



## **Fire Drill & Evacuation Procedures**

### **Updated May 2025**

### **Evacuation Drills**

An evacuation will be carried out at least once a term either in the form of an accidental or planned practice evacuation. After each evacuation, staff are required to provide information and observations on positive and negative aspects. The conditions and timings of the practice will be varied, such that sometimes no notice will be given to either Staff or Students, and sometimes a false fire will be used to block a major exit route to test how people cope when required to deviate from the normal route.

### **Fire Drill & Evacuation Procedures: -**

#### **Updated May 2025**

#### **Assembly Points**

- **Primary - Large Tree on the Green in front of The Lake House**
- **Secondary - The Gates at the top end of the Car Park**

#### **General Instruction:**

- **On hearing the Fire Alarm, everybody is to evacuate the building immediately via the nearest, safe emergency exit.**
- **If it is known that the alarm was activated falsely or by accident, the Fire Marshal for that area should be informed so that the message can be relayed to reception to shut off the alarm and re-set the call point.**
- **Fire Alarm:** A continuous electronic two-tone siren.
- **Immediate Actions** (If safe to do so):
  - Close all windows.
  - Leave all belongings behind.
  - Evacuate via the nearest fire exit.
  - The last person out of the room should see the door is closed behind them.

#### **Fire Marshals:**

- On hearing the alarm, fire marshals will tune their radios in to CHANNEL 5.
- Reception will radio through the zone as indicated on the fire board.
- Investigate the area, speak to staff to determine cause of alarm.
- If certain the alarm was falsely triggered, re-set call point and radio reception to re-set Fire control board and inform the fire monitoring service that it is a false alarm.

# Channels & Choices

## Therapeutic Community

- If a fire is found, only tackle if completely safe to do so.
- Assist in the evacuation of your area of the building.
- The Lead Fire Marshall will assess which Assembly point to use, inform the other Fire Marshals which to use and make their way to that point to coordinate taking the register and leave with the emergency services.

### Evacuation Routes by Floor

- **Ground Floor:**
  - **Bowlby Room, COSHH Cupboard, W.C., Main Intake Room and Shemmings Room:**
    - Nearest Fire Exit is through The Shemmings room.
    - Second Fire Exit is through the Tea Room.
    - Third Fire Exit is up the stairs opposite the lift.
    - Fourth Fire Exit is through the Reception/Lobby.
  - **Winnicott Room or Store Cupboard:**
    - Nearest Fire Exit is up the stairs opposite the lift.
    - Second Fire Exit is through the Tea Room.
    - Third Fire Exit is through the Reception/Lobby.
  - **Finance Office:**
    - Nearest Fire Exit is through the Reception/Lobby.
    - Second Fire Exit is through the Therapy Wing.
    - Third Fire Exit is up the stairs opposite the lift.
  - **Therapy Wing:**
    - Nearest Fire Exit is on the Therapy wing.
    - Second Fire Exit is through the Reception/Lobby.
    - Third Fire Exit is up the stairs opposite the lift.
  - **Life Skills Room:**
    - Nearest Fire Exit is out through the doors next to the sink.
    - Second Fire Exit is through Maple Class Corridor and up the stairs.
  - **Maple Class:**
    - Along the corridor next to the Life Skills room and TURN LEFT up the stairs.

# Channels & Choices

## Therapeutic Community

- **School – First Floor:**

- **Medical Room, Ash and Chestnut Classrooms, Intervention Room A, Sensory Room, Boys and Girls Toilets, School Office, Cherry and Plam Classrooms, The Deputy Heads and Senco Offices and the staff toilet:**

- Nearest Fire Exit is through the doors opposite the School Office.
- Second Fire Exit is down the Middle Stairs at the end of the 'Cross Over Corridor'.
- Third Fire Exit is through YEW Classroom which is the last Classroom on the Left Side of the School.

