



Emergency Evacuation Procedures – FIRE

Person responsible	Director of Finance and Operations (DFO)
Last update	September 2025
Frequency of Review	Annual
Date of last review by Governors	November 2025
Date of next review by Governors	November 2026

Contents

- 1. Overview of Procedures**
 - 2. Briefing New Staff and Pupils**
 - 3. Calling the London Fire Brigade**
 - 4. Staff, Pupils or Visitors with a Disability**
 - 5. Visitors and Contractors**
 - 6. Emergency Evacuation Procedure - Fire Instructions for Staff**
 - 7. Monitoring and Review**
- Addendum for Swimming Pool**

1. Overview of Procedures

The Fire Alarm is a continuous bell

Staff must familiarise themselves with the following arrangements:

1. One practice drill will be held each half-term in the Autumn and once in the Spring and Summer terms.
2. On discovering a fire, operate the nearest fire alarm call point. Do not tackle a fire unless it is small and you have been trained to do so.
3. Your first duty is to ensure that Bute House Preparatory School (the School) is alerted and that the pupils in your charge are evacuated safely.
4. If you have a pupil with a disability in your non-ground floor classroom, follow the Personal Emergency Evacuation Plan (PEEP) in place for that pupil. You must be familiar with the safe use of the evacuation chair, supported by the training video circulated at induction and refreshed at least annually, and use it to assist the pupil in moving safely downstairs.
5. On any unplanned activation the DFO, or in their absence the Head or Senior Deputy Head, or the first available adult delegated to make the call, dials 999. The DFO, or in their absence, the above-named responsible persons, will ensure the panel location, zone and hazards are relayed to the London Fire Brigade.
6. The staff named below on each floor and the Facilities Manager will ensure that the building is completely evacuated.
7. Pupils will be expected to exit the building quietly and calmly and line up in the allocated place (see red evacuation notices in each room).
8. Lunch time evacuations:

If the fire bell goes during Lower School lunch, pupils should stand in silence and be led out to the playground table by table by the lunchtime supervisor or teacher serving that table. They should join the correct class line in the playground. The member of staff on duty should be the last to leave the lunch hall. If the fire bell goes whilst while the Lower School is in the playground the lunchtime supervisors should lead them over to line up in the usual place.

During Middle School lunch a supervising teacher and other lunch table teachers are present in the hall. As usual, lunch table teachers position themselves so the layout of lunch servers alternates between child and teacher. When the fire alarm sounds staff should remain calm and ensure there is silence. The supervising teacher leads out their table and the adjoining table. The remaining lunch table teachers should also lead their table and the adjoining table in an orderly fashion. The last lunch table teacher to leave collects any remaining pupils who are near the clearing trolley or the hatch. Other adults in the hall can help pupils set down

dishes, usher out any remaining pupils and exit after all the pupils have been evacuated from the hall. Pupils will line up with their forms in their usual places once they are outside on the playground.

For Upper School lunch the teachers on duty will go to one of the exit doors and open them. The teacher responsible for letting pupils into the hall will go to that door (right hand one if facing them from inside hall) and the teacher supervising seating will go to the left-hand door. Pupils will stand in silence and leave one table at a time, beginning with the tables nearest the door and working down both sides of the hall simultaneously. They will walk across the playground to their usual playground lines. Staff who are not on duty but in the hall will leave the hall last, once all the pupils have been evacuated.

9. The Head (or in their absence, the Senior Deputy Head) will control the assembled school.
10. The Office Manager and School Administrator will bring out and distribute the registers.
11. Each teacher will call his/her class register.
12. Staff with no supervisory duties will remain available to be called upon for support if required.
13. Other staff (not attached to a form group) and visitors will be checked by the Head's PA, DFO, IT Manager and IT Development Manager using the Sign-In app on mobile phones. This will be monitored by the DFO.
14. The Facilities Manager will direct the London Fire Brigade to the site of the fire.
15. The Caretakers will switch off any electrical supplies, as necessary.
16. After each drill or a real emergency, the DFO together with key personnel will review the effectiveness of the procedures. Staff should be asked to comment if they think that the system could be improved.

Instructions on what to do in an emergency are displayed in every room. Alarm tones are distinct from any non-emergency sounders and explained during induction. Aim to achieve full clearance to a place of total safety promptly, which should take no **more than 4 minutes**.

