Cothill Daytime Fire Drill

ON DISCOVERING A FIRE:

Break glass of nearest Fire Alarm

Do not fight the fire, evacuate buildings

Warn others of the danger and tell them to evacuate buildings
The lead member of Staff will phone the Fire Brigade

WHEN THE FIRE ALARM SOUNDS:

Stay with your class
Walk to Assembly Point & wait in silence with your class
Wait at Assembly Point to be checked and released

WALK - SINGLE FILE - SILENCE ASSEMBLY

POINT:

• Along the outside wall of the Tennis Courts, nearest to the Complex •

In bad weather, or if the Main Building or Pike Building are on fire, assemble by Year in the Complex:

Year 8 - C1
Year 7 - C2
Year 6 - C3
Year 5 - C4
Year 4 and Year 3 - C5

Cothill Night Time Fire Drill

ON DISCOVERING A FIRE:

Break glass of nearest Fire Alarm
Do not fight the fire, evacuate buildings
Wake & warn others of the danger and tell them to evacuate buildings

The lead member of Staff will phone the Fire Brigade

WHEN THE FIRE ALARM SOUNDS:

Wake everyone in the dormitory
Walk to the Assembly Point in the Complex and wait in silence
Wait to be checked and released

WALK - SINGLE FILE - SILENCE ASSEMBLY

POINT: THE COMPLEX

Wait in these rooms:

Year 8 - C1
Year 7 - C2
Year 6 - C3
Year 5 - C4
Year 4 and Year 3 - C5

EXIT ROUTES:

Dorms to be shown nearest fire exit as follows:
Office stairs to Head's lawn
Main stairs through Dining Room to Yard
Fire escape to Yard

New Hall stairs to Yard

Bowlers Fire Drill

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Break glass of nearest Fire Alarm
Do not fight the fire, evacuate buildings

Wake & warn others of the danger and tell them
to evacuate buildings
The lead member of Staff will phone the Fire Brigade

WHEN THE FIRE ALARM SOUNDS:

Walk in silence to the Assembly Point
Wait to be checked and released

WALK - SINGLE FILE - SILENCE

ASSEMBLY POINT:

On the gravel area, outside the front of the building

AT NIGHT:

Wake everyone in the dormitory
If you have time, put on a dressing gown & slippers
Evacuate by the clearest route to the Assembly Point outside
Wait to be checked and released by a member of Staff

EXIT ROUTE:

Primary route is via the main staircase to the front door. Should the fire be in this stairwell, exit via the Houseparent quarters.

Fire Drill Responsibilities

Overall lead in the event of a fire or fire drill: GHSM (ASP in his absence)

DAYTIME drill when the alarm sounds assemble by the Tennis Courts

GHSM and Jack Smith (AP- if GHSM away) - confirming a fire/calling fire brigade if necessary. Checking offices/dining areas on the way out. Responsible for opening red gates/directing fire engines in. Responsible for timing evacuation.
Teaching Staff - responsible for roll call for their classes - and/or the class they were teaching
ASP/JMP - responsible for ensuring yard bell rung and any other necessary alarms sounded (also check through Art, Pottery, and DT as near yard bell)
PBEH/SFP - to check the Complex for staff/pupils
CLF/AAB - to check Jacksons for staff/pupils
DH/JB until replacement appointed - to ensure bursary area, kitchen and laundry clear
DGH/SJT/TAPB - to check music practice rooms and Music Room
RHH/ECJ - to check Pike Building (Science Labs)
RM/Sports Gap - to check Bailey Sports Centre

Duty Nurse - check B corridor dorms, sickbay, Year 6 games rooms, gappie/staff flat plus associated bathrooms
Duty Senior Matron/s - to call Bowlers' Houseparent/s (ASP or CJP) if pupils or staff are there. (ALL staff must assemble in a day time drill, even if a main building alarm). All matrons on duty responsible for checking dorms and games room on main corridor and associated bathrooms as well as staff flats

Other duties:
JMP/MJH to ensure all teaching staff are present and accounted for
JS will account for maintenance but will also call grounds to ensure all grounds team assemble. In his absence AQ to do this.
SCW to confirm all boarding staff, nurses and Gap Assistants are accounted for. In her absence Laura Marx to do this.
Helen Emson to confirm all domestics present. In her absence Stacey Haynes to do this.
Rob Tynan or Deputy Catering Manager, Senior Team Member to confirm all catering accounted for.
JW,DH, JB to confirm all visitors (including VMTs) accounted for
DHto write up the day time (weekday) drill report. GHSM to write up night and w/e drill reports.

GHSM (or AP in absence) will take overall responsibility for all people to be accounted for. All sections (class teachers, maintenance, domestics, kitchen, grounds, boarding, office staff and visitors) will report to GHSM who is missing, and GHSM will direct any further movement from there.

NIGHT Drill when alarm sounds

Bowlers - Assemble on drive

ASP/CJP to lead at Bowlers drill/alarm. Responsible for confirming a real fire and calling the fire brigade if necessary. Overseeing roll call and timing the drill. ASP must inform GHSM of a *real fire* as soon as possible.

Main School - Assemble in Complex

GHSM/Jack Smith to lead main school drill/alarm. Confirm if a fire/call fire brigade if necessary. Responsible for timing the drill/evacuation/opening red gates and directing fire brigade in.

SCW (assisted by Male Gap Assistants): evacuate dorms 6, 7, 8, 9, 10 and 11 and lead to Complex via the New Hall Stairs. Collect key or keyfob from bottom of stairs to unlock Complex and instruct pupils to begin roll call.

LM (assisted by Female Gap Assistants): evacuate dorms Gardenside dorms, both Sickbays and dorms 1-5 and lead to Complex via Main Stairs and Dining Room.

ELM To sweep through whole of upstairs (Gardenside, Sickbays & Main corridor to ensure all empty and to go down stairs beyond SCW's flat

GHSM will take overall responsibility for all pupils being out of dorms, and will sweep through all dorms before joining roll call in the Complex.

Non-residential houseparents and duty staff to support the drills but they won't necessarily be on-site for a real fire or night time false alarms

Last updated September 2026