




Fire and Evacuation Procedures

Managed by:	Updated:	Review Date:
V.J. Gocher	October 2019	October 2020

Head's Authorisation:	Date:
	
Mrs V J Gocher	

INFORMATION

This is a copy controlled document. If you are unsure of it being the most current version please refer to the office. If you need any changes to be made please speak to the office or the Policy Manager.

WOODROW HOUSE (PREP BUILDING)

**IN CASE OF FIRE OR OTHER EMERGENCY 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/FIRE WARDEN** calls the **FIRE BRIGADE** by dialing 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).
- Designated Fire Wardens will fulfill their role; Guide Fire Engine onto site.

4) **EMERGENCY EXITS**

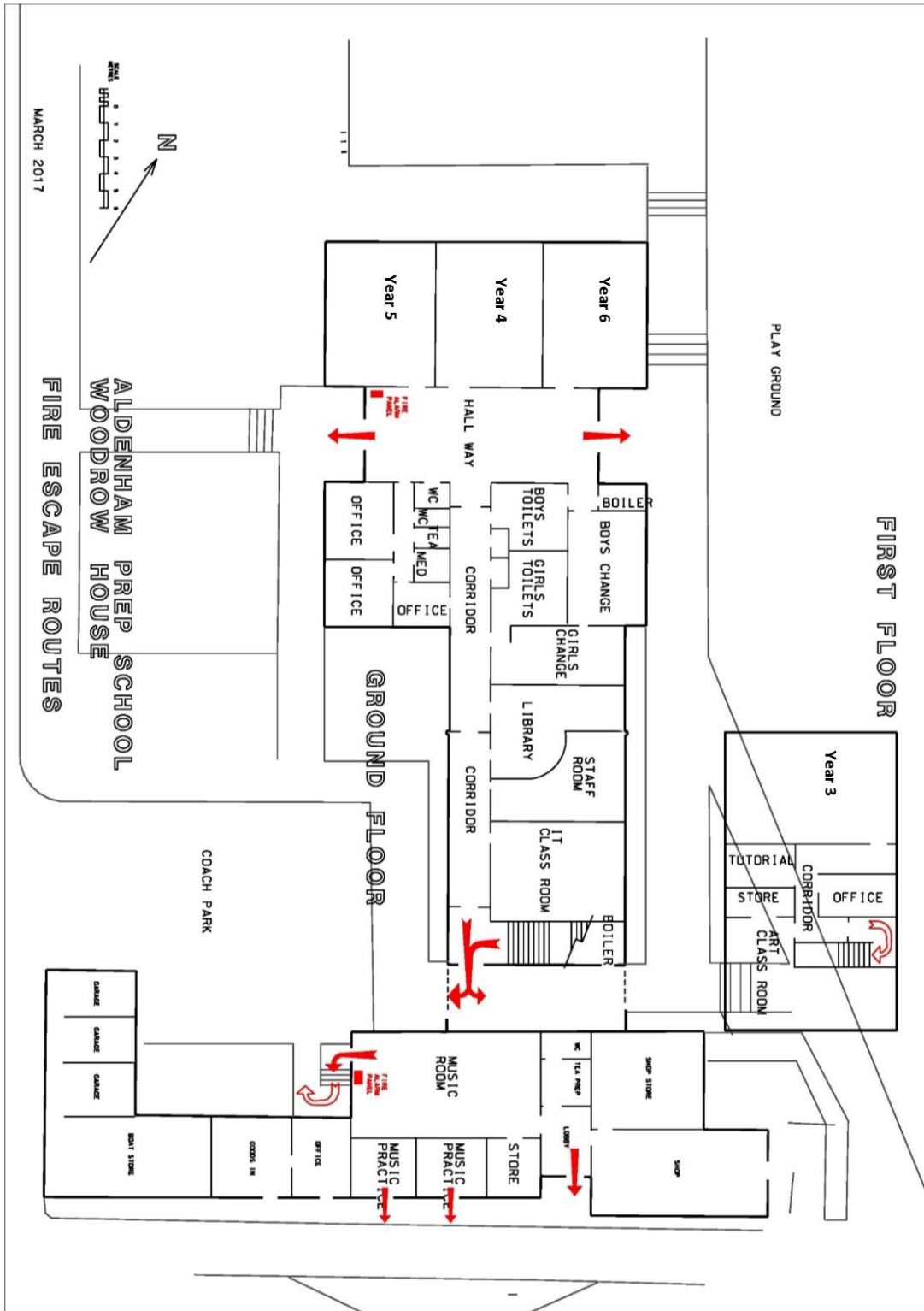
LEAVE THE BUILDING VIA THE NEAREST EXIT POINT:

- ☒ 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.



