



FIRE PREVENTION POLICY

Policy area

Staff, Students, Parents

Statutory regulation

Regulatory Reform (Fire Safety) Order 2005

SLT Lead

Director of Finance and Operations (Caroline Korniczky)

Last Updated

November 2024

Last Approved

April 2024 by G&B Committee

Next review

April 2025

THE KING ALFRED SCHOOL FIRE PREVENTION POLICY

1. INTRODUCTION

The Members of Council of the King Alfred School Society recognise their legal duty under the Regulatory Reform (Fire Safety) Order (2005). This duty includes ensuring the safety of students, staff or anyone else legally on the school premises, for example visitors. This policy is supplemented by King Alfred Fire and Major Incidents Emergency Evacuation procedures (see **Appendix 1**).

2. FIRE RISK ASSESSMENT AND PREVENTION

The School acknowledges that the Regulatory Reform (Fire Safety) Order 2005 applies to all School workplaces. The Director of Finance & Operations is responsible for ensuring that a Fire Risk Assessment is completed for each of the School workplace buildings and for ensuring that these are kept readily available for inspection at all times.

The school commissions an annual Fire Risk Assessment review for the purpose of advising on fire precautionary arrangements required to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. The Head of Facilities is responsible for ensuring that action plans identified as a result of this review are carried out and ensuring that fire risks are eradicated or minimized as far as possible as a result of this action plan. In line with 2023 updates to the Regulatory Reform (Fire Safety) Order in 2023, the fire risk assessment will record all findings, rather than only recording significant findings.

The responsible person for the Fire Risk Assessment (which may be delegated to a third party for completion) is the Head of Facilities (Health and Safety Coordinator). Support for this is given to King Alfred School by an external company, Owen David Risk Management.

3. RISKS FROM DANGEROUS SUBSTANCES

The annual Fire Risk Assessment includes an assessment of risk from dangerous substances, such as flammable liquids, flammable gases, stored food stuffs, plastics, paper products, furnishings, waste and sources of oxygen. The action plans produced as a result of the assessment addresses risks identified to ensure that these risks are eradicated or minimized as far as possible.

4. MAINTENANCE OF FIRE PRECAUTIONS, EMERGENCY ROUTES AND EXITS

The Head of Facilities, under the direction of the Director of Finance & Operations, is responsible for ensuring that effective Maintenance Contracts are in place to cover all fire-fighting equipment, including extinguishers, fire detection and alarm systems and emergency lighting systems in accordance with HM Government recommendations and that records are available for inspection at all time. Checklists are used for this purpose. Extinguisher security tags are checked monthly by the Estates staff.

The Head of Facilities is also responsible for ensuring that emergency routes are kept clear at all times and that exits, signs and notices are in place. Exit doors leading from buildings should never, under any circumstances, be locked or obstructed during

building occupied hours.

Directions for the evacuation of all pupils and others, including those in EYFS, are displayed in a prominent place in classrooms, staffrooms, cloakrooms, offices, common areas, assembly halls, libraries, the gymnasium, the dining hall and kitchen.

All fire alarm systems will be tested weekly with the testing being done sequentially from one operating point to the next. The Head of Facilities is responsible for arranging these tests and for ensuring that records are kept available for inspection.

5. APPOINTMENT OF COMPETENT PERSONS

The School will appoint and provide training for Competent Persons for:

- Assisting in fire practices and evacuations
- Assisting the School in the preventative and protective measures required under the Fire Safety Order

6. FIRE DRILLS

The School holds three fire drills every year on both Manor Wood and Ivy Wood sites. This, combined with a program of inducting new staff and pupils with fire procedures and the presence of trained Fire Wardens throughout the School, helps to ensure that the School can be safely evacuated in the event of a fire.

A record will be kept by the Head of Facilities of the date and time of every fire drill and the exact time taken to clear the buildings, and this data will be available to members of the Health and Safety Committee.

The Head is responsible for ensuring that evacuation procedures relevant to the School are developed and documented and for ensuring that these are both publicised to all relevant Staff and kept readily available for inspection at all times.

Teachers in charge of a class will be responsible for seeing that the whole class is evacuated safely along the designated evacuation route to the defined rollcall area. In the event of an actual fire, any subsequent movement will be decided by the Head or any other Staff that they may delegate this to. The Head, or any other Staff that they delegate this to, is responsible for ensuring that the Fire Brigade is informed.

The Head is responsible for ensuring that appropriate procedures are implemented and documented.

