policies: Fire Safety Policy; *Fire Risk Assessment; Risk; Health & Safety.*
4) The school is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's *Equal Opportunity* policy document.
5) This plan is reviewed at least annually, or as events or legislation changes require, by the Whole School Leadership Team and the Local Governing Body. The deadline for the next review is no later than 12 months after the most recent review date indicated above.

Key Personnel

1) Annie Millard: Director of Finance and Operations & Health & Safety Officer
2)
3) Robert Duncan: Head of Estates and Grounds
4) Amanda Ilhan: Head of Nursery and Preparatory School
5) David Harrow: Headmaster

Practice 1 - Review of Fire Risks

The *Fire risk assessments* and *Fire Risk Assessment policy* are reviewed and updated annually. This includes review by the designated LGB member.

Practice 2 - Maintenance of Fire Safety Equipment

The Fire Alarm is tested weekly by the Fire Safety Officer and records are kept in her office. The following reactive safety systems are tested annually, and a register is kept (see fire safety records):

a) Smoke Detectors
b) Sounders
c) Fire Extinguishers
d) Fire Doors

Practice 3 - Fire Safety Training

All staff have completed Fire Warden Training

Practice 4 - Information to Pupils and New Staff

Teaching staff should be familiar with the Fire Drill Notice in all classrooms. Fire Drills are held once per term:

First Fire Drill of the Academic Year:

1) A date is proposed by the Fire Officer to WSLT in confidence for both Senior and Preparatory fire drills and WSLT confirm initial authorisation.
2) To make the drill more realistic only key personnel are informed.
3) This should be done within the first few weeks so that new pupils to the school know the procedure.

Subsequent Fire Drills during the Academic Year:

1) A date is proposed by the Fire Officer to WSLT in confidence for both Senior and Preparatory fire drills and WSLT confirm initial authorisation.
2) To make the drill more realistic only key personnel are informed.
3) An obstruction should be created for the drill, so that one usual route is blocked, to make the evacuation as meaningful and realistic as possible (particularly if the evacuation were due to a bomb, which could be anywhere). This also reinforces the need for silent evacuation, and the responsibility of the teacher to lead their class safely out.

In addition, at the beginning of each term all pupils should be informed or reminded of evacuation procedures by Form Tutors and the location of the assembly point. For the Senior School, this is the rugby pitch in front of the main building. For the Preparatory School/Nursery it is the outside perimeter playground (not the internal courtyard). See Appendix 5.

When new staff, temporary or supply teachers and non-teaching staff are appointed, as part of the induction process, they should be instructed in the emergency procedures by Annie Millard (Health & Safety) who should also conduct the member of staff on a tour of all exit routes, and the assembly point. A list of responsible persons is shown in Appendix 3 and 4.

Practice 5 - The Alarm

All staff should be aware of:

a) the method of operation of a call point break glass.
b) the evacuation signal.

Practice 6 - Action on Discovering a Fire

Staff should:

a) raise the alarm immediately by the appropriate operation of the nearest fire alarm system call point.
b) if trained to use fire extinguishers and if you feel that you can easily extinguish the fire, attempt to do so with the fire extinguishing equipment provided, but do not take personal risks and always call for assistance.
c) never attempt to fight fires alone.

Practice 7 - Location and Use of Escape Routes

All staff should be aware of:

a) the nearest escape route and at least one alternative.
b) the importance of fire doors and why they should be kept closed at all times unless on automatic door releases.
c) the importance of maintaining clear, unobstructed escape routes at all times.

Practice 8 - Evacuation Action for Teaching Staff

On the raising of an alarm, classes are to leave the building by the designated route and make their way to the assembly point in a quiet and orderly fashion.
Classroom teachers should ensure:

a) no-one remains in the classroom including prep rooms, changing rooms, storerooms.
b) there is no-one unaccounted for e.g. toilets, errands.
c) windows are closed.
d) classroom door is closed on exit.
e) all rooms on the exit route are visually checked and doors closed.
f) Science and Design and Technology staff should also ensure the gas supply is isolated.

Once at their assembly point classes should remain in silence whilst the Form Tutor checks the form list.

In the Senior School, each Tutor should check their form and report any pupils not present, including those thought to be absent from school to the Head of Year. The Head of Year will compare this to the list of absent pupils, those on educational visit, signing out books and late books and then report any discrepancies to the Senior Marshal. During external examination periods, the sign-in lists must be collected and used as a basis for monitoring attendance.