- **Birch, Spruce and Rowan Classrooms, Staff toilet and Kitchen, COSHH Cupboard and Intervention Room B:**

- Nearest Fire Exit is down the Middle Stairs at the end of the 'Cross Over Corridor'.
- Second Fire Exit is through YEW Classroom which is the last Classroom on the Left Side of the School.
- Third Fire Exit is through the doors opposite the School Office.

- **Blackthorn, Willow and Yew Classrooms:**

- Nearest Fire Exit is at the rear of YEW Classroom (turning right when entering the room) which is the last Classroom on the Left Side of the School.
- Second Fire Exit is down the Middle Stairs at the end of the 'Cross Over Corridor'.
- Third Fire Exit is through the doors opposite the School Office.

- **School – Second Floor:**

- **Salt & Intervention Room, Oak Classroom and book Corner:**

- First Fire Exit is down the stairs to the right of the lift.
- Second Fire Exit is through the door at the end of the corridor next to the Headmasters Office.
- Third Fire Exit is through the office corridor and down the stairs opposite the lift.

- **Offices – Second floor:**

- **1<sup>st</sup> and 2<sup>nd</sup> Directors Offices, Small HR Office, Directors Pa's Office, Small Therapy Office, Small Fostering Office, Large WC, Storeroom, Placements & Referrals, Marketing, Printer Room, Large HR Office and The Larger Fostering office:**

- First Fire Exit is down the Stairs opposite the lift.

# Channels & Choices

## Therapeutic Community

- Second Fire Exit is through the door leading to the Senior School and down the stairs to the right of the lift.
- Third Fire Exit is through the door at the end of the corridor next to the Headmasters Office.

- **Residential Area Managers Office, Therapy Office, Kitchen and both Social Workers Offices:**

- First Fire Exit is through the door leading to the Senior School and down the stairs to the right of the lift.
- Second Fire Exit is down the Stairs opposite the lift.
- Third Fire Exit is through the door at the end of the corridor next to the Headmasters Office.

### **While evacuating the building all Students and Staff should:**

- Do not run. Walk calmly and quietly to the nearest available Fire Exit.
- Once through the Fire Exit, continue to walk calmly and quietly to the Muster point.
- NO ONE IS TO RE-ENTER THE BUILDING.

### **At the Muster Point:**

- Teachers and Teaching assistants will arrange their classes in an orderly line on the RIGHT-HAND SIDE the Paving Stones (from the perspective of viewing from the main building) along with any other school staff and visitors and the schools Fire Safety Warden will take the register.
- All other staff and visitors NOT associated with the school will gather on the LEFT-HAND SIDE in their Departments in such a way that allows clear identification for the office Fire Safety Warden to take the register.

### **Results from Registers:**

- After the register for school staff and pupils, head office staff and visitors has been taken by the Fire Safety Wardens, they will, in the case of a drill/false alarm, signal for the alarm to be disabled and give the all clear to return to the building or in the case of a real fire will pass the results on to the emergency services when they arrive on site.

### **The Role of Those on Reception:**

- On hearing the fire alarm, the person covering reception will print the emergency registers.

# Channels & Choices

## Therapeutic Community

- Then they will consult the Fire Board to determine the area that has triggered the alarm.
- When this have been established, they will radio to the Fire Marshals the area concerned and the marshal from that area will advise of a False Alarm or investigate the area.
- The monitoring station will call via an automated message, please press option 3 for a call back unless we know it is a false alarm or otherwise. A handler from the monitoring station will call back; if the cause of the alarm has not yet been established, they are to be asked to wait until the cause is known.
- If a False Alarm is confirmed to be the cause, the Fire Marshel will re-set the call point and Reception will re-set the Fire Alarm Board.
- In the case of a real fire, they are to stay at the reception desk (if safe to do so), hand out the registers to the appropriate staff and liaise with emergency services over the phone. When this has been done, they too will head to the muster point to be counted.

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