



**FIRE POLICY**  
RGS Dodderhill

July 2025

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## 1.0 INTRODUCTION

Fire is dangerous and can destroy lives and property, and the school has procedures and systems in place to protect both, in the event of a fire. The safety of pupils, staff and visitors to the school must always be the priority and it is therefore vital that all staff know what to do if a fire is detected or when the fire alarm is activated.

This policy outlines the controls the school has put into place to manage the fire hazards that are present in the premises, as well as provide an overview of the protective measures in place that help to ensure a fire is discovered quickly and the alarm is raised; allowing the occupants of the school to evacuate safely.

Responsibility for Fire Safety at the School falls under the remit of the Director of Finance and Operations (DFO), who is supported by the Head of Estates. Day to day monitoring of fire safety systems and hazards falls to the Maintenance staff. Specific roles and responsibilities in the event of the fire alarm being raised are outlined in the evacuation procedures set out later in this policy.

Every member of staff has a responsibility for fire prevention (see paragraph 3.0), and for understanding their specific responsibilities in the event of a fire breaking out and at any time the fire alarm is activated.

## 2.0 FIRE RISK ASSESSMENT

The school has appointed Pearson Webb Consulting to provide competent advice and assistance in the area of fire safety. Pearson Webb Consulting are also contracted to complete a fire risk assessment of all buildings annually, in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. A formal fire risk assessment report is provided, along with an action plan highlighting any areas of improvement. These actions and recommendations are then implemented by the school.

The fire risk assessment process is supported by the Head of Estates. It is important, however, that all staff cooperate fully with the fire risk assessment process and the implementation of the subsequent recommendations, if required.

### 3.0 FIRE PREVENTION

Fires start and grow when there is a source of fuel or combustible material present; a source of heat or ignition; and a plentiful supply of oxygen. Minimising the presence of oxygen is not a practical solution to prevent fire, so the school focuses on removing or limiting the presence of ignition and fuel sources where possible.

Some of the key fire hazards that exist at the school, and a brief overview of how they are removed, reduced or managed, is included below:

- Electrical hazards: An effective inspection and testing regime is in place for electrical equipment and the fixed electrical installation within School buildings.
  - The electrical circuits and switchgear in school buildings are periodically inspected and tested, by a competent electrician, with remedial works being completed as required and records being retained of all works.
  - Portable electrical equipment is inspected and tested periodically by the maintenance team, with records being held in the maintenance department.
  - Any staff member wishing to bring in personal electrical appliances (i.e., anything with a plug) must ensure that they have been PAT tested by the maintenance team prior to being used on School premises.
  - All users must carry out a basic visual inspection before using electrical equipment, to ensure it is safe to use.
  - The use of extension leads should be avoided where possible. Where used, they should be inspected for defects or damage, and fully unwound during use.
  - Electrical circuits must never be overloaded and equipment should always have the correctly rated fuse in the plug.
  - Emergency switches are provided where appropriate to isolate equipment quickly and easily.
  - Faulty electrical equipment is taken out of use immediately and either repaired or disposed of safely to prevent use by others.
  
- Gas-fired equipment: All gas appliances and the gas supply system are subject to a safety check on an annual basis by a Gas Safe Registered Engineer. In addition:
  - Certificates of gas safety are produced and records retained. Testing includes the effective combustion of gas to ensure that fire and explosion risk is eliminated.

- In school kitchens, the gas supplies are interlocked with the extraction system and are controlled by key operated switch to prevent unauthorised or accidental use. Heat detectors are installed as part of the fire alarm system.
- The use of naked flames within the Science faculty are strictly controlled in accordance with faculty risk assessments; Bunsen burners are checked before use by the technician.
  
- Portable heaters: The occasional use of portable electric heaters may be appropriate, if approved by the Estates team, and used in line with the following precautions:
  - Heaters with exposed heating elements are not permitted.
  - Heaters must always be positioned a safe distance away from combustible materials and must never be covered.
  - Heaters should not be left unattended when in operation and should be turned off after use.
  
