



FIRE SAFETY POLICY

Policy Custodian: Bursar

Approving Body: Health & Safety Committee

Approved: November 2024

(This policy is shared with Merchant Taylors' Prep)

Part 1: Introduction

At Merchant Taylors' School (MTS) and Merchant Taylors' Prep School (MTP), our priority is to minimise risk to life and reduce potential injuries by maintaining the physical fire safety of the school. We aim to ensure safe evacuation of pupils, staff, contractors and visitors from our buildings in the event of a fire. The fire safety policy and fire risk assessments are designed to help the school community respond calmly and effectively in the event of a fire.

Role of the School Fire Safety Manager

At MTS, the Bursar, and at MTP, the Site Manager and the Senior Deputy Head, are the designated responsible persons for fire safety, they are responsible for ensuring that:

- The fire safety policy is reviewed annually.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) is given clear instructions on where they should go in the event of a fire.
- Procedures and arrangements for emergency evacuation are tested regularly and lessons absorbed. (Coordinated by the Second Master at MTS and Site Manager and Senior Deputy Head at MTP).
- Records are kept of all fire practices. (Held by the Second Master at MTS and the Site Manager at MTP).
- Both MTS and MTP consult with Andy Forbes of AFCC Consultant Services Ltd for ongoing guidance and advice throughout the year.
- Fire risk assessments are reviewed and updated, and recommendations addressed.
- Fire prevention measures are followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Certificates are kept for the installation and maintenance of fire-fighting systems and equipment.
- Certificates are kept for all staff fire safety/awareness training.

Fire Wardens

MTS

All staff receive regular Fire Awareness training as a minimum requirement and at the earliest practicable opportunity when they take up their employment. The Second Master is the Senior Fire Warden. In the event of a fire alarm, the Buildings Manager and available SLT members will assemble at the master panel of the alarm system in the Dining Hall Corridor and await directions from the Senior Fire Warden.

At MTS, Fire Wardens are used to ensure the areas designated to them comply with best fire safety practice and to support the evacuation of their given area. A fire safety and compliance checklist is completed by each Fire Warden and reviewed by the Head of Operations. They monitor fire safety

equipment in their area of responsibility and inform the Head of Operations of any remedial action required. In the event of a fire, while teaching staff lead the evacuation of pupils to the assembly area for registration, the Fire Wardens will ensure that all personnel are evacuated from their areas safely and that all fire doors and windows are closed. On arrival at the assembly area, they will report to the Head of Operations and confirm that their areas have been vacated. Should anyone refuse to evacuate for any reason, the Fire Wardens have been trained to leave them and to note the names of any individuals refusing to leave.

The Senior Fire Warden will investigate the cause of the alarm, confirm the risk presented and ensure the Emergency Services are called as required. They will despatch a guide to the main entrance in order to direct the Emergency Services to the scene. Employing available Fire Wardens as required, they will ensure that all personnel are evacuated from buildings. When the risk level allows, they will silence the alarm, allow re-entry to buildings and record details of the alarm activation.

MTP

All staff complete Fire Awareness Training annually at the earliest practicable opportunity. All new members of staff and temporary employees are provided with induction training on how to raise the alarm and the available escape routes. All staff have a duty to familiarise themselves with the School's Fire Instruction and Fire Assembly Points.

In the event of a fire alarm during lessons, staff will lead the evacuation of pupils to the assembly area for registration. The Fire Wardens (see Appendix 2) ensure that all personnel are evacuated from their areas safely and that all fire doors and windows are closed. On arrival at the assembly area, they will report to the Senior Fire Warden (Site Manager/ Senior Deputy Head) and confirm that their areas have been vacated. Staff are allocated a fire warden to report to in order to ensure everyone is accounted for.

The Site Manager will investigate the cause of the alarm, confirm the risk presented and ensure the Emergency Services are called as required (SLT will assist). SLT or the Site Manager will despatch a guide to the main entrance in order to direct the Emergency Services to the scene. Employing all available Fire Wardens as required, they will ensure that all personnel are evacuated from buildings. When the risk level allows, the Site Manager or Deputy will silence the alarm, allow re-entry to buildings and record details of the alarm activation.

Emergency Evacuation Notice

All new staff, pupils, contractors, and visitors are briefed on the following emergency evacuation procedures, which are outlined in more detail within the Emergency Procedures documentation in the Staff Handbook.