2. Briefing New Staff and Pupils

The safe evacuation of everyone, staff and pupils alike, is the School's priority. Special attention is given to pregnant employees and those with a disability. Protecting property comes second. For example, pupils and staff should always use the exit route indicated from their classroom. No one should attempt to fight a fire at the expense of their own, or anyone else's, safety.

All new staff are given a briefing by the DFO on the School's fire and emergency evacuation procedures as part of their induction, which includes an explanation of exits, roles and responsibilities, key aspects of the Fire Risk (Prevention) Policy, and this Policy. Age-appropriate

explanations and training are given by class teachers before an announced fire drill at the start of each academic year which includes where the emergency exits and escape routes are located, and the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors.

The Premises Team and a number of staff throughout the School have been trained in the use of fire extinguishers and this training is refreshed regularly as required.

3. Calling the London Fire Brigade

The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the DFO (or in their absence the Head or Senior Deputy Head), or the first available adult delegated to make the call will call the London Fire Brigade at once.

Out of hours: when the School is closed and outside the normal school day, responsibility falls to the caretaker on duty or on call (24/7). If the fire alarm sounds during this time, the Caretaker must immediately call the London Fire Brigade unless they have been notified in advance of a planned fire drill.

Prior to responding, the London Fire Brigade may need confirmation of a fire, or reasonable suspicion of a fire e.g. smell/visibility of smoke, etc.

4. Staff, Pupils or Visitors with a Disability

The School is aware of the duty of care owed to those with special needs, a disability or pregnancy, and for the need to provide additional support.

Teachers and carers of pupils with a disability are trained in the use of the purpose-built lightweight stairway evacuation chairs which are specially designed for moving people with a disability downstairs in an emergency.

A Personal Emergency Evacuation Plan (PEEP) will be prepared for any pupil or staff member who would need assistance to leave the premises in the event of an emergency.

A generic PEEP will be available at reception for completion should any visitor need assistance to leave the premises in the event of an emergency.

5. 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 whilst on School property. Staff responsible for visitors / contractors should ensure that they vacate the premises on hearing a fire alarm. Contractors working during the school holidays are given instruction on escape routes and the location of the assembly point.

When large numbers of visitors are at the School for open days, plays, concerts, exhibitions, etc., a brief announcement is made advising them of the procedure to follow in the event of a fire including location of the emergency exits that they should use in the event of the alarms sounding.

6. Emergency Evacuation Procedure – Fire Instructions for Staff

When the alarm sounds

The fire alarm is a continuous bell. On hearing the alarm, evacuate the building immediately using the nearest safe route. All staff must lead their pupils calmly and quietly to the designated assembly point on the netball courts (or an alternative location as directed at the time). Staff are responsible for ensuring their pupils remain orderly, accounted for, and under their supervision until further instruction is given.

All staff must familiarise themselves with the recommended evacuation routes from their area of the School, as well as any specific duties assigned to them. Since the precise location of an emergency cannot be known in advance, always proceed with care and avoid moving into areas that may present danger.

Evacuation should be prompt, but pupils and staff must always WALK—never run—when exiting a building and moving to an assembly area.

If you discover a fire or smoke, you should immediately raise the alarm by setting off an alarm. The location of the nearest alarm is clearly identified in each room.

At all times make sure that doors are shut behind you, taking any visitors with you.

All staff are made aware of the following:

If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.

If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the netball courts. Shut doors and windows behind you.

The DFO (or in their absence the Head or Senior Deputy Head) or designated adult as required will call the emergency services if the alarm sounds.

If you have a disabled pupil in your non-ground floor classroom, you should move them downstairs, using one of the special evacuation chairs.

Staff and pupils in the SPGS swimming pool should remain in the pool building and they should not return to School until the all-clear is given. If the lesson has finished, they should wait in the swimming pool gallery.

The school dog should be taken by a member of staff in the School Office.

Take the register of your class as soon as you reach the assembly point.

Report immediately anyone who is still waiting to be evacuated from a designated refuge or is missing to the DFO who will inform the London Fire Brigade. Note that it is the School's responsibility to ensure that its evacuation arrangements include being able to evacuate all persons with a disability and that any such arrangements should not rely on the London Fire Brigade's involvement.

On no account should anyone return to any School building until given permission by the London Fire Brigade.