In the Preparatory School/Nursery, each Tutor/responsible person should check their form/group and report any pupils not present including those thought to be absent from school to the Senior Marshal.

In Science:
Follow the school's fire safety procedure. The safety of people takes priority. If a source is in use when the alarm starts, return it to its immediate container if this can be done quickly. Do not take the sources outside of the lab or prep room, it is too easy to misplace them. Tell the senior fire warden, and the Fire and Rescue Service if they attend the alarm, where the sources are. Also, tell the RPS (Schools) as soon as possible. You must not return to the building until the senior fire warden says it is safe to do so.

For alarms that turn out to be a drill, a false alarm, or a minor fire far from the laboratory, when it is safe to return to the building, make sure that the RPS (Schools) or another authorised member of staff is allowed back into the building first so they can secure the sources before the students return. Your school fire evacuation procedure should flag this.

All teaching staff who do not have responsibilities for pupils assemble with the non-academic staff (see duties and responsibilities list). At the assembly point the designated person who will have the staff list and absence list will check them.

Practice 9 - Evacuation Action for Non-Teaching Staff

On the raising of an alarm, all staff must leave the building by the designated route and make their way to the assembly point.

All staff have a responsibility on their way to the nearest exit to visually check and close doors to:

a) Classrooms.
b) Toilets.
c) Changing rooms.
d) Storerooms.

Kitchen staff should ensure:

a) no-one remains in the kitchen including prep rooms and storerooms.
b) gas and electricity supplies are isolated.
c) fryer lids are closed.
d) there is no-one unaccounted for.
e) windows are closed.
f) doors are closed on exit of the kitchen.
g) all rooms on the exit route are visually checked and doors closed.

Practice 10 - Evacuation during the School Day

On the raising of an alarm the following sequence of events should be followed:

a) Unless instructed of a fire test, or other, the Fire Safety Officer, or in their absence their deputy, goes immediately to the fire panel to ascertain the location of the alarm.
b) As a matter of urgency, the Fire Safety Officer and other senior staff should make reasonable efforts to ascertain whether the alarm is genuine, without placing themselves at undue personal risk.
c) When the fire alarm is activated it is automatically connected to a monitoring station located in Birmingham. Staff at the monitoring station will contact the following personnel, in strict order of priority, to confirm whether the alarm is genuine and if the Fire Rescue Service should be called:

1. Robbie Duncan

Staff, Pupils, Visitors and Contractors make their way to the assembly areas.

In the event of a false alarm no further action is required.

Practice 11 - Evacuation during Out of Hours (i.e. evenings and weekends)

On the raising of an alarm the following sequence of events should be followed:

a) The Fire Safety Officer should seek to ascertain whether the alarm is genuine.
b) The Fire Safety Officer should request that the alarm monitoring centre notify the Fire Rescue Service if there is a reasonable belief that the alarm may be genuine.
c) The Fire Safety Officer collects the Signing In Book and checks attendance of staff.
d) The Assembly Point is the rugby pitch, ensuring that access to the main building is kept clear.

In the event of a false alarm no further action is required.

In the event of an actual fire being present, the Fire Safety Officer informs the r, Headmaster and DFO.

Practice 12 - Evacuation during School Holidays

Before any holiday period, the Fire Safety Officer reminds all staff, including cleaning and catering, of the following:

a) Entrance to the school is via the main front door only.
b) All staff, without exception, must sign in and out at the General Office / Reception..
c) All visitors, who will be unsupervised on site, must be signed in and out as per usual.
d) Action in the event of an alarm (by circulating the Fire Safety policy).

On the raising of an alarm the following sequence of events should be followed:

a) The Fire Safety Officer should seek to ascertain whether the alarm is genuine.
b) The Fire Safety Officer should request that the alarm monitoring centre notify the Fire Rescue Service if there is a reasonable belief that the alarm may be genuine.
c) The senior person in the General Office / Reception checks attendance of staff.
d) The Assembly Point is the rugby pitch/Prep playground.

In the event of a false alarm no further action is required.

In the event of an actual fire being present, the Fire Safety Officer informs the Headmaster and DFO.