1. If you discover a fire, activate the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, lead them calmly to the assembly area on the long drive (MTS) following the green fire exit signs or heading away from the source of the fire. If safe to do so, shut doors and windows behind you. At MTP, the assembly point is located on the School Sports Field, beyond the Memorial Garden (see Appendix 3).
3. When the alarm sounds, the Senior Fire Warden or SLT will determine the requirement to summon the Emergency Services and instruct the School Receptionist (MTS) / Office and SLT (MTP) as required.
4. Those responsible for any disabled students will be trained in safe evacuation in emergencies assistance.
5. At MTS, on arrival at the assembly point, Form Teachers will collect their form lists from their Head of Section, check their form list and report any pupils unaccounted for to the Head of Section. Non-Form Teachers will report to the Senior Deputy Head (Academic) for further tasking.

6. At MTS, report anyone who is waiting to be evacuated from a designated refuge, or who is missing, immediately to the Head of Section, who will then inform the Senior Fire Warden. The Senior Fire Warden will then inform the Emergency Services. On no account should anyone return to any building until given permission to do so by the Fire and Emergency Services or the Senior Fire Warden.
7. At MTP, report anyone who is missing, immediately to the Senior Deputy Head potentially via Head of House or Assistant Head (Wellbeing) and/or the Senior Fire Warden, who will then inform the Emergency Services.
8. At MTP Form Teachers are to remain at the assembly point with their pupils until a member of SLT gives the 'all clear'.

Part 2: Fire Safety Procedures

Briefing New Staff and Pupils

All new staff (Teaching and Support staff) and all new pupils are briefed on the school's emergency evacuation procedures. They are to be shown the emergency exits, escape routes and the outside assembly points. Fire action notices are displayed on the walls of rooms and corridors to ensure that everyone knows where they should go on hearing the fire alarm.

The safe evacuation of staff, pupils and visitors is our main priority. Protecting property and buildings is a secondary concern. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. Fire awareness INSET training is provided for new teaching staff on a cyclic programme and regular refresher training is also provided. No one should attempt to use a fire extinguisher before they have been trained in its use.

Summoning the Fire Brigade

At MTS, the Senior Fire Warden will determine the requirement to call the Emergency Services and direct the School's Receptionist accordingly. At MTS, reception is normally staffed between 0800hrs and 1800hrs during weekdays in term time and between 0900hrs and 1600hrs during holiday periods. The master panel showing the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the Dining Hall Corridor. This system is monitored by Volt Security who, in the event of an alarm out of school hours, will call the duty mobile number. The School Reception is always given advance warning of planned fire practices.

One of five on-site support security staff is on call 24 hours a day, 7 days a week, 365 days a year, including public holidays. They have standing instructions to summon the Fire and Emergency Services if so required if the alarms are activated outside of the hours that the School Reception is staffed, (unless warned of a planned fire practice).

At MTP, the Senior Fire Warden, Senior Deputy Head or a member of SLT will determine the requirement to call the Emergency Services and direct the School's Receptionist accordingly. At MTP, reception is normally staffed between 0800hrs and 1730hrs during weekdays in term time. The Site Team are on site 8am-4pm during non-term time. The site fire panels show the location of the alarm call point within that networked alarm system. The School Reception is always given advance warning of planned fire practices. At MTP external fire monitoring is in place for out of hours response.

Visitors and Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. At MTS, they are made aware of the emergency evacuation procedures printed on the reverse side of their visitor's badge and

are briefed on directions to the assembly area. At MTP, visitors and contractors to the premises are made aware of fire procedures, as appropriate. As briefed in the following 'Summary of Responsibilities' section, MTS/MTP staff are responsible for the welfare and safety of their visitors at all times while on site.

At MTS, when large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. a brief safety announcement is made advising them of the location of the emergency exits and relevant evacuation point/s that they must utilise in the event of the alarms sounding. At MTP, staff are aware of standard emergency fire evacuation procedures and will assist. All major events are covered by separate risk assessments.

Staff, Pupils or Visitors with Restricted Mobility

Bespoke arrangements, or Personal Emergency evacuations Plans (PEEPs), are made for any pupils, staff and visitors with restricted mobility, who may be unable to follow the standard evacuation procedures. Their nominated escorts will be responsible for their safe evacuation.

At MTS, designated School Porters are trained in the use of Evac-Chairs. These chairs are located on the upper landings of school staircases. At MTP, the Site Manager and the relevant carer for an individual are fully trained in the evacuation procedures for each building.