- Arson or malicious damage: School sites are secured as far as possible to ensure opportunities for would-be arsonists are limited, these measures include:
  - Perimeter fences, walls and gates.
  - Security lights and prominent CCTV cameras.
  - Intruder alarms.
  - Segregation and storage of waste materials away from perimeter fences.
  
- Smoking: The School is a non-smoking site, including the use of e-cigarettes. Smoking is not permitted in any of the school buildings or on any part of the premises.
  
- Hot works or machinery related risks: Hot works such as welding, cutting, grinding etc. are undertaken by contractors, by our own maintenance staff, and using machinery within workshops. Controls include:
  - A 'Hot Work Permit' system to ensure certain control measures are always implemented (by staff or contractors) when undertaking hot work.
  - Details of the Hot Work Permit system are contained within the 'Contractors Procedure'.
  - Purpose built welding booths/ brazing hearths which are subject to periodic inspection.
  
- Combustible or waste materials: Non-combustible materials should be used wherever possible, in construction or refurbishment works. Fabrics and upholstery should also have an appropriate level of resistance to flame and combustion.

- **Flammable substances:** The use of flammable substances should be limited wherever possible and the following measures adopted:
  - All flammable liquids should be managed, stored and used in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) and the School COSHH Policy.
  - Flammable substances must be correctly stored in a secure area away from sources of ignition. Appropriate ventilation must be provided to prevent the build-up of flammable vapours.
  - The segregation of incompatible chemicals and substances must be carefully managed to eliminate the possibility of combustion.
  - Experiments should always be adequately risk assessed in conjunction with the use of CLEAPSS guidance.
  - Pupils are always to be supervised during science lessons and laboratories should be secured when not being used for lessons. Pupils must never be in laboratories without staff being present.

#### 4.0 PROTECTIVE FIRE SAFETY MEASURES

Further protective measures are also adopted to reduce or limit the spread of smoke and flame, and to ensure that the occupants of the school are as safe as possible.

- **Fire alarm:** Automatic fire alarm systems are installed in all major buildings, with detection via ceiling-mounted smoke and heat detection, as well as manually operated break-glass call points near to most exits. These automatic systems ensure the early detection of fires and, more importantly, will provide early warning to the occupants of the school.
  - Fire alarm systems are serviced quarterly; in addition, maintenance agreements are in place to provide for repairs and routine maintenance/ testing, where required.
  - Once per week (usually between 10am and 11am on Wednesday) the fire alarm for each building is tested by the maintenance team using different call points each week, and records are kept in the fire log book.
  - Fire alarm tests are carried out during the day so that staff and pupils know what the fire alarm sounds like. The weekly test is very brief and should last no more than 5-10 seconds; if the alarm continues after 30 seconds this must be considered a genuine emergency and the building evacuated.
  - The school fire alarm is a continuous sounding of the electronic sounders which are positioned strategically throughout the school.