Practice 13 - Evacuation during a School Performance/Event

On notification of a performance/event taking place, the school's Fire Safety Officer will, with the assistance of the event organiser, provide a written fire risk assessment. The exercise will include an assessment of the following:

a) means of escape
b) flammable materials
c) hazardous activities
d) fire warnings
e) possible fire spread

Following the risk assessment a member of staff along with a deputy will be delegated with the responsibility of co-ordinating the evacuation of the building. Their duties will include:

a) providing a full list of all staff and pupils involved.
b) informing staff and pupils of the correct action to take in the event of the alarm being raised and where to assemble.
c) informing members of the audience of the fire exits and assembly points prior to the performance.
d) checking cast members to verify all are present
e) liaising with the Fire Rescue Services in relation to the alarm

On the raising of an alarm, the following sequence of events should be followed

a) The Fire Safety Officer should seek to ascertain whether the alarm is genuine.
b) The Fire Safety Officer should request that the alarm monitoring centre notify the Fire Rescue Service if there is a reasonable belief that the alarm may be genuine.
c) The delegated person requests the audience and cast evacuate to a point of safety.

In the event of a false alarm no further action is required.

In the event of an actual fire being present, the Fire Safety Officer will contact the Headmaster and Director of Finance and Operations.

Practice 14 - Evacuation during a Meeting with Parents/Pupils

Staff who organise meetings should be aware of the procedures to take in the event of an alarm being raised. Having established a venue they should:

a) familiarise themselves with the exit route in the event of an emergency.
b) brief any staff /pupils who are assisting with details of the procedures and ensure staff are on hand to assist with evacuation.
c) compile a list of staff / pupils helping that can be used as a checklist.
d) ensure the Request for School facilities form has been completed.
e) prior to the meeting (when possible) inform all visitors of the procedures to take in the event of an evacuation including exit and assembly points.

f)

Practice 15 - Evacuation during Examinations

In the event of an alarm being raised during internal exams, the procedures in place for evacuation during the school day should be followed.

Unless on a one to one basis all external public examinations will take place in the following areas:

a) The Senior Hall.
b) The Sports Hall.

All examination invigilators should be aware of the procedures in place in the event of an alarm being raised, they are:

a) Pupils and staff exit onto the grass area immediately in front of the school. Every reasonable effort should be made to keep pupils away from contact with other pupils, and all examination pupils must remain under close supervision and in silence.
b) The Fire Safety Officer should seek to ascertain whether the alarm is genuine.
c) The Fire Safety Officer should request that the alarm monitoring centre notify the Fire Rescue Service if there is a reasonable belief that the alarm may be genuine.
d) A designated Fire Warden is sent to inform staff invigilating.
e) The Exams Officer is kept informed, where possible.

In the event of a false alarm, no further action is required.

Practice 16 - Evacuation of Nursery

Nursery staff should ensure that:

a) No-one remains in the Nursery
b) There is no one unaccounted for e.g. toilets
c) Windows are closed
d) Nursery doors are closed on exit
e) All areas on the exit route are visually checked and closed

Once at the assembly point Nursery Manager/Senior Nursery Staff should use the attendance record to check that all children and staff have vacated the building.

a) The Fire Safety Officer should seek to ascertain whether the alarm is genuine.
b) The Head of Estates and Grounds should request that the alarm monitoring centre notify the Fire Rescue Service if there is a reasonable belief that the alarm may be genuine.

Clearly written instructions for fire drills are posted in the Nursery.

Practice 17 - Evacuation of Twilight Club (after 3.30pm)

Twilight Club staff should ensure that:

a) No-one remains in Twilight Club
b) There is no-one unaccounted for e.g. toilets
c) Windows are closed
d) Twilight Club doors are closed on exit
e) All areas on the exit route are visually checked and closed

Once at the assembly point Twilight Club Co-ordinator should use the attendance record to check that all children and staff have vacated the building.

a) The Fire Safety Officer should seek to ascertain whether the alarm is genuine.
b) The Fire Safety Officer should request that the alarm monitoring centre notify the Fire Rescue Service if there is a reasonable belief that the alarm may be genuine.

Clearly written instructions for fire drills are posted in the Twilight Club, Prep Hall and classrooms

Practice 18 - Evacuation Action for External Lets

All Group Leaders should be made aware of the following on entering the building:

a) the method of operation of a call point break glass.
b) the evacuation signal.