In addition, at MTS, designated safe refuge points are installed across the School, with signs advising of their location. When the fire alarm is sounded, it is the responsibility of the carer of a person with limited and/or restricted mobility to take him or her to the refuge point and to wait for rescue by the Emergency Services.

Summary of Responsibilities

MTS

Senior Fire Warden (Second Master at MTS) – Coordinate the safe evacuation of teaching staff and pupils. Authorise return to the School buildings.

Heads of Section – Distribute form lists to form teachers, request reserve form teachers from Deputy Head (Academic), collect in form lists, report unaccounted for pupils to the Senior Fire Warden. Dismiss their sections form by form when instructed to do so by the Deputy Head (Pastoral) and Deputy Head (Co-Curricular).

Deputy Head (Academic) – Confirm safety of non-form teachers, allocate reserve form teachers as required.

Deputy Head (Pastoral) & Deputy Head (Co-Curricular) – To oversee the Heads of Section and the assembly of pupils at the muster point; to dismiss from the muster point when the Second Master authorises a return to School.

Senior Master – to relay information between the Second Master (in School at the Fire Panel) and Deputy Heads on the Long Drive as needed. To deputise for the Second Master as required.

Fire Wardens – In the event of an alarm, to sweep their designated areas for any persons left in the buildings and to close windows and fire doors. Once evacuated, they must confirm the status of their designated area to the Head of Operations. At all other times, remain vigilant in the observation of fire safety procedures within their areas.

Teaching Staff - Accompany the form they are teaching to the assembly point on the Long Drive in an orderly fashion. Those not teaching should assist in maintaining good order.

Form Teacher - See that their forms line up in an orderly fashion at the designated assembly point on the Long Drive. They should check their Form for absentees and report any unaccounted-for pupils to Heads of Section. Form Teachers should NOT dismiss their pupils until specifically told to do so by their Head of Section.

Non-Form Teachers - Report to the Senior Deputy Head (Academic) for further tasking (after they have evacuated their class and handed over to form teachers at the assembly point).

Director of Music - Confirm safety of visiting music teachers.

Director of Sport - Confirm safety of visiting sports coaches.

Examinations Officer - Confirm safety of Exam Invigilators.

Lettings Manager – Confirm safety of all lettings personnel on site.

Maintenance Supervisor – Confirm safety of all maintenance contractors on site.

IT Manager – Confirm safety of all IT and Telecommunications Engineers on site.

Registrar – Confirm safety of all guests under the care of the Admissions Department.

Grounds Manager – Confirm that all grounds staff are accounted for. Ensure gates are open for emergency services.

Support Staff Department Heads - Confirm safety of their department and report staff unaccounted for to the Bursar's Secretary.

Buildings Manager – Confirm source of fire and inform Senior Fire Warden and Bursar. De-activate alarm when safe and authorised to do so by the Senior Fire Warden or the Bursar.

Bursar – Confirm that Emergency Services have been called and met on arrival. Confirm safety of all Support staff and Visitors.

Head of Operations – Lead contact for Support Staff Fire Wardens.

In the absence of any of the above, their deputies will assume these responsibilities.

MTP

The Senior Deputy Head with SLT - Coordinate the safe evacuation of teaching staff and pupils.

SLT, Heads of Department, Heads of House and Form Tutors are responsible for reporting staff and pupil safety to the Senior Deputy Head.

Senior Deputy Head – Confirms safety of all teaching staff, teaching assistants, supply staff via the above communications.

SLT – Pastoral Deputy checks Y3-8 pupils, Assistant Head (Wellbeing) checks staff, HoPP checks Pre-Prep, the Site Maintenance Operative (Deputy Fire Warden) shadows Site Manager's functions in the event of absence, Assistant Head (Academic) shadows any absent SLT member's functions.

Fire Wardens – In the event of an alarm, to sweep their designated areas for any persons left in the buildings and to close windows and fire doors. Report status of their buildings directly to Senior

Deputy Head At all other times, remain vigilant in the observation of fire safety procedures within their areas.

Teaching Staff - Accompany the Class they are teaching to Sport Field assembly point (beyond the memorial gardens).

Director of Music - Confirm safety of visiting music teachers.

Director of Sport - Confirm safety of visiting sports coaches.

School Office – Confirm safety of all maintenance contractors on site.

Network Manager – Confirm safety of all IT and Telecommunications Engineers on site.

