



Scarborough
College

FIRE EVACUATION EMERGENCY PROCEDURES (FEPP) POLICY

This is a whole College policy, including EYFS and the boarding community.

In the event of fire, it is the **FIRST DUTY OF ALL CONCERNED TO PREVENT INJURY, OR LOSS OF LIFE.**

Fire can spread extremely quickly with dense; toxic/asphyxiating smoke being produced in seconds. It is vital therefore, that you make certain that you are familiar with all the means of escape in case of a fire, and that you learn the following fire procedures thoroughly, and carry them out without hesitation in the event of a fire.

If you discover or suspect a fire:

RAISE THE FIRE ALARM IMMEDIATELY

- raise the alarm by telephoning Reception (Internal Telephone Extension 201) and by operating one of the red call points, on the FIRE ALARM SYSTEM, these are located at fire exits, and at key areas. They are operated by pressing firmly in the centre of the 'glass' of the call point with your thumb - you do not need a hammer or other object to break the 'glass' on the red call point

In the event of a fire:

EVACUATE THE PREMISES IMMEDIATELY

- use the nearest available exit route
- escort the persons in your charge, from the room
- assist all disabled persons to evacuate the building
- do not stop for, or go back for, any personal belongings
- close all doors, and windows behind you
- do not shout or run as this can cause panic

GO STRAIGHT TO YOUR DESIGNATED ASSEMBLY POINT FOR A ROLL CALL

- the Senior School staff assembly point is the Astro area at the side of the College, or other temporary fire assembly point
- the Prep School assembly point is the footpath on the Deepdale Avenue side of the Prep School car park
- students should assemble in tutor groups at the marked assembly points

- tutors (and staff substituting for Tutors) will collect REGISTERS, at the assembly point, from the RECEPTIONIST or designated deputy. They will call the register for their tutor groups
- tutors should return the register and the **RESULTS** to the **RECEPTIONIST** or designated deputy as soon as possible before returning to their tutor group to await further instructions from the **HEAD, SENIOR DEPUTY HEAD** or designated deputy
- teaching staff not taking registers, visitors, contractors, office staff, cleaners and maintenance /grounds staff will report to the duty receptionist or designated deputy on the single tennis court, or other temporary assembly point
- all catering staff will report to the Catering Manager, or designated deputy on the single tennis court, or other temporary assembly point
- each boarding house has its own designated assembly point, immediately adjacent to the building car parking areas
- remain at the assembly point until you are told by the person in charge of the incident that it is safe to return. This is usually the Headmaster, Business Manager, Senior Deputy Head, or a Senior Fire, or Police Officer

Staff Duties:

- ensure the safe evacuation of the premises in accordance with the evacuation procedures, using your safest, and nearest final fire exit, identified from the BUILDING FIRE EXIT PLAN, which is located in key areas, issued in March 2017 (no changes 2025)
- take a roll call at all the assembly points, by taking the paper register of all students, and electronically for staff/Visitors/Contractors, reporting if anyone is unaccounted for
- the Facilities Manager, Business Manager and Maintenance/Grounds Staff will assist with safe evacuation, and location of the source of fire, or system fault
- the Business Manager, Headmaster, or designated deputy will contact the Emergency Services if the automatic EMCS Smartest System does not do so. (current NYFS may require confirmation of a fire)

Policy Prepared by:

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Person Responsible for Updates	Date Last Reviewed	Next Review Due
Alison Higgins	September 2026	September 2027