



## Emergency Evacuation Procedures – FIRE

Person responsible	Director of Finance and Operations (DFO)
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## 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 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, you should move them downstairs, using one of the special evacuation chairs.
5. The DFO (or in their absence the Head or Deputy Head) will call the London Fire Brigade on hearing the alarm. (They will ordinarily require information that there is a fire, or evidence, such as the smell of smoke).
6. The staff named below on each floor and the Caretaker 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:
  - a. 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 the Lower School are in the playground, the lunchtime supervisors should lead them over to line up in the usual place.
  - b. 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.

- c. 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 Deputy Head) will control the assembled school.
10. The Receptionist 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 Caretaker 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 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.**

## **2. Briefing New Staff and Pupils**

All new staff (teaching and non-teaching alike) and new pupils are given a briefing by the DFO on the School's fire and emergency evacuation procedures as part of their induction. Age-appropriate explanations and training are given by class teachers before an announced fire drill at the start of each academic year. Everyone is shown 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 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.

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 every two years.

### **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 Deputy Head) will call the London Fire Brigade at once.

One of the Caretakers is on duty or on call 24 hours a day, 7 days a week. They have instructions to call the London Fire Brigade if the alarms go off outside the hours that the School office is staffed (unless warned of a planned fire practice).

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

### **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 also 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 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 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 are therefore asked, sensibly, to make sure that they 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.

All staff are made aware of the following:

- 1 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.
- 2 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 tennis courts. Shut doors and windows behind you.
- 3 The DFO (or in their absence the Head or Deputy Head) will call the emergency services if the alarm sounds.
- 4 If you have a disabled pupil in your non-ground floor classroom, you should move them downstairs, using one of the special evacuation chairs.

- 5 Staff and pupils in 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.
- 6 The School dog should be taken by a member of staff in the school admin office.
- 7 Take the register of your class as soon as you reach the assembly point.
- 8 Report anyone who is still waiting to be evacuated from a designated refuge, or who is missing immediately to the DFO who will inform the Fire and Rescue Service. 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.
- 9 On no account should anyone return to any school building until given permission by the London Fire Brigade.
- 10 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	<b>Admin stairs by Head's office and through the Atrium to the playground.</b>
Assistant Head (Assessment)	<b>Main (central) stairs and then out of the door to the playground.</b>
Studio Theatre, MFL Room, 6S, Library (incl. pods), IT Office, 6E, 6R Art & Design Room	<b>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).</b>

### On the First Floor

Head HR office Assistant Head (Academic) Head's PA Meeting Room Staff Room (Main Door)	<b>Admin stairs and then out of the door to the playground.</b>
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LE1, LE2, 4G, 5P, 5O	Main (central) Stairs and then out of the door to the playground.
Art & Design, 4I, 4N Science Lab / 5W	Back/rear stairs and then out of 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	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 around to the tennis courts via the Reception play area.
Class 3N, 3R, 3A	Exit through their classroom doors to the playground.
Reception	Leave through the door to the Reception outdoor area.
Class 1L, 2E	Exit across the corridor through to the outside classroom doors. 1L through 3A classroom door and 2E should exit through 3R 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 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.
Caretaker No.1	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 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.)
Caretaker No. 3	Duties as Caretaker number 2, above, deputising as required in case of absence.

## Action by location

### Basement

Mr Rayner	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.
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### Ground Floor

Receptionist	Within two minutes of the emergency bell “sweep” the music practice rooms, Admissions Office, DFO’s Office, Food Tech Room and the First Aid Room to make sure that all have left the premises, and then head for the playground.
Chartwells	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.
Mrs 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.
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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 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**

## On arrival at the assembly point

- 1 Class teachers should collect their registers from the School Administrator /Receptionist.
- 2 Pupils 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 pupils present  
  
The number of pupils 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 tennis courts.
- 5 Head (or Deputy / Assistant Head in their absence) checks adults present. Those with 'sweep' duties should confirm their areas are clear.
- 6 Staff will report immediately to the DFO anyone who is still waiting to be evacuated from a designated refuge, or 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.
- 7 School Administrator, Head and DFO confirm total numbers present.
- 8 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 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 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 tennis courts to line up with everyone else.

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**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 and guardians will be notified as early as possible of the alternative arrangements.**

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## **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.

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## **8. 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 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.