Relevant Fire Warden – Confirm that all grounds staff are accounted for.

Site Manager/SLT - Ensure gates are open for emergency services.

Support Staff - Confirm safety of their department and report staff unaccounted for to the Admissions Secretary and Office Manager or directly to the Senior Deputy Head.

Site Manager – Confirm source of fire and inform Senior Deputy Head and SBM. De-activate alarm when safe and authorised to do so by the Senior Deputy Head or SBM.

SBM and Site Manager – Confirm that Emergency Services have been called and met on arrival. Confirm safety of all Support staff and Visitors.

In the absence of any of the above, their deputies will assume these responsibilities.

Fire/Evacuation Practices

Fire/evacuation practices are held each term by the Second Master (MTS) and Site Manager (MTP), who record the details in a log and brief the Health and Safety Committee on any matters arising at their next meeting. This, combined with our induction programme for new staff and pupils, helps to ensure that the school can be safely evacuated in the event of a fire.

Fire Prevention Measures

Fire prevention measures in place at MTS:

Escape Routes and Emergency Exits

- There are at least two escape routes from all buildings.
- Fire orders are displayed in classrooms and evacuation signs are displayed in corridors and stairwells.
- Fire extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the Fire Risk Assessments and the recommendations of our professional advisors. They can be manually activated and are automatically activated when smoke/heat builds up. Smoke detection systems are located in all staff accommodation.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closers that are activated by the fire alarms are fitted on doors in or leading onto escape routes.

- The master panel for the alarm system is located in the Dining Hall corridor and shows the location of the smoke/heat detector that has been triggered. This is fitted with an uninterrupted power supply (UPS).
- Alarms sound in all parts of the building.
- Fire routes and exits are to be kept clear at all times.
- The Head Porter or duty person is responsible for unlocking buildings in the morning. They remove bolts, padlocks, and security devices from all emergency exits and check that escape routes are not obstructed. Any defects are reported to the Buildings Manager, Head of Operations, or relevant Fire Warden.
- The Maintenance department tests the fire alarm system from different call points every Monday morning before school. Defects are recorded and reported to the Buildings Manager.
- The Buildings Manager, arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Quarterly professional checks on fire detection and warning equipment.
 - An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers.

Records of the above checks are kept by the Buildings Manager.

- The Maintenance department conduct weekly checks on fire doors, automatic closures and emergency lights. Records of these checks are kept by the Buildings Manager.
- The local fire brigade has a copy of a map with all the fire hydrants, gas and electricity points, boiler and plant rooms etc... Familiarisation visits are made to the school as deemed necessary.
- The kitchen is fitted with heat alarms and 30-minute fire doors that close automatically when the fire alarms sound. An Ansul Fire Suppression system is installed above all high-risk catering equipment and tested every 6 months.
- As an additional level of monitoring fire safety on the site, a team of Fire Wardens, responsible for specific areas of the School also complete a monthly checklist of their designated zones. These are given to the Head of Operations and any issues are acted upon as a matter of priority.

Fire prevention measures in place at MTP:

Escape Routes and Emergency Exits

- There are multiple escape routes from all buildings (with the exception of the music block, where fire doors have been installed throughout).
- Fire orders are displayed in every classroom with specific instructions as to the route to be followed in the event of fire. Evacuation signs are displayed in corridors.
- Fire extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. They are automatically activated when smoke/heat builds up.
- All passages, stairways and emergency exits are illuminated by emergency lighting.
- At the Manor, automatic door closures that are activated by the fire alarms are fitted on all doors in or leading onto escape routes.
- The fire panels for the alarm systems are located in each building (excluding Music, Maintenance Bungalow and the Dovecote) operating as one system show the location of a fire. These are fitted with an uninterrupted power supply (UPS) on dual path.
- Alarms sound in all parts of the buildings.
- Fire routes and exits are to be kept clear at all times.
- The Site Manager is responsible for unlocking buildings in the morning. He removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency lights work. Any defects are reported to the School Business Manager and Senior Deputy Head, or relevant Fire Warden.
- The Site Team tests the fire alarm system from different call points (including The Manor) every week. Defects are recorded and repairs actioned by the Site Manager or SBM.
- The Site Manager, arranges for an ISO9001 certified/BAFE approved contractor to carry out:

- Quarterly professional checks on fire detection and warning equipment.
- An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers.
- Records of the above checks are kept by the Site Manager.
- The Site Team conduct weekly checks on fire doors, automatic closures and emergency lights.
- The kitchen is fitted with heat alarms and 30-minute fire doors that close automatically when the fire alarms sound. An Ansul Fire Suppression system is installed above all high-risk catering equipment and tested every 6 months.
- Assembly points are included as Appendix 3 of this policy document.
- Fire Wardens are appointed for each school building. Please see Appendix 2.