- The fire alarm is monitored 24 hours a day, seven days a week by a monitoring company. When a fire alarm is activated the monitoring company alert the fire brigade, School Reception (during School hours) and the school maintenance team via the 'On Call' telephone number (07875 716215) if the School Reception is not available, or the alarm has been activated out of School hours.
  - The fire brigade should also be notified by telephone, by calling 999.
  - Test Mode. When the Fire Alarm is being tested or works are being carried out on the alarm system, the maintenance team arranges for the alarm to be in 'test' mode. During this time the alarm will sound if a fire is detected however, the emergency services are not notified automatically. The Maintenance team at RGS Dodderhill must notify all staff via email that their building is on test mode and should the fire alarm trigger, staff are to immediately radio the Maintenance team and evacuate to the assembly point with their class as per the evacuation process in section 7 of this policy. The Maintenance team must then instruct a staff member to call for the Fire Service by dialling 999. If an evacuation is witnessed, the maintenance team member notifies RGS staff over the radio and ensures the emergency services are notified immediately.
- Compartmentation and fire resistance: good compartmentation and fire resistance within a building can help to contain a fire and limit the spread of the fire, smoke and flame through the building. This also helps to protect escape routes. The school has made efforts to ensure the fire resistance of the buildings is adequate, including:
- Fire doors being installed on most rooms and along escape routes to provide fire resistance and ensure fires are contained to a small area, for as long as possible. It is vital that fire doors are not propped or wedged open, as this negates the fire resistance designed into the buildings.
  - Automatic fire doors and shutters have been installed in key areas to protect escape routes or segregate high-risk areas, such as kitchens. The operation of these doors and shutters are tested on a weekly basis and results recorded.
- Escape routes and exits: have been carefully planned to ensure there are an adequate number, and that they are protected and available for use.
- Escape routes should always be kept clear of obstructions.
  - The Maintenance Team periodically checks that escape routes are available, however all RGS staff must also take responsibility for this on a day-to-day basis.

- Visitors and contractors are also responsible for ensuring that they do not obstruct or hamper any emergency escape routes.
  
- Emergency lighting and signage:
  - Escape routes and exits throughout the school are provided with emergency lighting which illuminates in the event of a power failure, to enable safe evacuation of buildings.
  - Emergency lighting is checked for operation on a monthly basis by the Maintenance team and results recorded.
  - Once per year the emergency lighting system is serviced and the batteries discharged/re-charged to assess their performance, with records being provided of the test results and remedial action required.
  
- Fire Extinguishing Appliances (FEA's) are carefully located throughout the school, and are selected to match the type of fire that is likely in that particular area.
  - FEA's are serviced and maintained annually, under a maintenance agreement with an external contractor.
  - Whilst provision of firefighting equipment is required of the school, the priority is always to evacuate the building. Where FEA's are used by staff, the following rules should be applied:
    - The fire should be no bigger than a waste paper bin.
    - The staff member should keep themselves between the fire and the exit, to ensure they are always able to turn away from the fire and escape.
    - No more than one fire extinguisher should be used to tackle a fire; if the fire is not extinguished at this point, the member of staff should evacuate the premises.

## 5.0 **FIRE SAFETY TRAINING:**

All staff are provided with an overview of this fire policy, the evacuation procedures, escape routes and exits and assembly points as part of their Health and Safety Induction to the School, and refreshed every 2 years at the inset day in September.

All staff are also required to complete the online 'Fire Safety in Education' training package, provided by Educare. This is refreshed every two years.

Fire drills are also completed on a regular basis for each building on site. Fire evacuation drills are intended to ensure, by means of training and rehearsal, that in the event of a fire:

- People act in a calm and orderly manner and understand their responsibilities, and what they must do.
- Those people who may have designated responsibilities (e.g., Duty Fire Marshal or maintenance team) carry out their tasks effectively to ensure the safety of all concerned.
- The escape routes and means of escape work effectively and enable safe and speedy evacuation from the building.

Periodically during fire drills, the maintenance team will also block escape routes, to simulate an actual fire and to force people to develop alternative strategies to escape safely from the building.

No fire drill is to be initiated before training objectives have been agreed with the Head of Estates and Headteacher at RGS Dodderhill. A debrief is to take place on completion of the exercise and a record maintained; when appropriate any particular points of note should be emailed to all staff. Responsibility for this process lies with the Head of Estates.

## 6.0 **EVACUATION PLANS:**

Evacuation plans have been developed for all buildings, as well as for events or productions where higher than normal numbers of people are on the premises. Details of these procedures are provided in the next section of the policy.

Evacuation routes and assembly points are detailed in the appendices, as well as being displayed within School buildings. In addition, 'Fire Action Notices' are also displayed throughout buildings advising people what to do if a fire is discovered (an example of this is provided in appendix A).

