



Emergency Evacuation Procedures – FIRE

Person responsible	Director of Finance and Operations (DFO)
Last update	January 2024
Frequency of Review	Annual
Date of last review by Governors	January 2024
Date of next review by Governors	November 2024

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 the school is alerted and that the children in your charge are evacuated safely.
4. The DFO (or in their absence the Head or Deputy Head) will call the Fire and Rescue Service on hearing the alarm (They will ordinarily require information that there is a fire, or evidence, such as the smell of smoke).
5. The staff named below on each floor and the caretaker will ensure that the building is completely evacuated.
6. 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).
 - a. If the fire bell goes during LS lunch, children 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 the LS are in the playground, the lunchtime supervisors should lead them over to line up in the usual place.
 - b. During Middle School lunch, there is a supervising teacher and other lunch table teachers. As usual, lunch table teachers position themselves so the layout of lunch servers alternates between child and teacher. When the fire alarm sounds, 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 children that are near the clearing trolley or the hatch. Other adults in the hall can help children set down dishes, usher out any remaining children and exit after all the children have been evacuated from the hall. Children will line up with their forms in their usual places once they are outside on the playground.
 - c. For Upper School lunch the teachers on duty will both go to one of the exit doors and open them. The teacher responsible for letting children into the hall will go to that door (right hand one as you face them from inside hall) and the teacher supervising seating will go to the left-hand door. Children will stand in silence and leave 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, not on duty but in the hall, will leave the hall last, once all the children have been evacuated.

7. The Head (or in their absence, the Deputy Head) will control the assembled school
8. The Receptionist and School Administrator will bring out and distribute the registers
9. Each teacher will call his/her class register
10. Staff with no supervisory duties will remain available to be called upon for support if required
11. 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.
12. The caretaker will direct the Fire and Rescue Service to the site of the fire
13. The caretakers will switch off any electrical supplies, as necessary.
14. After each drill or a real emergency, the management of the school 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.

It should take no more than 4 minutes to evacuate the building.

EMERGENCY EVACUATION PROCEDURE - FIRE

When The Alarm Sounds

The Alarm is a continuous bell. On hearing the alarm, the building should be evacuated immediately and it is important for everyone on the school premises to congregate at the designated assembly point on the tennis courts as quickly as possible.

You are asked to become familiar with the recommended routes to be taken from the different areas of the school and the duties you are asked to perform.

You are also asked to bear in mind that the procedures have been prepared without the knowledge as to where the emergency or disruption is, and you are therefore, asked sensibly to make sure that you are not walking into danger.

It is important that evacuation takes place as speedily as possible, however, you and your charges should always WALK, not run.

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.

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	Admin stairs by Head's office and through the Atrium to the playground.
Assistant Head (Assessment)	Main (central) stairs and then out of the door to the playground.
Studio Theatre, MFL Room, 6B, Library (incl. pods), IT Office, 6D, 6S Art & Design Room	Back/rear stairs and then out of 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 DFO Assistant Head (Academic) Head's PA Meeting Room Staff Room (Main Door)	Admin stairs and then out of the door to the playground.
LE1, LE2, 4B, 5S, 5H	Main (central) Stairs and then out of the door to the playground.
Art & Design, 4F, 4U Science Lab / 5M	Back/rear stairs and then out of the door at the foot of the stairs.

On the Ground Floor

Music Tutorial Rooms 1-4, School Office & First Aid, Reception and Atrium, Marketing Office, LE Room, Food Technology Room, Finance Office, HR Office, Admissions Office	Exit via the main Atrium area to the playground. Only if this is blocked by fire or smoke, then use the door at the far end of the passage, removing the light, plastic barrier on the pathway and go round to the netball courts via the Reception play area.
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Class 3B, 3H, 3G	Exit through their classroom doors to the playground.
Reception	Leave through the door to the Reception outdoor area.
Class 1P, 2H	Exit across the corridor through to the outside classroom doors. 1P through 3H classroom door and 2H should exit through 3B classroom door. Only if this way is blocked by smoke or fire, then go through the class back door round through the gates by the back of the Reception play area.
The Hall	Exit via 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 Caretaker at the entrance of your whereabouts).
Basement	Exit either up the stairs and out to the playground or via the "Emergency Exit" and then to the playground.
Playground	Proceed to the Assembly Point on the Tennis 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 responsibility:

Receptionist & School Administrator	Report to the muster point & distribute the school registers.
DFO	Telephone 999 and request attendance of fire and rescue service. Outside school hours and during holidays the DFO will cover the roles with special responsibility for those not present. In the DFOs 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
IT Manager	Register staff and visitors
Office administrator	Collect school dog from the office and take to the Evacuation Point.

Caretaker No.1	<p>Collect your mobile telephone and attend the control panel in the entrance foyer to establish the whereabouts of the emergency.</p> <p>Advise Caretaker No.2 and the DFO.</p> <p>Check lift is empty and proceed to the playground.</p>
Caretaker No.2	<p>Collect your mobile telephone and take up 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. (Caretaker No.1 and the DFO will also have mobile telephones with them.)</p>
Caretaker No. 3	<p>Duties as caretaker number 2, above, deputising as required in case of absence.</p>

Action by location

Basement

Mr A Pitts	<p>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.</p>
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Ground Floor

Receptionist	<p>Within two minutes of the emergency bell “sweep” the music practice rooms, Admissions 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.</p>
Chartwells	<p>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.</p>
Mrs Reid	<p>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.</p>

First Floor:

Ms Price/Miss Green	<p>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.</p>
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Second Floor

Ms Valle/Ms Fernandez	Within two minutes of the emergency bell, “sweep” second floor and to make sure that all have left the premises and then head for the playground.
Mr Man/ Ms de Pedraza	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 or IT Manager and advise them which girls are in the Swimming Pool. At end of the lesson, take the girls upstairs onto the swimming pool balcony and await further instructions.
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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

When You Get To The Playground

- 1 Class teachers should collect their registers from the School Administrator /Receptionist.
- 2 Children should line up as they do for the end of break, or when we leave to go out on Open Day, so Reception at one end (nearest their classroom) and Year 6 at the far end (nearest the field).
- 3 Teachers should report to the Receptionist:
 - The number of children present
 - The number of children “not in” school
- 4 All other staff should check in with the Head’s PA, DFO, IT Manager or IT Development Manager and stand in a row at the middle of the netball court.
- 5 Head (or Deputy / Assistant Head in their absence) checks adults present. Those with ‘sweep’ duties should confirm their areas are clear.
- 6 School Administrator, Head and DFO confirm total numbers present.
- 7 Stay in place until you receive instructions from the DFO.

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 staircase should do so as usual, which is outlined in the pages above.

Everyone who leaves by the middle/central staircase 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 front staircase should do so through the poolside door, the first staff member through taking a copy of the emergency key to the SPGS Sports gate, then turning right and going outside onto Luxemburg Gardens, turning right again and walking right round to the SPGS Sports Gate, coming back in across the SPGS fields to the Bute House 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 at the earliest possible moment of the alternative arrangements.

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.

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

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