On discovering a fire all Group Leaders should:

a) raise the alarm immediately by the appropriate operation of the nearest fire alarm system call point.

All Group Leaders staff should be aware of:

a) the nearest escape route and at least one alternative.
b) the importance of fire doors and why they should be kept closed at all times unless on automatic door releases.
c) the importance of maintaining clear, unobstructed escape routes at all times.

Practice 19 - Evacuation Action for Visitors

All visitors should be informed of the school's evacuation procedures on their arrival to the site. On hearing the alarm, all visitors are to leave the building by the shortest route and make their way to the Assembly Point situated on the rugby pitch/Prep playground.

Practice 20 – Feedback Following Evacuation

Following an evacuation staff are invited to forward any observations or comments to the Fire Officer within 24 hours of the evacuation taking place.

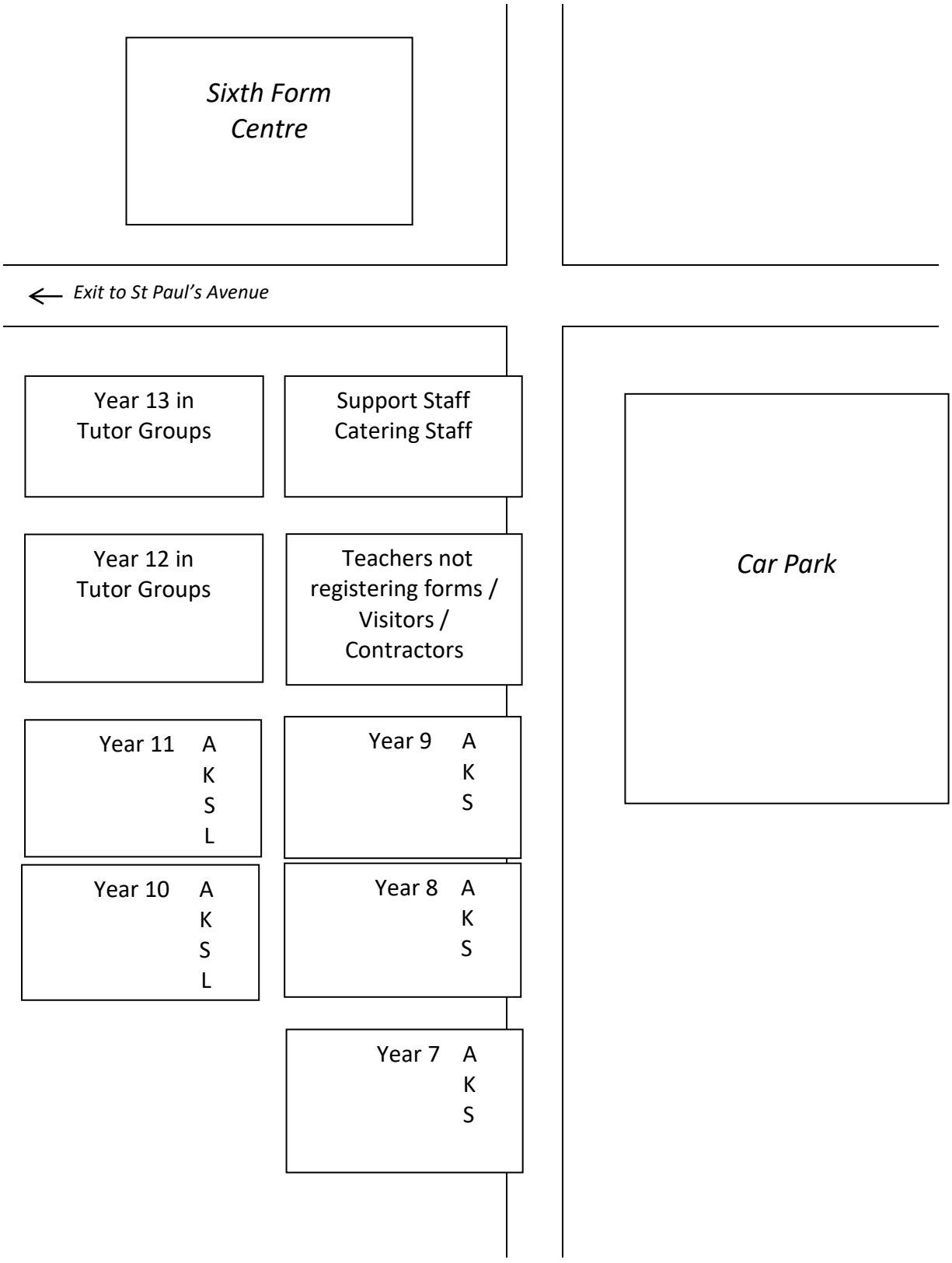
Practice 21 – Fire Report

Immediately on completion of the evacuation the Fire Safety Officer will report any major issues to the Headmaster.

The Fire Officer will forward the report to the members of the H&S Committee for information and discussion at the next H&S Committee Meeting.

Updated	7th July 2026
Reason for changes	Personnel update
Name of the owner	Annie Millard: Director of Finance and Operations
Audience	Staff
Location	Whole School Team and school website
Review date	July 2027

APPENDIX 1 - Plan of Arrangements for Senior Pupil Line-Up



APPENDIX 2 – Evacuation procedure for Senior School

1) In the event of the fire alarm sounding the teacher in charge of a class will escort pupils to the assembly point in a quiet, orderly fashion. Sixth form students who are not in lessons should meet their form tutor at the assembly point.

2) On arrival at the assembly points, form tutors will collect registers from the Receptionist, register their forms and remain with them. Section Heads will liaise with form tutors, collect the completed registers and then report the result of roll-call to the Receptionist.

3) The person sounding the alarm should report immediately to the Senior Marshal (A McKeown/D Harrow) at the assembly area.