Fire Drills and Fire Equipment

- Planned fire evacuation drills are carried out each term and these practices are recorded by the Site Manager in the Fire Log for both the MTP site and the Off-Site Nursery (Manor).
- The fire safety system on the Merchant Taylors' Prep site and Off-Site Nursery are checked weekly by the Site Manager and extinguishers professionally checked at the required interval. An appropriate Fire Log book is kept by the Site Manager.
- At the Merchant Taylors' Prep Nursery (Off-Site Nursery on Merchant Taylors' School Site) the MTS Buildings Manager is responsible for servicing/power testing and keeping the log book of these inspections.
- All safety systems are checked regularly to ensure correct operation, where necessary, e.g., emergency lighting, automated door closures and smoke alarms.

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations, all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing is conducted by competent persons annually.
- Records of all tests are kept in the Maintenance Department at MTS and in the Site Manager's office at MTP.
- The relevant department heads and duty on site support staff check that all Science and DT equipment is switched off at the end of the school day.
- Where possible, all computers have been set to switch off automatically every evening and during holidays and weekends.
- The Catering Manager is responsible for ensuring that all kitchen equipment is switched off at the end of the day.

Lightning Protection

- All lightning protection and earthing conform to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept in the Maintenance Department.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Maintenance Department at MTS and in the Site Managers Office at MTP.
- Landlord's gas safety certificates are held for all staff accommodation (MTS).
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily by the Science Department to ensure that the central gas supply is turned off. At MTS and MTP, all laboratories and the D&T Building are protected by MEDEM units, which provide automatic shut-off.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flameproof containers at the end of every day.
- At MTS, weapons and ammunition used by the CCF are kept in a locked, fire-resistant store that is located within a permanently locked room, the door of which is fitted with an alarm and is fire resistant. Should a fire break out in the CCF Building, MOD guidance dictates that the building should be evacuated rather than any attempt made to fight the fire. Any people working within 25 metres of the CCF Building must be made aware of the increased risk arising through a fire.
- At MTS, the armoury and ammunition store can only be opened by authorised personnel when required.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings.
- At MTS and MTP, combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flameproof cupboards or in external storage as required.

Letting or Hiring the School (MTS)

The standard contractual terms for lettings covers fire safety and hirers are required to sign to confirm that they have read and understood the fire safety procedures relevant to their area of use. At least one member of the on-site support staff is on call when school facilities are in use. All lettings activities must be covered by separate risk assessments, which cover fire safety and evacuation procedures.

Part 3: Fire Risk Assessment

The School's fire risk assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically, it identifies:

- The hazards.
- The people at risk.
- The measures to evaluate, remove, reduce and protect from the risk.
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal.
- The arrangements for reviewing the assessment.

Both the Senior School and the Prep School enlist the services of an independent professional company to undertake the full site Fire Risk Assessment. These documents are reviewed and updated as required at least every 5 years and on completion of new buildings, alterations, or refurbishment. A fire risk action plan is then formulated, and action taken as appropriate to rectify any issues highlighted within the fire risk assessment.

Copies of the School's fire risk assessments are held on the shared drive for all staff to read, together with this document. All Heads of Department should ensure that they and their department staff read the sections that are relevant to them.