Remain at the assembly point with your pupils until the all-clear is given.

Exit Routes

You should leave the building by using the nearest available safe exit route as follows:

On the Second Floor

Music Room / ICT Room	Exit via the main Atrium area to the playground. If this is blocked by fire or smoke, use the door at the far end of the passage, removing the light, plastic barrier on the pathway and go around to the netball courts via the Reception play area.
LE4	Main (central) stairs and then out through the door to the playground.
Studio Theatre, MFL Room, 6S, Library (incl. pods), IT Office, 6E, 6R, Art & Design Room	Back / rear stairs and then out through the door at the foot of the stairs (first staff member out is to open both exit doors for everyone).

On the First Floor

Head, Senior Deputy, Deputy Head, Marketing, Head's PA, Meeting Room, Staff Room (Main Door)	Exit via the main Atrium area to the playground. If this is blocked by fire or smoke, use the door at the far end of the passage, removing the light, plastic barrier on the pathway and go around to the netball courts via the Reception play area.
LE1, LE2, 4G, 5P, 5O	Main (central) stairs and then out through the door to the playground.
Art & Design, 4I, 4N, Science Lab, 5W	Back/rear stairs and then out through the door at the foot of the stairs.
Safe Space & Terrace	External staircase and through the main Atrium area to the playground.

On the Ground Floor

Music Tutorial Rooms 1-5, School Office & First Aid, Reception and Atrium, DFO's Office, LE Room, Food Technology Room, Finance Office, Admissions Office, HR Office	Exit via the main Atrium area to the playground. If this is blocked by fire or smoke, use the door at the far end of the passage, removing the light, plastic barrier on the pathway and go around to the netball courts via the Reception play area.
Class 3N, 3R, 3A	Exit through the classroom doors to the playground.
Reception Class	Exit through the door to the Reception Class outdoor area.
Class 1L, 2E	Exit the classroom into the corridor and exit through the fire exit at the end of the corridor, through the gates at the back of reception into the netball courts. If this is blocked, exit across the corridor through to the outside classroom doors. 1L should exit through 3A classroom door and 2E should exit through 3R classroom door.
The Hall	Exit through the doors to the playground.
Kitchens	Exit via the Hall to the playground unless it is safer to exit via the kitchen yard. (If this option is taken, advise the Facilities Manager at the entrance of your whereabouts).
Basement	Exit either up the stairs and out to the playground or through the 'Emergency Exit' and then to the playground
Playground	Proceed to the Assembly Point on the netball courts.
Swimmers	Swimmers who are leaving the pool at the time of the alarm go right round to the SPGS far end gate on to the playing fields and walk back across.

Special Responsibilities

The following members of staff have particular responsibilities:

Office Manager & School Administrator Report to the muster point and distribute the School registers.

DFO Telephone 999 and request attendance of London Fire Brigade. Outside school hours and during holidays the DFO will cover the roles with special responsibility for those not present. In the DFO's absence

this should be undertaken by the Head or Deputy Head (or most senior person on site out of School hours). Register staff and visitors.

Head's PA	Register staff and visitors
IT Development Manager	Register staff and visitors
Data Manager	Register staff and visitors
Office Administrator	Collect school dog from the office and take to the Evacuation Point.
Facilities Manager	Collect your mobile telephone and attend the control panel in the entrance foyer to establish the whereabouts of the emergency. Advise Caretaker No.2 and the DFO. Check lift is empty and proceed to the playground.
Caretaker No.2	Collect your mobile telephone and take up position at the School entrance gates ensuring that the kitchen yard gate is shut. Only allow access to the Emergency Service personnel. You need to be aware of what is going on so that you can report to the appropriate people. (The Facilities Manager and the DFO will also have mobile telephones with them.)
Caretaker No. 3	Duties as Caretaker No. 2, above, deputising as required in case of absence.

Action by location

All locations should be cleared as soon as practicable and without delay. Undertake a visual sweep only if safe to do so (no smoke / heat / visible fire). Do not delay your own evacuation. Report any unsearched areas / refuge occupants to the DFO at once for relay to the London Fire Brigade.