WILSON HOUSE (Nursery & Pre-Prep)

IN CASE OF FIRE OR OTHER EMERGENCY EVACUATION POINT IS ON THE GRASS TO THE FRONT OF WILSON HOUSE

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/FIRE WARDEN 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

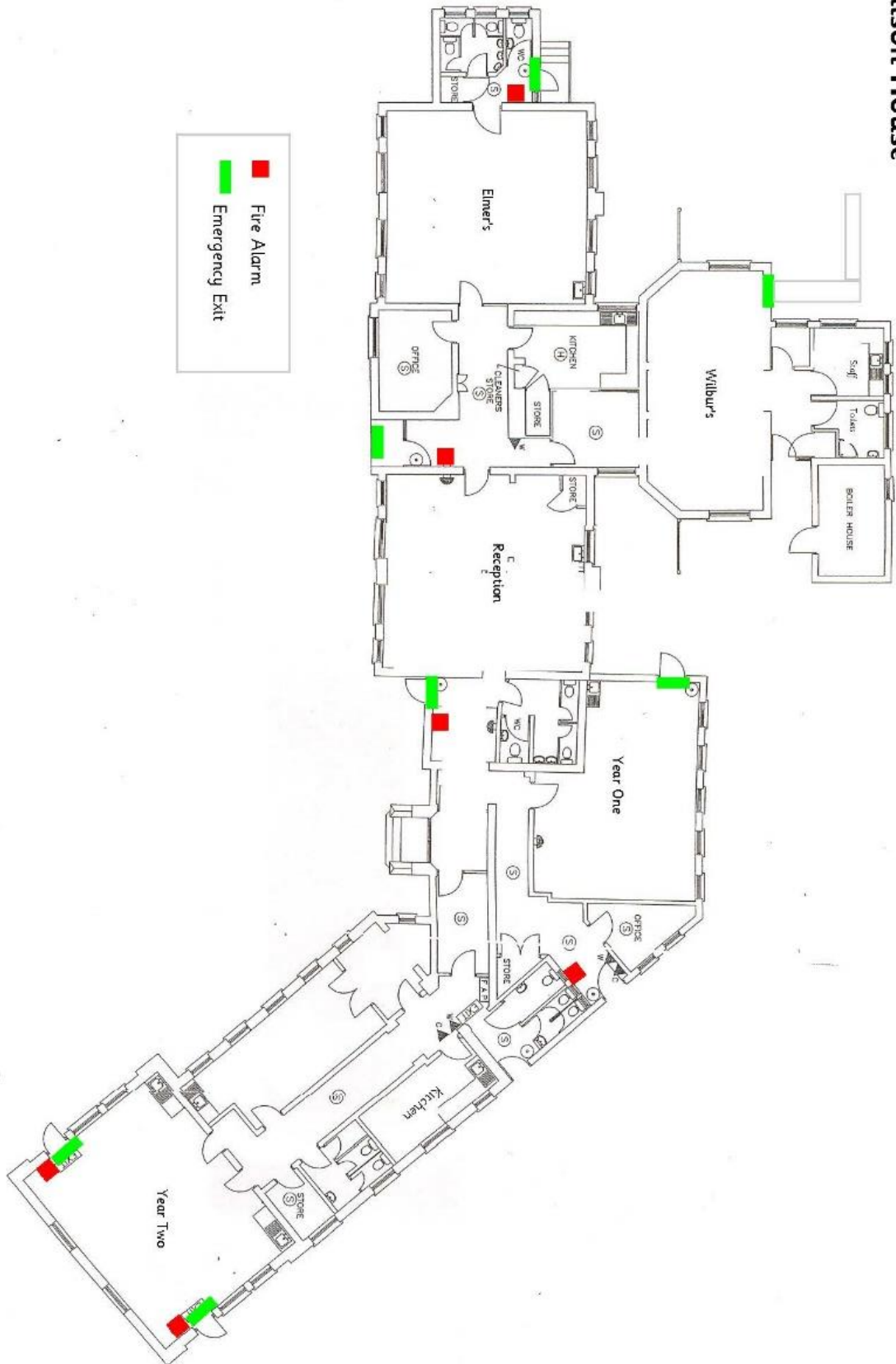
Foundation Stage Main Door
Reception Entrance Door
The Elmer's back door to the garden by
the toilets Wilbur's back door to the
garden (Via the ramp) Fire Exit door from
Year 1 classroom
Fire Exit doors from Year 2 classroom

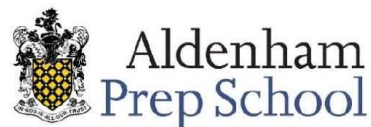
5. **COMPLETING THE REGISTER** – Once the children are outside staff must ensure that the children assemble in the appropriate area – **GRASS TO THE FRONT OF WILSON HOUSE**

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.

Wilson House





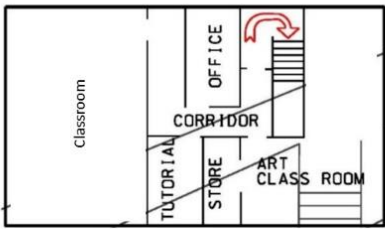
EMERGENCY EVACUATION

FIRE WARDEN ROLES

In the event of an emergency Prep School Fire Wardens are to wear high vis jackets and take on the following roles (presuming that you are at your regular stations).

