

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:

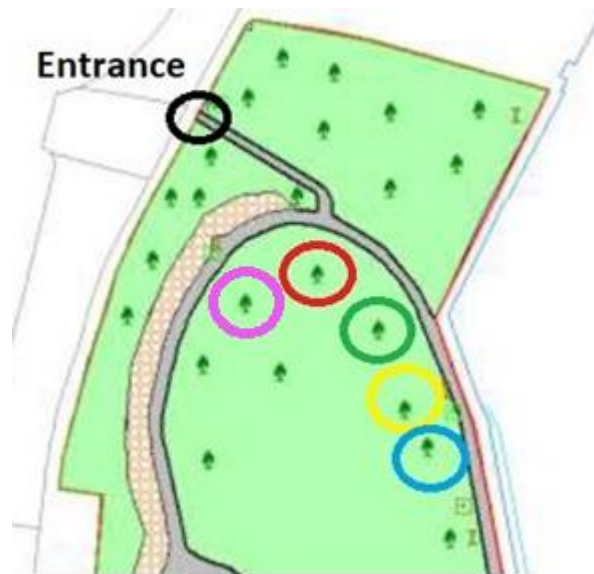
- All staff, pupils, occupants leave immediately – leaving all belongings behind and closing the door behind.
- The Premises Manager or designated person will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- 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 Marshals 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 five 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 1 – Staff Evacuation Groups

Red Group		
First Name	Surname	
Pete	Baker	1
Milly	Bourke	
Shaelene	Bruce	
Chloe	Burrows	
Natalie	Carter	
Alex	Cooper	2
Leighton	Cooper	
Laura	Curtis	
Andrew	Dawkins	
Elena	De Astorza Vicent	
Hannah	Dike-Lawlor	
Ben	Driver	
Julio	Fereira	
Nicola	Firth	
Ali	Fraser	
Kristina	Gulin	
Adam	Jones	
Tracy	Leslie	
Alice	Livesey	
Clare	McNab	
Pete	Nathan	
Dannie	O'Connor	
Marie-Pierre	Ritz	
Amy	Soliman-Beard	
Rob	Stross	
Tom	Wheatley	
Mark	Willis	
Susan	Wood	3

Yellow Group		
First Name	Surname	
Russell	Butlin	2
Silvia	Capindica	
Dan	Cater	
Santa	Dalessandro	
Mary-Anne	Feil	
Katie	Gilmore	
Sandie	Hall	
Steve	Haslett	
Yahya	Jama	
Nick	Johnson	
Hannah	Lang	
Maggie	Libura	
Amanuel	Liku	
Karen	Melling	
Sally	Moore	3
Denise	Murdoch	
Rebecca	Newell	
Mark	Nolan	
Rhian	Nolan	
Abraham	Patterson	
Max	Pitkin	
Jules	Pulford	
Alica	Saparova	
Anita	Tree	
Aditi	Trivedi	1
Liza	Turner	
Amina	Uddin	
Don	Weir	

Green Group		
First Name	Surname	
Aida	Amine (HH)	
Jodie	Bailey (P)	
Andy	Ball (P)	
Elizabeth	Beacom	2
Jack	Blakey (P)	
Stephen	Carrington	
Amy	Cavilla	
Juliana	Da Paixao	
Jason	Day	
Fran	De Vries	1
Adam	Flanagan (P)	
Jenny	Gillespie (HH)	
Eloise	Irving (P)	
Isabel	Johnson (HH)	
Diogo	Manuel (HH)	
Peter	Meaney	
Douglas	Parnham	
Ken	Poole (P)	
Anthony	Richards (HH)	
Jessica	Rochman (P)	
Mateusz	Ryba (HH)	
Nuzhia	Saghir (HH)	
Diarm	Schahill (P)	
Maria	Southey (HH)	
Sean	Wiley (HH)	3

Pink Group		
First Name	Surname	
Aneta	Aguilar Segnini	1
Anna	Fondie	2
Stephanie	Kojder	
Shonagh	Spiers	
All	Visitors	
All	DBS Checked	

Blue Group		
First Name	Surname	
Esme	Barrell	
Daniel	Baum	
Anthony	Behan	
James	Belbin	
Lucy	Bird	
Bénédicte	Bouchard	
Marco	Carbera Salcedo	
Ruth	Chaperlin	
Ollie	Clarke	
Michael	Clarke	
Ciarán	Cusack	
Malcolm	Dancy	
Wafa	Doshi	
Charlotte	Duddy	
Dave	Dyson	
Amanda	Foster	
Nadege	Gandemer	
Kay	Gillespie	1
Roisin	Grace	
Stuart	Graham	
Rafael	Gryner	
Emma	Guild	2
Jarina	Hodgson	
Angelo	Irving	
Jeevan	Kaur	
Tomi	Komso	
Gurpreet	Kundi	
Darren	Lockyer	
Kate	Macharg	
Henry	Meller	3
Sydney	Michaud	
Hayley	Mound	
Sophie	Nicholas	
Laura	Paz Vites	
Tais	Romagosa	
Emily	Russell	
Bruno	Schmitt	
Pooja	Seerha	
David	Sturdy	
Clare	Thomas	

Key for Fire Evacuation Groups

The numbers assigned to the Fire Marshal's correlate to the order of responsibilities.

 Fire Marshal

Pete	Baker
Alex	Cooper
Susan	Wood
Russell	Butlin
Sally	Moore
Aditi	Trivedi
Elizabeth	Beacom
Fran	De Vries
Sean	Wiley
Aneta	Aguilar Segnini
Anna	Fondie
Kay	Gillespie
Emma	Guild
Henry	Meller

(P)

Peri

(HH)

Holroyd Hall

Appendix 2 – 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.