The Head, the Director of Finance and Operations and the Head of Facilities should ensure that no unauthorized persons re-enter the buildings, under any circumstances, during a fire practice or actual fire emergency.

In a fire drill or actual fire, any person who is on the school premises, who is not a member of staff or pupil, will be directed to assemble in the same areas as staff/pupils move to in that part of the school. Visitors to the school should be informed of sufficient fire procedures to ensure they are not at risk when on our premises, as soon as is practicable. All supply teachers must be informed of fire procedures before they start teaching.

7. STAFF TRAINING

The objective of staff training is for staff to know how to reduce fire risks, deal with fires if appropriate and to ensure children and adults escape safely in the event of fire. The Fire

Safety Order requires that fire safety training is provided to staff when they commence employment and that refresher training is provided on a regular basis. All new members of staff are inducted in Health and Safety at the start of their employment by the Head of Facilities (Health and Safety Coordinator). This includes fire safety.

Training will cover:

- The common causes of fire
- The behaviour of fire
- Fire prevention
- What to do if a fire breaks out
- How to use fire extinguishers
- Emergency evacuation procedures

Designated Fire Wardens will complete an online training course at least every three years; this will be reviewed annually to ensure the training provided meets the needs of the School. It is vitally important that all staff and pupils are aware of the fire and evacuation procedures. Please ensure that you and your classes are fully aware of the Fire Procedures (found in Appendix 1). Basic information can be found on the 'Fire Action' wall sign by fire alarm call points in each building.

All staff will receive basic training at induction. However, as a general rule:

- If you discover a fire, you must immediately raise the alarm by breaking the glass at the nearest fire alarm point (next to all building exits) and telephone for help.
- The priority for staff is to ensure the evacuation of the building in the event of a fire. Teaching staff responsible for a group of students have a primary duty of care to the group which requires them to safely evacuate them in the event of any fire situation.
- If you hear the fire alarm, you should leave the building by the nearest exit. Lifts must not be used and you must NOT re-enter a building until you are authorised to do so.
- When leaving a building, due to a fire alarm, please shut any windows and doors to minimise the spread of fire. LEAVE your personal belongings behind.
- Those staff without supervisory responsibilities who may feel confident tackling a fire in its early stages may use any fire extinguishing equipment available providing they remain safe in order to reduce the risk of a small fire, e.g. a fire in a waste-paper bin, developing into a large one.

8. FIRE PREVENTION MEASURES

The School has the following fire prevention measures in place:

- There are at least two escape routes from every part of all buildings except where the regulations permit this to be different.
- Fire notices and evacuation signs are displayed next to all call points and final exit doors.
- Fire extinguishers (of the appropriate type), smoke and heat detectors, are in buildings in accordance with the recommendations of our professional advisors.
- All stairs, passages and emergency exits are indicated with appropriate signs.
- Alarms sound in all parts of the school site.
- Keeping fire routes and exits clear at all times.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Head of Facilities.
- Records of all tests are kept in the Estates Office by the Head of Facilities.
- Ensure that flammable materials used in teaching or maintenance are securely locked away.
- Combustible materials used in teaching and maintenance are kept in locked cupboards

9. REVIEW

This Fire Prevention Policy and the School's procedures and risk assessments are monitored to ensure they are effective in meeting fire safety standards and will be regularly reviewed and revised as necessary.

See below for Appendices:

- Appendix 1: Fire Procedure (including Emergency Evacuation off-site)**
- Appendix 2: Fire Assembly Points**
- Appendix 3: Map – Lower School evacuation (Manor Wood)**
- Appendix 4: Map – Upper School evacuation (Manor Wood)**
- Appendix 5: Map – Ivy Wood evacuation**

APPENDIX ONE - FIRE PROCEDURE

MANOR WOOD

At the start of each academic year, the **Data and Academic Systems Manager** will send both the **Main Receptionist** and the **US Pastoral Support Assistant** copies of the static registers. The **Main Receptionist** and **US Pastoral Support Assistant** will both print a copy of all static class lists in the school. They will both keep a copy (one in Main Reception and the other in the Blue Building Pastoral Support Office) in different files for each year group and ensure they are updated throughout the year if any pupils join/leave the school. To achieve this, every time a new pupil joins/leaves the school, **Admissions/the Data and Academic Systems Manager** must ensure they inform both the **Main Receptionist** and the **US Pastoral Support Assistant** who will liaise with each other to ensure their static pupils lists are kept updated and identical.

