



**WOODROW HOUSE
(PREP BUILDING)**

**IN CASE OF FIRE OR OTHER EMERGENCY EVACUATION
EVACUATION IS IN THE SPORTS CENTRE GRAVEL CAR PARK**

For the safety of everyone within **WOODROW HOUSE** the following procedures for evacuation must be followed:

- 1) On discovering a fire **SOUND THE ALARM**. Fire alarm can be found
 - Near front door of foyer
 - Back door of foyer
 - By fire exits near stairs
 - Upstairs inside double doors

- 2) Make sure that a **SENIOR MEMBER OF STAFF** calls the **FIRE BRIGADE** by dialling 999. When the building has been evacuated, notify the senior school.

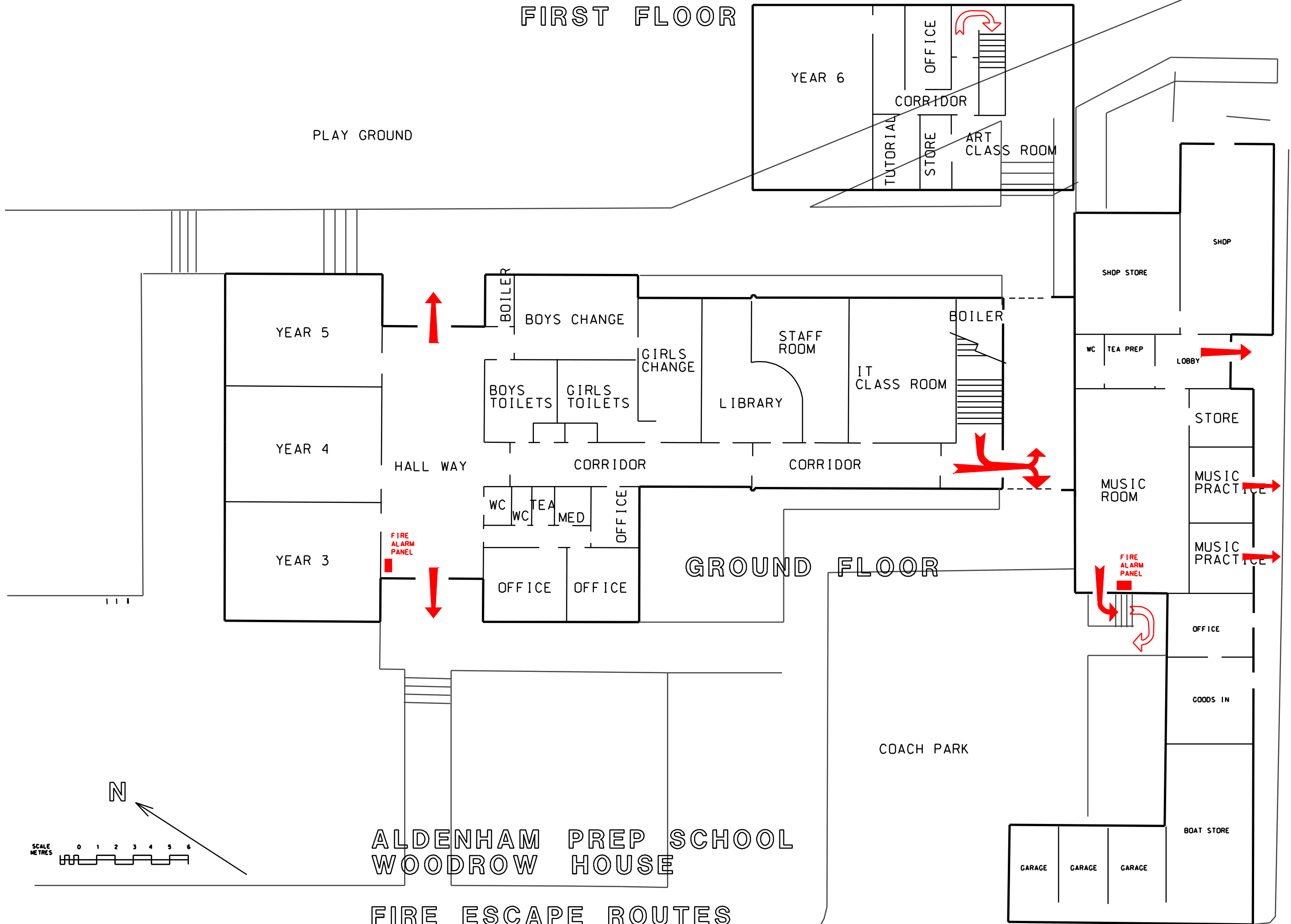
- 3) **EVACUATION PROCEDURES**
 - The nearest member of staff to check the toilets
 - The nearest member of staff collects the day's register(s) which are kept in the classrooms or Prep Office – as long as it is safe to do so
 - The nearest member of staff to check the visitors' book for visitors and part time staff
 - Tell the children what to do and lead them in a calm and orderly fashion to the exit furthest away from where the fire has occurred. Shut the doors and windows behind you as you go (IF IT IS SAFE TO DO SO).