4) When the alarm is given, all windows should be closed to reduce through draught. All doors should be closed, but not locked, as the class leaves. Whilst teachers may attempt to extinguish a minor fire, their first responsibility is to sound the alarm and evacuate the building.

5) Science: Follow the school or college's fire safety procedure. The safety of people takes priority. If a source is in use when the alarm starts, return it to its immediate container if this can be done quickly. Do not take the sources outside of the lab or prep room, it is too easy to misplace them. Tell the senior fire warden, and the Fire and Rescue Service if they attend the alarm, where the sources are. Also, tell the RPS (Schools) as soon as possible. You must not return to the building until the senior fire warden says it is safe to do so.

6) For alarms that turn out to be a drill, a false alarm, or a minor fire far from the laboratory, when it is safe to return to the building, make sure that the RPS (Schools) or another authorised member of staff is allowed back into the building first so they can secure the sources before the students return. Your school fire evacuation procedure should flag this.

Assembly Points:

7) The assembly point for the Senior School is the rugby pitch in front of the Sixth Form Centre. Forms will line up facing the main drive; refer to the plan of the Assembly area.

8) Teachers who are not required to register a form, non-teaching staff, office staff, visitors and contractors will go to their Assembly point where they will report to the Senior Person (C Jessop).

9) Support staff will go to their Assembly point where they will report to the Support Staff co-ordinator (K Nicholson).

10) Catering staff will go to their Assembly point where they will report to the Catering Manager (S Shepherd).

11) If the fire alarm sounds outside lesson time, pupils should leave the building in a sensible and orderly manner and meet their form tutor at their assembly point. Teachers will assist in the efficient evacuation of the building.

12) Pupils and staff should remain at the Assembly point in a quiet, orderly manner until dismissed by the Head of Section, as directed by the Senior Marshal.