Personal Emergency Evacuation Plans (PEEP's) are developed and implemented for anyone who may need additional support to be alerted to a fire and/or to evacuate the building safely (e.g., persons with mobility issues, including temporary issues such as a broken leg, or with sensory impairments).

Where a pupil requires a PEEPs should be a document plan written up the pupils Form Tutor alongside the pupil, agreed by the appropriate SLT member and where applicable the pupils' next of kin (Lower year pupils and EYFS). For support staff can contact the Head of Estates or Health and Safety Manager.

Should a staff member require a PEEP plan, this should be completed by their Line Manager and Health and Safety Manager, then shared with HR for their personnel files.

Any PEEPs in place must be periodically reviewed to check and ensure they remain effective. (It is important that PEEPs are also reviewed where there is a change in circumstances, for example the buildings or environment or the condition of the person to which the plan exists).

PEEPs plans are to be shared with the relevant staff i.e., those that carry out additional roles as DFM and a copy should be readily available in an emergency - this can be electronic version or paper copy.

## 7.0 FIRE EVACUATION PROTOCOL:

### Assembly Points:

There is one Assembly Point at RGS Dodderhill for all buildings (shown on Appendix B)

The assembly point is: The Main Field.

### Grouping and Zoning of Buildings:

At RGS Dodderhill school site there are five groups of buildings, each with their own independent fire alarm system with exception of the Hill Court House, the Link and Goodman Building, these three buildings are linked. As the groups of buildings are physically isolated from each other, and as such it is only necessary to evacuate the building/ group of buildings where the fire alarm has been activated.

If an incident in one building is likely to cause a hazard for the occupants of an adjacent building/ group of buildings, the maintenance team will activate the alarm, so that building can also be evacuated.

The separate fire alarm systems serving each building/group of buildings is shown below:

- Hill Court House, the Link and Goodman Building
- Coach House
- Science and Atrium
- Food Technology

In addition, each building/group of buildings is broken down between three and five zones for the purpose of enabling the effective implementation of the evacuation procedure detailed in this section during school hours (8am until 6pm).

Fire Zone Cards are located in each zone. (See appendix C) The Fire Zone Cards are checked by the maintenance team on a monthly basis to ensure all are correct and in situ.

In the next section of the policy, evacuation procedures have been set out for the following scenarios:

1. Discovering a fire – all staff, pupils and visitors inc. contractors
2. During School Hours (8am until 6pm)
3. Out of School Hours including weekends (6pm until 8am the following day)

4. Events and Performances, and;
5. For Hirers of the school premises

A sign will be displayed in reception indicating who the Duty Fire Marshal is at all times.

It must be ensured that at all times the school is open someone is designated as the DFM. If someone is designated as the DFM and needs to leave site or will be otherwise unavailable, they must pass the DFM duties and this responsibility to another member of staff (as listed above) and notify Reception as to who the DFM now is.

### **Discovering a Fire Procedure - All Staff, Pupils, and Visitors inc. Contractors**

Upon discovering a fire;

- Sound the alarm at your nearest call point
- Only if you are confident attempt to extinguish the fire - **this applies to Staff, Visitors inc. Contractors only. (Must not be bigger than a wastepaper bin & you have selected the correct extinguisher. Only use one extinguisher if this does not work - LEAVE!)**
- Leave the building by the nearest exit
- Report to the designated assembly point
- Do not use the lift to escape (if applicable to your area/building)
- Do not stop to collect belongings
- Do not return to the building until authorised to do so (by DFM or SLT)

### **Fire Evacuation Procedure (School Hours – 8am to 6pm):**

All Staff and Pupils – upon hearing the Fire Alarm:

- All staff and pupils should evacuate the building quickly and calmly via the nearest exit, and proceed to the designated Assembly Point.
  - Staff are expected to make sure pupils evacuate in an orderly manner and are supervised whilst they remain at the Assembly Point.
  - Any member of staff accompanying visitors to the school should accompany them to the Assembly Point
  - Any contractors/ visitors who are not normally accompanied during their time at the school, should be instructed on the location Assembly Point on their arrival and advised to report there on hearing the alarms
  - Any concerns/ comments/ observations on the evacuation process should be raised with the Fire Marshal before leaving the Assembly Point.
- One member of staff in each zone should assume responsibility for collecting the 'Fire Zone Card', for the area in which they are present.
  - (An example Fire Zone Card is included in appendix C).

