



Radnor House

— TWICKENHAM —

Great Teaching, Genuine Values

## 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:

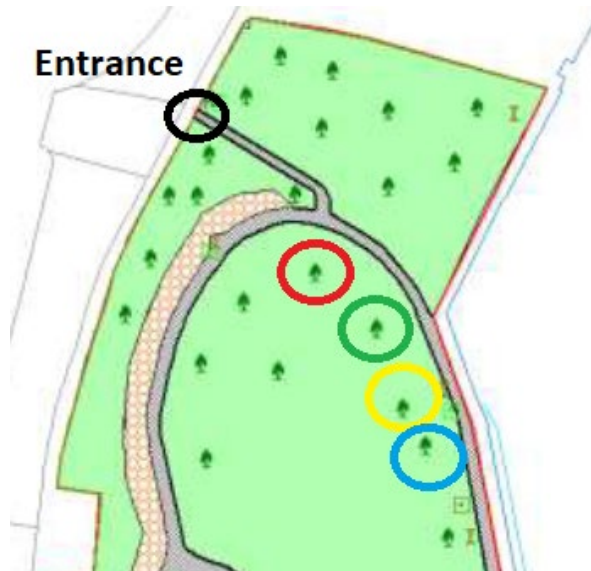
- All staff, pupils, occupants leave immediately – leaving all belongings behind and closing the door behind.
- The Premises Manager or designated person will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- 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**. 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
Aida	Amine
Pete	Baker
Elizabeth	Beacom
Bénédicte	Bouchard
Shaelene	Bruce
Stephen	Carrington
Abby	Child
Ollie	Clarke
Michael	Clarke
Leighton	Cooper
Alex	Cooper
Laura	Curtis
Ciarán	Cusack
Malcolm	Dancy
Jason	Day
Ben	Driver
Dave	Dyson
Ali	Fraser
Kay	Gillespie
Jenny	Gillespie
Stuart	Graham
Hannah	Greenhalgh
Rafael	Gryner
Emma	Guild
Isabel	Johnson
Diogo	Manuel
Anthony	Richards
Mateusz	Ryba
Nuzhia	Saghir
Maria	Southey
Sean	Wiley

Green Group	
First Name	Surname
Andy	Ball
Jack	Blakey
Natalie	Carter
Adam	Flanagan
Anna	Fondie
Robert	Gomez
Kristina	Gulin
Eloise	Irving
Adam	Jones
Jessica	Rochman
Sandra Dorado	Leon
Tracy	Leslie
Jay	Loizou
Marian	Lonsdale
Hannah	Lucas
Clare	McNab
Peter	Meaney
Henry	Meller
Hayley	Mound
Pete	Nathan
Sophie	Nicholas
Dannie	O'Connor
Douglas	Parnham
Ken	Poole
Emily	Russell
Diarm	Schahill
Amy	Soliman-Beard
Tom	Wheatley
Darryl	Wideman
Fiona	Wideman
Mark	Willis

Blue Group	
First Name	Surname
Aneta	Aguilar Segnini
Anthony	Behan
Lucy	Bird
Chloe	Burrows
Chelsea	Constanti
Fran	De Vries
Wafa	Doshi
Laura	Edwards
Nicola	Firth
Nadege	Gandemer
Roisin	Grace
Jarina	Hodgson
Angelo	Irving
Jeevan	Kaur
Gurpreet	Kundi
Darren	Lockyer
Kate	Macharg
Whitney	Mansaray
Clare	Marshall
Rebecca	Newell
Hila	Raz
Marie-Pierre	Ritz
Tais	Romagosa
David	Sturdy
Rachel	Tait
Clare	Thomas
Anita	Tree
Kathryn	Walters
Susan	Wood

Yellow Group	
First Name	Surname
Sharice	Babakhani
Silvia	Capindica
Dan	Cater
Lucy	Croxford
Santa	Dallessandro
Mary-Anne	Feil
Adam	Flanagan
Katie	Gilmore
Sandie	Hall
Steve	Haslett
Yahya	Jama
Nick	Johnson
Rebecca	Khan
Stephanie	Kojder
Maggie	Libura
Amanuel	Liku
Karen	Melling
Sally	Moore
Denise	Murdoch
Rhian	Nolan
Abraham	Patterson
Jules	Pulford
Shonagh	Spiers
Michael	Thompson
Aditi	Trivedi
Amina	Uddin
Kathryn	Walters
Don	Weir
Zara	Wells

## **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.