- 4) **EMERGENCY EXITS**
LEAVE THE BUILDING VIA THE NEAREST EXIT POINT:
 - Two fire exits in the foyer
 - The fire exit by the stairs

- 5) **COMPLETING THE REGISTER**
Once the children are outside staff must ensure that the children assemble in the appropriate area – **IN THE SPORTS CENTRE GRAVEL CAR PARK MARKED ASSEMBLY POINT**

TIMING – It is essential that all procedures are carried out efficiently but calmly. We are acting in an emergency situation and therefore it is important that the children's names are registered is no more than three minutes.

FIRST FLOOR



ALDENHAM PREP SCHOOL
WOODROW HOUSE

FIRE ESCAPE ROUTES

N

SCALE METRES
0 1 2 3 4 5 6

MARCH 2017



WILSON HOUSE (Foundation Stage & Pre-Prep)

IN CASE OF FIRE OR OTHER EMERGENCY EVACUATION EVACUATION POINT IS PRE-PREP PLAYGROUND

For the safety of everyone within Wilson House the following procedures for evacuation must be followed:

1. On discovering a fire **SOUND THE ALARM** by breaking the glass on the fire alarm.
Fire alarm units can be located
 - **By the Wilson House Front Door Entrance (Foundation Stage)**
 - **By Elmer's back door to the garden (by the toilets)**
 - **By the Reception Front door entrance**
 - **By Year 1 entrance (White door/Pre Prep Office)**
 - **Year 2 both fire exit doors**

2. Make sure that a SENIOR MEMBER OF STAFF calls the FIRE BRIGADE by dialing 999 or by using a mobile phone. When the building has been evacuated notify the Senior School.

3. EVACUATION PROCEDURES –

- The nearest member of staff to check the toilets
- Nearest member of staff collects the day's register(s) which are kept in the classrooms – as long as it is safe to do so.
- The nearest member of staff to check the visitors' book for visitors and part time staff.
- Tell the children what to do and lead them in a calm and orderly fashion to the exit furthest away from where the fire has occurred. Shut the doors & windows behind you as you go. (IF IT IS SAFE TO DO SO).
- Designated Fire Wardens will fulfill their role; Guide Fire Engine onto site.

4. EMERGENCY EXITS

LEAVE THE BUILDING VIA THE NEAREST EXIT POINT

Foundation Stage Main Door
 Reception Entrance Door
 The Elmer's back door to the garden by the toilets
 Wilbur's back door to the garden (Via the ramp)
 Fire Exit door from Year 1 classroom
 Fire Exit doors from Year 2 classroom

5. COMPLETING THE REGISTER – Once the children are outside staff must ensure that the children assemble in the appropriate area – **PRE PREP PLAYGROUND**

6. TIMING – It is essential that all procedures are carried out efficiently but calmly. We are acting in an emergency situation and therefore it is important that from the time the alarm is sounded to the time the children's names are registered is no more than three minutes.

DO NOT ENTER WILSON HOUSE UNTIL TOLD TO DO SO BY A SENIOR MEMBER OF STAFF.

V.Gocher
 MARCH
 2017

Wilson House