- The member of staff who has collected the Fire Zone Card should proceed to sweep all areas/ rooms marked on the card, after which they should proceed directly to the Assembly Point.
- Anyone who is found in the rooms/ areas being checked, should be directed to leave the building via the nearest exit, without delay.
- Upon reaching the Assembly Point, the person holding the Fire Zone Card(s) should report to the 'Duty Fire Marshal' (who will be wearing a hi-visibility waistcoat) and hand the card to them to confirm that, to the best of their belief, the zone is clear.
  - Responsibility for collecting the Fire Zone Card is not allocated to any specific individuals, it is expected that all staff should be willing to assume this role.
  - All staff should familiarise themselves with the locations of the Fire Zone Cards in the areas in which they normally work, and the rooms/ areas to which it corresponds.
  - If, for any reason, it is not possible or is unsafe to collect the Fire Zone Card or sweep the entire area to which it relates, it should be left in situ and the staff member should leave the building via the nearest exit. The Duty Fire Marshal should be advised of this fact upon reaching the Assembly Point.
  - Where possible, all staff who were supervising a class / lesson at the time of the alarm being activated are to take a register at the Assembly Point and report any known missing persons to the attention of the Duty Fire Marshal.

**At the Assembly Point the responsibility for taking overall charge of all staff, pupils and visitors will be the most senior member of staff located at the Assembly Point.**

**Duty Fire Marshal ONE** – upon hearing the Fire Alarm / being notified of a fire:

The Duty Fire Marshal ONE (DFM1) for the school could be any one of the following people, and this responsibility rotates between these personnel, dependent on needs/ availability at the given time:

- Headmistress / Headmaster
- Member of the SLT
- Head of Years / Key Stages
- Maintenance / Estates team member

**Action:**

- Ensure two-way communication radio is on the correct channel one (1)
- Send out communications via the radio;  
*Example "We have fire activation in the (name building)"*
- Report to the fire panel that has been activated

- Liaise with Duty Fire Marshal Two (DFM2) to confirm that all fire zone areas are clear
- Liaise with Fire Service on their arrival, inform them of any areas that have not been swept/cleared
- Reset panel once instructed by the Fire Service
- Inform DFM2 when building is safe to re-enter

**Duty Fire Marshal TWO** – Upon hearing the Fire Alarm / being notified of a fire:

The Duty Fire Marshal TWO (DFM2) for the school could be any one of the following people, and this responsibility rotates between these personnel, dependent on needs/availability at the given time;

- School Administrator
- Member of the SLT (providing they are not acting as DFM1)
- Headmistress / Headmaster (providing they are not acting as DFM1)

**Action:**

- Ensure two-way radio is on the correct channel one (1)
- Send out communications via the radio;  
*Example “We have fire activation in the (name building)”*
- Collect RED GRAB BAG from Front Office
- Put on Hi-vis and attend Assembly Point (The Field)
- Collect and mark off fire zones cards as they are received
- Communicate missing card zones to DFM1
- Keep notes of any comments, observation or concerns raised by other staff members relating to the evacuation process
- Liaise with lead of Assembly Point to control crowd
- Dismiss crowd back to building once informed it is safe to do so by DFM1 or Fire Service.
- Pass all Fire zones cards to the Maintenance Team so they can be returned to their respective positions within the building
- Report to Head / SLT for debrief