WOODROW HOUSE	
Staff	Role/Position
Anne Turner	Call Emergency Services (If whole Prep School or Woodrow House) Call Wilson House (if safe to do so) Go to end of Prep path to stop anyone entering the building
Richard Hilsden	Ensure all rooms on upper level are clear then join class at evacuation point
Vicky Gocher	Ensure Office Space and downstairs classrooms are clear then meet at evacuation point
Sarah Galpin	Ensure changing rooms, staff room, Library and IT room are clear then meet at evacuation point
WILSON HOUSE	
Liz Beech	Call Emergency Services Call Woodrow House (if safe to do so) Ensure Pre Prep is clear then then go to road entrance to guide emergency vehicles
Clare Embers	Ensure Early Years are clear then meet at evacuation point
Amanda Ellis	Ensure class is clear

Woodrow House—Upper Level



Music & Drama

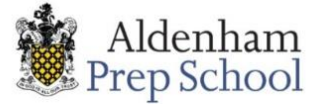
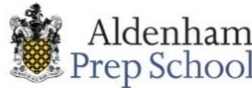


Fire Extinguishers

Type	CLASS A Combustible materials (e.g. paper & wood)	CLASS B Flammable liquids (e.g. paint & petrol)	CLASS C Flammable gases (e.g. butane and methane)	CLASS D Flammable metals (e.g. lithium & potassium)	Electrical (e.g. computers & generators)	CLASS F Deep fat fryers (e.g. chip pans)	Comments
Water	✓	✗	✗	✗	✗	✗	Do not use on liquid or electric fires
Foam	✓	✓	✗	✗	✗	✗	Not suited to domestic use
Dry Powder	✓	✓	✓	✓	✓	✗	Can be used safely up to 1000 volts
CO2	✗	✓	✗	✗	✓	✗	Safe on both high and low voltage
Wet Chemical	✓	✗	✗	✗	✗	✓	Use on extremely high temperatures

Please make sure you are aware of emergency evacuation procedures if you will be in any other part of the school not included in this leaflet.

Aldenham Prep School
Aldenham Road
Elstree
Hertfordshire
Tel 01923 851664



Emergency Evacuation Procedure

Quick reference for Staff,
Supply Teachers, Club Leaders and
Visitors.

As an adult working with children
and young people YOU have
responsibility for the safety of the
children and others.

FIRE WARDENS

Woodrow House

- Mrs Gocher
- Mrs Galpin
- Mrs Turner
- Mr Hilsden

Wilson House

- Mrs Beech
- Ms Embers
- Mrs Ellis

WILSON HOUSE

IN CASE OF FIRE OR OTHER EMERGENCY EVACUATION

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 (Nursery)
- By Elmer's back door to the garden (by the toilets)
- By the Reception Front door entrance
- By Year 1 entrance
- Year 2 both fire exit doors

2. Make sure that a Fire Warden calls the FIRE BRIGADE by dialling 999 or by using a mobile phone.

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 – 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).

4. EMERGENCY EXITS

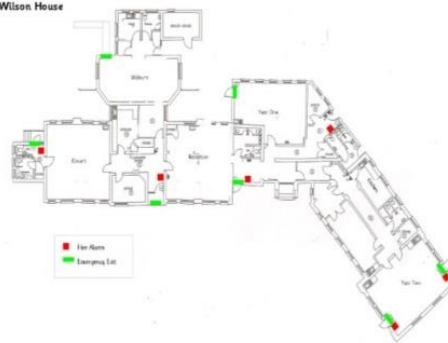
LEAVE THE BUILDING VIA THE NEAREST EXIT POINT

- Nursery 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

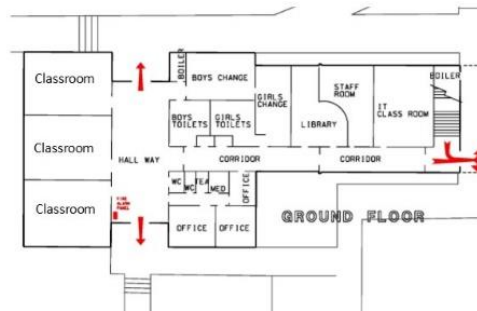
5. COMPLETING THE REGISTER – Once the children are outside staff must ensure that the children assemble in the appropriate area – GRASS TO THE FRONT OF WILSON HOUSE

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 raised to the time the children's names are

Wilson House



Woodrow House



WOODROW HOUSE

IN CASE OF FIRE OR OTHER EMERGENCY EVACUATION

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 hall
 - Back door of hall
 - By fire exits near stairs
 - Upstairs inside double doors
2. Make sure that a Fire Warden calls the FIRE BRIGADE by dialling 999.
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 InVentry 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 hall
 - 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
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 raised to the time the children's names are registered is no more than three minutes.

DO NOT RE-ENTER UNTILL YOU ARE TOLD IT IS SAFE TO DO SO.

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