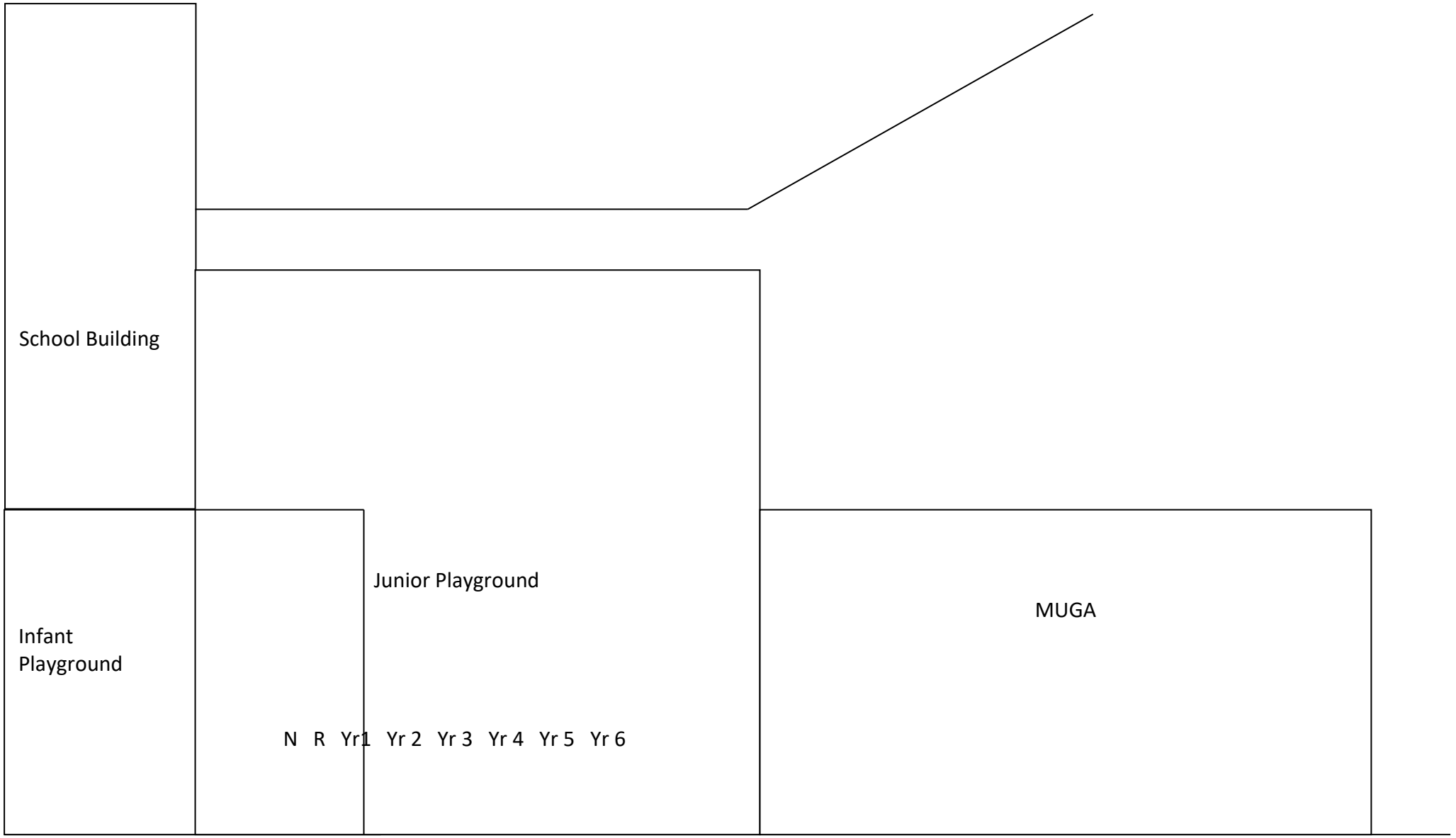
APPENDIX 3 - List of Responsible Persons in the Senior School