**Fire Evacuation Procedure (Out of School Hours – 6pm - 7pm)**

- The responsibility of the DFM1 is passed to the Cleaning Supervisor on duty when the DFM 1 and 2 leaves at the end of the day
- Cleaning supervisor must carry a two-way radio on them at all times and on channel one (1)
- Each cleaning team should also carry a radio, set to channel one (1)
- On activation of a fire alarm DFM1 should alert all cleaning staff that there is a fire activation and instruct them to attend the assembly point, prompting any remaining staff, pupils or visitors on site to leave the building and direct them to the assembly point (The Field).
- DFM1 should call the fire service on 999 – using the nearest phone or mobile to them at the time of the activation (providing they are not in immediate danger)
- The monitoring call company will be alerted to the activation and will call the on-call Maintenance Operative/or Estates Assistant – who must attend site and take leadership of the situation
- Nobody should re-enter the building until confirmation has been received (from the Fire Service representative) that it is safe to do so.
- Immediately following the incident, the Maintenance Operative/or Estates Assistant should contact both the Head and the DFO to advise them of the situation. The Maintenance Operative/or Estates Assistant should also prepare a brief log of the incident for debrief with the Head of Estates and Health and Safety Manager at the earliest possible opportunity.

### **Fire Evacuation Procedure (Out of School Hours – 7pm - until 8am Including weekends/school holidays)**

- All buildings are monitored by a remote monitoring company who will contact the Fire Service directly and instruct them to attend the site.
- The On-Call Maintenance Operative / or Estates Assistant will then be called by the monitoring company informing them of the activation and the On-Call Maintenance Operative / or Estates Assistant MUST attend site
- Immediately following the incident, the Maintenance Operative/or Estates Assistant should contact the Director of Finance of Operations to advise them of the situation. The Maintenance Operative/or Estates Assistant should also prepare a brief log of the incident for debrief with the Head of Estates and Health and Safety Manager at the earliest possible opportunity.

### **Assembly Point**

At the Assembly Point the responsibility for taking overall charge of all staff, pupils and visitors will be the most senior member of staff located at the Assembly Point. (see appendix B for site map of assembly point)

- If the alarm sounds at the time of teaching periods pupils are to line up in their class group
- If the alarm sounds during break periods, pupils are to line up in their form groups

- Class / Form teachers take register of their group of pupils
- Class / Form teacher notifies Duty Fire Marshal at the assembly point (DFM 2) if there are any pupils missing
- DFM 2 informs DFM 1 via two-way radios to alert Fire Service on their arrival

### Events and Performances:

School Events or Performances taking place outside of normal School House (i.e., 6pm onwards) should have a formal, written evacuation plan in place. The responsible member of staff or department shall devise this plan and submit it to the Head of Estates and/or Health and Safety Manager for approval.

- Once the Evacuation Plan has been approved, the responsible member of staff should brief all of the staff members (and e.g., pupils assisting with open days) who will be present, on the content and the correct implementation of the plan.
- Where practical at the start of the event/ performance, the responsible person should make an appropriate announcement to alert visitors to the following:
  - the sound of the fire alarm
  - the location of fire exits and escape routes
  - the location of the assembly point
  - the need to make themselves known to staff if they are likely to need assistance in evacuating the premises.
- Upon activation of the Fire Alarm during events, staff should undertake the roles assigned to them in the Event Evacuation Plan (e.g., directing visitors/ attending the assembly point/ sweeping the premises/ assisting visitors to evacuate etc.), and report to the Assembly Point.
  - The Responsible Person for the Event / DFM should satisfy themselves that the building has been evacuated (as defined in their Evacuation Plan) and liaise with the Fire Brigade upon their arrival.
  - The Site Supervisor must report to the relevant building(s) and attend the respective Fire Alarm Panel to establish the location from which the alarm has been activated, and ensure the Fire Brigade are directed to the relevant building.
- Nobody should re-enter the building until confirmation has been received (from the Fire Service representative) that it is safe to do so.
- The Responsible Person for the Event / DFM should prepare a brief log of the incident for debrief with the Critical Incident Team at the earliest possible opportunity.