Basement

DFO or as designated	Within two minutes of the emergency bell, 'sweep' the basement to make sure that all have left the premises and then head for the playground.
----------------------	---

Ground Floor

Office Manager	Within two minutes of the emergency bell 'sweep' the music practice rooms, Admissions Office, DFO's Office, HR Office, Food Tech Room and the First Aid Room to make sure that all have left the premises and then head for the playground.
Catering Manager/Member of Staff as required	Within two minutes of the emergency bell 'sweep' the kitchen and the Hall, to make sure that all have left the premises and then head for the playground.

Ms Reid	Within two minutes of the emergency bell check outside at the back of the School that anyone on SPGS tennis courts has been informed that there is an emergency evacuation.
---------	---

First Floor:

Ms Price / Ms Green	Within two minutes of the emergency bell 'sweep' the first floor and staff room to make sure that all have left the premises and then head for the playground.
---------------------	--

Second Floor

Ms Valle / Ms Fernandez	Within two minutes of the emergency bell 'sweep' second floor to make sure that all have left the premises and then head for the playground.
-------------------------	--

Mr Man / Ms de Pedraza	Within two minutes of the emergency bell 'sweep' the Digital Learning Room, Library (including pods), Music Room, LE3 and the IT Office to make sure that all have left the premises and then head for the playground.
---------------------------	--

Swimming Pool

Swimming Instructor	Call Head's PA / IT Development Manager and advise them which pupils are in the swimming pool. At end of the lesson take the pupils upstairs onto the swimming pool balcony and await further instructions.
---------------------	---

All floor 'sweeps' must include the toilets on that floor and check that all doors are closed.

THE LIFT SHOULD NOT BE USED IN THE EVENT OF AN EMERGENCY EVACUATION

On arrival at the assembly point

Class teachers should collect their registers from the School Administrator/Office Manager.

Pupils should line up as they do for the end of break with Reception at one end (nearest their classroom) and Year 6 at the far end (nearest the field).

Teachers should report to the Office Manager:

The number of pupils present

The number of pupils not in School

All other staff should check in with the Head's PA, DFO and IT Development Manager and stand in a row at the middle of the netball courts.

Head (or Senior Deputy/Deputy in their absence) checks adults present. Those with 'sweep' duties should confirm their areas are clear.

Staff will report immediately to the DFO anyone who is still waiting to be evacuated from a designated refuge or anyone who is missing. It is the responsibility of the DFO, or in the absence of the DFO, a member of the School Leadership Team, to ensure that this information is passed to the London Fire Brigade as soon as they arrive.

On no account should anyone return to a burning building.

School Administrator, Head and DFO confirm total numbers present.

Stay in place until the DFO gives instructions.

Procedure in case the atrium is blocked

This may be due to fire or smoke in the Atrium:

Everyone who normally leaves by the back / rear stairs should do so as usual, which is outlined in the pages above.

Everyone who leaves by the central (main) stairs should head towards the back of the School on the floor they are on, go down the stairs as required, and exit from the rear double doors with those above who normally do this.

Those leaving by the Admin stairs should do so through the poolside door. The first staff member to reach the door should take the emergency key to the SPGS Sports gate. Staff and pupils should turn right and go outside on to Luxemburg Gardens, then turn right again and walk right round to the SPGS sports gate, coming back in across the SPGS fields to the School's netball courts to line up with everyone else.

In the event of a fire during the school day, the School will, if necessary, relocate to St Paul's Girls' School which will be used as a temporary refuge.

Parents will be notified as early as possible of the alternative arrangements.

7. Monitoring and Review

The DFO will regularly monitor and evaluate the effectiveness of these procedures. They will be subject to review at least annually (or more frequently if changes to legislation, regulation or statutory guidance so require) by the DFO and the Governing Body. The date of the next review is shown on the front page.

Addendum for Swimming Pool

To be on display in Swimming Pool for reference

In the event of the fire alarm going off in SPGS, swimming pool evacuation procedures for SPGS should be followed.

In the event of the fire alarm going off in Bute House, unless the coach is instructed otherwise, the swimming lesson can continue.

Call Head's PA / IT Development Manager and advise them which pupils are in the swimming pool.

At the end of a lesson the coach will take the pupils upstairs onto the swimming pool balcony and await further instructions.

At no time should the swimming coach and pupils re-enter the School until the all-clear has been given.

Contact Details:

DFO	07500 955 228	Head's PA	07789 244 017
IT Development Manager	07542 558 478	Facilities Manager	07989 343 249