Title	Name	Deputy	Duties
Fire Safety Officer and Health and Safety Officer	A Millard	R Duncan	Organise and co-ordinate evacuation exercises. Meet Fire Rescue Service and provide details of Location of fire alarm panel, location of fire and result of accounting for all staff students and visitors. Provide Fire Rescue Service with emergency plan. Assist Fire Rescue services in the location of false alarm.
Fire Wardens	Teaching Staff	Teaching Staff	Ensure staff, pupils or visitors do not re-enter the building until authorised. Assist in traffic management.
Reception	E Wyatt	J Dutton	Remain in Office to answer call from monitoring centre and request assistance from Fire Service if directed by Fire Officer.
Senior Marshal	A McKeown	D Harrow/P Hayden	To act as liaison between the Assembly Points and the Fire Safety Officer, confirm that all pupils and staff are accounted for, instruct Section Heads when to dismiss pupils.
Form Tutors	Form Tutors	Form Tutors	Responsible for checking form lists and informing Heads of section of pupils not present.
Heads of Year	F Burnett M Johnson J Grant D Mayhew A Brown	Form Tutors	Liaise with Form Tutors in respect of missing pupils. Compare list of missing/absent pupils with exeat book/pupils on educational trips. Inform Receptionist of unaccounted for pupils.
Sixth Form	K Maund	N Hamilton, J Arnold	Take out Sixth Form exeat/late book.
Receptionist	D Aldred	A Heaps E Wyatt	Provides Section Heads with class lists. Informs Senior Person of names in the exeat book, staff signing out absent book, staff/pupils on educational visits, visitors book. Inform Senior Marshal of any unaccounted for persons. If no other persons in Office, to remain and respond to call from monitoring centre, and ensure lists are taken out by passing staff member.
Senior Person	C Jessop	P Hayden	Check non-tutor teaching staff, non-teaching staff, visitors and contractors. Inform Receptionist of unaccounted for staff.
Catering Manager	S Shepherd	As designated on day	Check catering staff and inform Receptionist of unaccounted for staff.
Support Staff co-ordinator	HoDs	As designated on day	Check cleaning staff/other caretakers/maintenance/ICT staff and informs Receptionist of unaccounted for staff.
Exams Assistant	Lead invigilator		During external exams provides a timetable and list of pupils sitting exams.

APPENDIX 4 - List of Responsible Persons in the Preparatory School & Nursery

Title	Name	Deputy	Duties
Fire Safety Officer and Health & Safety Officer	A Millard	A Ilhan	Organise and co-ordinate evacuation exercises. Provide Fire Rescue Service with emergency plan. Assist Fire Rescue services in the location of false alarm.
Fire Wardens	Teaching Staff	Teaching Staff	Ensure staff, pupils or visitors do not re-enter the building until authorised. Assist in traffic management.
Senior Marshal	A Ilhan	M Avis	To act as liaison between the Assembly Points and the Fire Safety Officer, confirm that all pupils and staff are accounted for, instruct Form Tutors when to dismiss pupils.
Form Tutors	Form Tutors	Form Tutors	Responsible for checking form lists and informing School Secretary of pupils not present.
School Secretary	T Jackson	L Barker D Horrocks R Brown	Provides Form Tutors with class lists. Compare list of missing/absent pupils with exeat book/pupils and staff on educational trips, staff signing out absent book. Check non-Tutor teaching staff, non-teaching staff, visitors and contractors. Inform Senior Marshal of any unaccounted for persons.
Catering Manager	S Shepherd	As designated on day	Check catering staff and inform Receptionist of unaccounted for staff
Teaching Assistants	All on site	All on site	Escort student group in their charge to registration point and go to corner of building near refuse compound to monitor front entrance – prevent public accessing building .

APPENDIX 5 - Plan of Arrangements for Preparatory / Nursery pupil Line-Up



APPENDIX 6 – Evacuation procedure for Nursery and Preparatory School

1. When the alarm is sounded, all windows should be closed to prevent through draught. All doors should be closed, but not locked, as the class leaves. Whilst teachers may attempt to extinguish a minor fire responsibility is to sound the alarm and evacuate the building.

2. In the event of the fire alarm sounding the teacher in charge of a class will escort pupils to the assembly point in a quiet, orderly fashion.

3. On arrival at the assembly points, form tutors will line up the children and remain with them. A Ilhan will liaise with form tutors and her PA to ensure all children and staff are present as per the registers/staff sign in sheets.

4. The person sounding the alarm should report immediately to A Ilhan at the assembly area.

Assembly Points:

5. The assembly point is the playground area. Forms will line up facing the service road; refer to the plan of the Assembly area.

6. Teachers who are not required to register a form, non-teaching staff, office staff, visitors and contractors will go to their Assembly point.

7. Catering staff will go to their Assembly point where they will report to the Catering Lead (S Shepherd).

8. If the fire alarm sounds outside lesson time, pupils should leave the building in a sensible and orderly manner and meet their form tutor at their assembly point. Teachers will assist in the efficient evacuation of the building.

9. Pupils and staff should remain at the Assembly point in a quiet, orderly manner until dismissed by A Ilhan.

APPENDIX 7 - Fire Training

1) All Senior and Preparatory School staff received Fire Training in September 2014 from Vulcan Fire Training and this has been refreshed in September 2019..
2) All staff completed Fire Warden Training via Educare in April 2022 and Fire Safety Training 22nd April 2025.