Bursar
November 2024

APPENDIX 1

Merchant Taylors' School Support Staff Fire Wardens

MTS FIRE WARDENS 2024/25

Ser	Zone	Fire Warden
1	Head Master's Corridor	Gregg McCann
2	Reception/Careers/Undercroft	Bernie Annan
3	Bursar's Corridor	Dan Fennell
4	Dining Hall Corridor (inc. SGH Room)	Nick Latham
5	Design Centre	Andrew Lansdell/Matthew Carlon
6	South Corridor Ground Floor	Kadi Lill
7	South Corridor First Floor & Great Hall	Darren Drew
8	North Corridor Ground Floor	Kelly Chamberlain
9	North Corridor First Floor	Richard Dixon
10	Dining Hall and Kitchen Areas (inc. Lun)	Dave Fayer
11	Drama Department Including Drama Studio	Savio Gimmi
12	Sports Hall Areas & Swimming Pool	Paul Wiggins
13	History Block	
14	Geography Block (Inc Medical Centre)	Paul Roberts
15	OMT Building	Maria Tripe
16	Maintenance Area	John Harper
17	CCF Block	Michael Anderson
18	Music Department	Samuel Hill
19	Biology Ground Floor	Judith Maguire
20	Biology First Floor	Judith Maguire
21	MFL Ground Floor	
22	MFL 1 st Floor	
23	Classics	
24	Art Department & Lecture Theatre	Catherine Phillips / Kelly Sharrock
25	The Manor Nursery	Gemma Ladbury
26	Grounds Department	Oliver Burden
27	Tolpits House (Monthly Checklist not Required)	Michael Shirley
28	Manor of the Rose (Monthly Checklist not Required)	Michael Anderson
29	HM Annexe (Monthly Checklist not Required)	Gemma Solomons
30	Print Department	Steve Wright
31	Julian Hill Cricket Centre	Kevin Haigh
32	Cricket Pavilions – OMT and School	Gareth Southam

APPENDIX 2

Merchant Taylors' Prep. Fire Wardens:

Site Manager in charge of fire management	Mr Ashley Summers (Senior Fire Warden)	Mobile Phone: 07706309274
Deputy Fire Wardens	Mr Pietro Geremia Mr Graham Court	Mobile Phone: 07584498991 07932510409

Significant Area	Fire Warden	Contact No
The Francis Terry Building	Mrs Jane Stevens and Ms Laura Bury	100 and 163
The School Kitchen	Mrs Sharon Groom	141 or 142
Prep department KS2 & KS3	Mr Andrew Crook, Mrs CarolineMc Manus and Mrs Lisa Waddell	107, 110 and 111
Sir Christopher Harding Building	Mr Danny Roach (Ground Floor) Mr Jonathan Greenish (Ground Floor) Mrs Maria Smith (Upper floor)	113 114 119
New Barn Theatre	Mr Spencer Hinton	123
Music School/Block	Mr Nicholas Stuart	125
Accounts Building	Mr Jon Cho Yee	104
Centenary Building	Ms Rebecca Levy	111
Pre-Prep department EYFS & KS1	Mrs Colette Quinlivan & Mrs Patricia Steed	168 and 135
Sports Hall & Changing Room	Mr Dominic Todd & Mr Jack Denham	133

Significant Area	Fire Warden	Contact Number
Merchant Taylors' Pre-Prep Dept. (Located on MTS grounds)	Miss Sharon Thompson and Mrs Gemma Ladbury	01923 845 990 01923 845 991 07547672901

APPENDIX 3:

MARKINGS FOR ASSEMBLY ON THE LONG DRIVE FOLLOWING A FIRE ALARM Positions for September 2024

Manor of the Rose End

JOM	3.1	ACA	DMS	4.1	RS
	3.2	FBP		4.2	SMH
	3.3	NCR		4.3	MAF
	3.4	MWP		4.5	BJW
				4.6	EJL
	U3.1	OOO		4.7	ML
	U3.2	KKP		4.4	HMP
	U3.3	TMW		4.8	MSTH
	U3.4	SDW			

IMG	DIV 1	AQS	HJM	5.1	SLR
	DIV 2	OFYL		5.2	DGR
	DIV 3	GAW		5.3	JBPG
	DIV 4	AYS		5.4	AGK
	DIV 5	CMD		5.5	SJR
	DIV 6	RDA		5.6	ARC
	DIV 7	SBR		5.7	VAP
	DIV 8	NJC		5.8	ZLB

APC	6.1	RPB	KJY	6.11	AM
	6.2	MIB		6.12	ASM
	6.3	MGHD + KEC		6.13	NCM + JRG
	6.4	JF		6.14	ALM
	6.5	MWSH		6.15	JRT
	6.6	HCH		6.16	FAR
	6.7	SFH		6.17	GCS
	6.8	PAH		6.18	SNS
	6.9	AK		6.19	WYHT
	6.10	JPM + MJB		6.20	SCP

Moor Park Station End

Form Teachers should report absentees to the indicated Head/Assistant Head of Section.

MERCHANT TAYLORS' PREP SCHOOL

FIRE ASSEMBLY POINTS ON SCHOOL PLAYING FIELDS

FIRE ASSEMBLY
POINTS