### Hirers:

When bookings are made for hirers of the school premises, the 'Hiring Agreement' should be provided to them, which will instruct them on what to do in the event an alarm is activated. The Evacuation Plan is to include:

- The need to ensure all members of their party are evacuated safely from the building.
- The location of exits/ escape routes and the assembly point at which they should congregate.
- An emergency contact telephone number they should call once safely at the assembly point.
- The need to wait at the Assembly Point to meet with the Caretaker / DFM and/or Fire Service representative.
- The instruction that nobody should re-enter the building until confirmation has been received (from the Fire Service representative) that it is safe to do so.
- The On-Call staff member responding to the incident should liaise with the Hirer and prepare a brief log of the incident for debrief with the Critical Incident Team at the earliest possible opportunity.

**Sponsor: Head of Estates**

**Reviewed and Amended: July 2025 by FMS**

**Endorsed July 2017 by Bryan Radford Governor responsible for Health & Safety**

**Reviewed: July 2025**

## CALL POINT & FIRE ACTION NOTICE



## RGS DODDERHILL - ASSEMBLY POINT LOCATION (The Field)



RGS DODDERHILL – EXAMPLE OF FIRE ZONE CARD

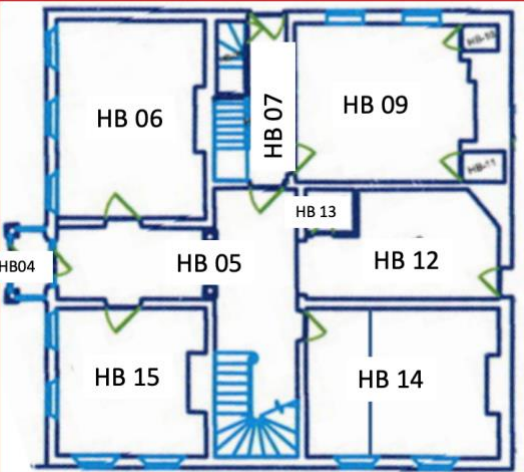
**FIRE ZONE CARD: HILLCOURT HOUSE GROUND FLOOR ZONE ONE**

EVACUATION  
ROUTE &  
ASSEMBLY  
POINT –  
THE FIELD

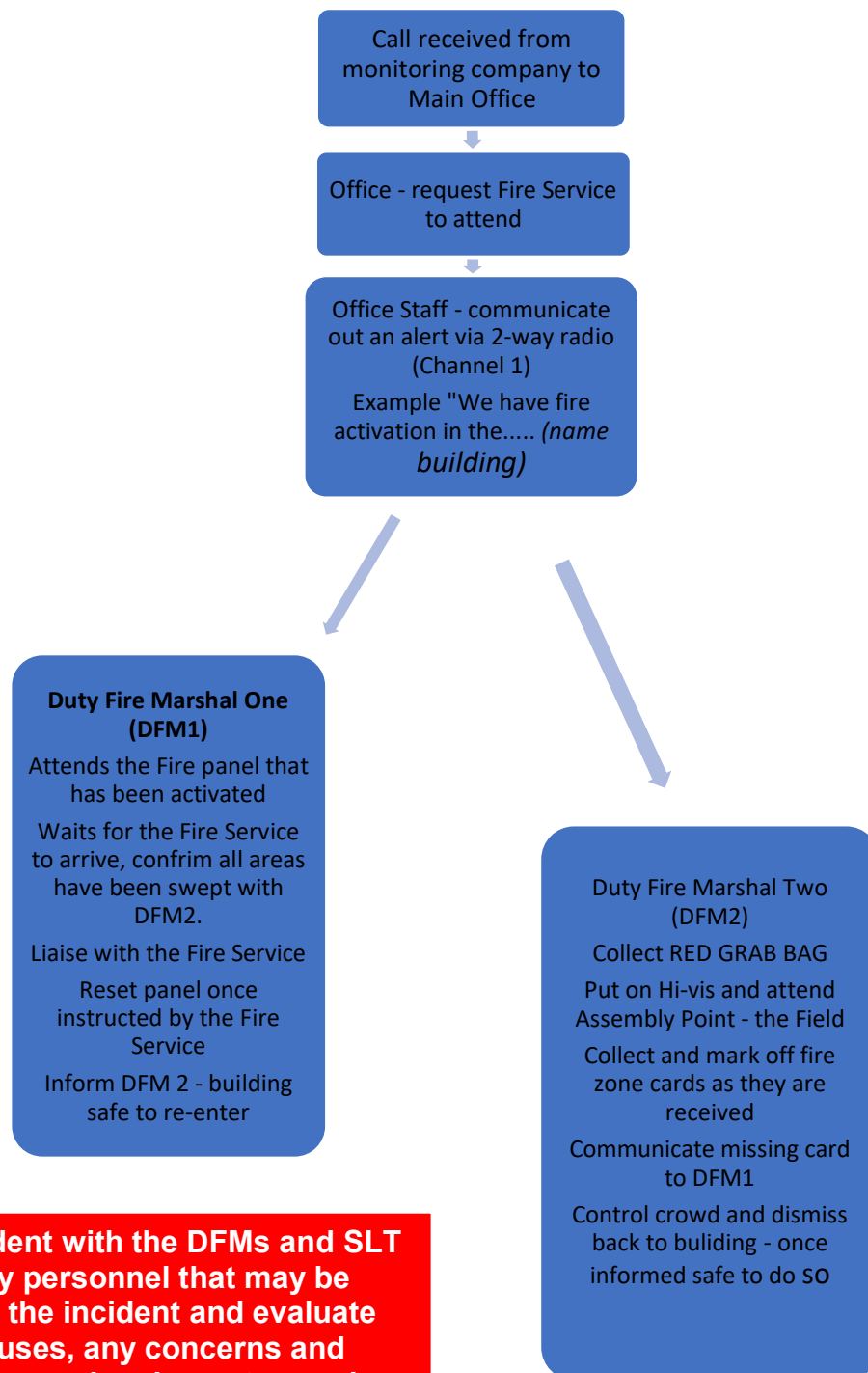


