

Fire Evacuation Procedures

IF YOU DISCOVER A FIRE, OR ONE IS REPORTED TO YOU:

- Activate the alarm using the nearest available break glass call point
- Leave the building by the nearest exit. Leave belongings; drinks; bags
- Report to the assembly point



ON HEARING THE ALARM:

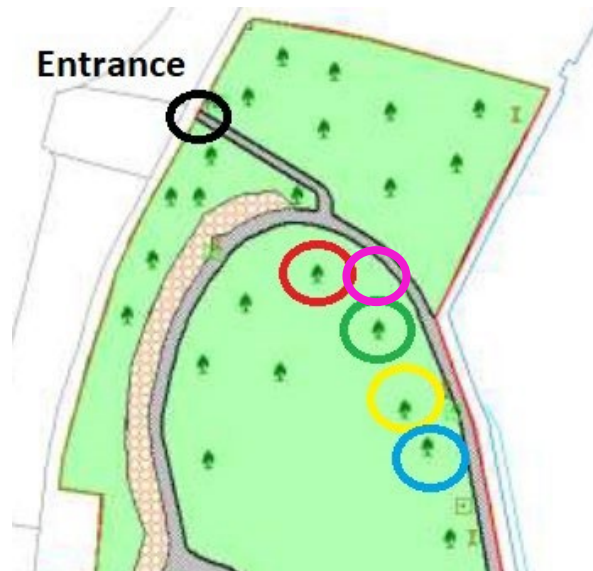
- All staff, pupils, occupants leave immediately – leaving all belongings behind and closing the door behind.
- The Premises Manager or designated person will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- All catering staff; science & premises staff will ensure that gas shut off systems have been activated.
- In the event of a fire – the receptionist will contact the emergency services and wait outside for them to arrive, making sure nobody enters the building.
- Staff will supervise the evacuation to the Fire Assembly Point to Radnor Gardens

Everyone will leave by the three main fire exits at the front of the building and the exit from the Theatre, turning left and walking to Radnor Gardens.



If staff do not have a group of children that they are responsible for, they are asked to support colleagues by remaining quiet and being ready to assist if asked to do so.

- The receptionist will make sure the fire exits in reception are open and grab bag ready to hand to the SLT member in charge.
- Fire Marshalls will collect the evacuation pads from the SLT member in charge at Radnor Gardens (Hard copy back up of full registers in grab bag)
- There are four staff evacuation groups: **Blue, Red, Green, Yellow & Pink**. Staff are to report to their group leader **as per the attached Appendix 1 & map below**



- In the event of a pupil/ staff or visitor not being accounted for following roll call, this must be reported to the Principal or Head immediately. You must not enter the building to investigate.

There is a fourth emergency exit at the back of the school which leads to the neighbour's garden. This should only be used in the extreme event that the whole front of the building is not a safe route off the premises.

OUT OF HOURS:

The same evacuation procedures apply. Exit in the same way to Radnor Gardens. Each event/activity out of hours will have its own risk assessment. This will detail the activity or event leader in charge.

Appendix – Grab Bag Contents

1. List of all pupils in their form group
2. List of emergency contacts for pupils
3. Copy of the Critical Incident Plan
4. First aid kit
5. Emergency medication (if applicable)

At least one member of SLT will have a walkie-talkie or mobile phone to communicate with staff remaining outside the building waiting for the emergency services.