**FIRE ZONE CARD: HILLCOURT HOUSE ZONE ONE - GF**

- CHECK ALL ROOMS LISTED OPPOSITE, TO ENSURE THEY ARE CLEAR OF PEOPLE
- REPORT TO ASSEMBLY POINT (SEE OVERLEAF)
- HAND CARD TO DFM AND CONFIRM ZONE AS BEING CLEAR OF PEOPLE



## Duty Fire Marshal Instruction – Flow Chart



**A debrief of the incident with the DFMs and SLT and any other key personnel that may be required, to review the incident and evaluate performance, causes, any concerns and determine whether any admednments may be required to personnel / procedures. Please inform RGS Health and Safety about the incident after the debrief. (ext.412 or [healthandsafety@rgsw.org.uk](mailto:healthandsafety@rgsw.org.uk))**

## Incident Log

<b>Fire Alarm – Incident Log</b>		
<b>Building Evacuated:</b>	<b>Date of Activation:</b>	<b>Time of Activation:</b>
<b>Significant Developments</b>		
<b>Evacuation Time:</b>		
<b>Location of Fire / Alarm Activation:</b>		
<b>Zone Cards:</b>	Provide details of any Zone Cards not received at Muster Station	
<b>Arrival of Fire Service:</b>		
<b>Real or False Alarm:</b>		
<b>All Clear:</b>	Provide details when the Fire Service give the ‘all clear’	
<b>Detail any other observations / communications as they occur:</b>		
<b>Detail any further support requested and action taken by Critical Incident Team</b>		
<b>De-Brief Notes</b>		

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<b>Responsible Persons on Duty During Incident</b>	
Duty Fire Marshal:	
Maintenance Representative:	
Critical Incident Team:	