At the start of any drill, the **Lower School Head's PA** and the **Upper School Administration Manager** will email the current pupil class lists (ie who is on the register attending that day) to both **SLT and HOYs and Lower School Class Teachers**. Nb. the Lower School Head's PA and Upper School Administration Manager email **both** the US and LS lists, in case one of them is absent. In addition to emailing these lists, if it does not present a danger to them, both staff will also print off the lists and take them with them as they exit the building to the Fire Assembly Point. These lists contain the regular class lists plus any absences for that day. If the lists are printed out (as well as emailed), they will hand the lists out on the field to **Form Tutors**.

If the **Data and Academic Systems Manager** is on site, she will also print out these LS and US class lists as a back-up and also email them to **SLT and HOYs**.

The **Main Receptionist** (or in her absence *Main Reception Security*) will print out a list of pupils and staff from Inventory. This shows any staff/visitors/pupils who have arrived/left site up to that point on that day. This will ensure that all visitors are accounted for plus any pupils marked in the register as present but have since left site.

The **Main Receptionist** (or in her absence *Main Reception Security*) will take this list out to the field alongside the pre-prepared "grab evac" bag to the fire assembly point, ensuring it holds the following for each drill:

- Epi pens and inhalers;
- Folders containing static registers and red and green cards (enough for one per form)
- Plus red and green cards- 1 for catering and 1 for visitors;
- Timetable of lessons referred to above (so staff know where pupils/staff are meant to be, eg Ivy Wood rather than Manor Wood).
- If the **US Pastoral Support Assistant** is in her office when the alarm goes off, she will take her copy of the static pupil files and Timetable of Lessons to the field.

The **Director of Finance and Operations** (or *Finance Manager* in her absence) will go to Main Reception and collect the folders containing Main Reception's copies of the static registers and red/green cards referred to above. If the **US Pastoral Support Assistant** is on the school site but not in her office when the alarm goes off, she may also collect these folders from Main Reception instead of going back to her office for those copies. The folders will be taken to the field and handed out to each Form Teacher, assisted by HOYs.

Head of Estates (or *Head of Facilities* in his absence) to contact staff at other school site (ie Ivy Wood if fire alarm in Manor Wood, or vice versa) to ensure they know that a drill is taking place at the other site.

HR Manager (or *Payroll Officer* in her absence) to take a pre-prepared "grab evac bag" from HR office to the fire assembly point which contains the following:

- List of all LS staff (to include all pupil-facing staff, eg peris, technicians, librarians etc)
- List of all US staff (to include all pupil-facing staff, eg peris, technicians, librarians etc)
- List of all support staff
- Pens (x3) to mark the lists
- Green and red cards (x3 each)

Main Reception staff will take grab evac bag and promptly hand out the following:

- Green/red card to *Catering Manager* (or assistant in his absence)
- Timetable of lessons to *Deputy Head of US* (or in his absence, Assistant Head Curriculum)
- FOH to keep a green/red card to check visitors off

HR Manager (or *Payroll Officer* in her absence) to:

- give Lower School staff list plus a green and red card to *Lower School Head's PA* (or in her absence to the Head/Deputy Head of LS)
- give Upper School staff list plus a green and red card to *Deputy Head of US* (or in his absence, Assistant Head Curriculum)
- Keep the support staff list plus a green and red card to check off support staff

Form teachers (LS and US) to check registers and hold up green cards when all accounted for. Any missing pupils should be checked against Inventory (either on a device or via the printed list held by the Main Receptionist) and followed up as necessary (particularly 6th formers).

Instrumental Teachers should walk with their students to the field/meeting point where they can meet their Form Teacher and the rest of the students in their class.

Music Administrator to stand with instrumental teachers on the field with Practice Pal/Involve Register and ask **Instrumental Teachers** to report to her regarding all present. **Music Administrator** to report any missing children to the **Head of Music**.

Catering Manager to hold up green card if all catering staff accounted for.

HR Manager (or *Payroll Officer* in her absence) to check physical presence of Support Staff against staff paper list and hold up green card if all support staff accounted for (checking Inventory if any anomalies).

Deputy Head of Upper School (or in their absence, Assistant Head Curriculum) to check physical presence of Upper School staff against paper list and hold up green card if all US staff accounted for (checking Inventory if any anomalies).

Lower School Head's PA (or in her absence the Head/Deputy Head of LS) to check physical presence of LS staff against paper list and hold up green card if all LS staff accounted for (checking Inventory if any anomalies).

Main Reception staff to check physical presence of Visitors against Inventory and hold up green card if all accounted for.

Head of Facilities to write up a Fire Drill report after each drill and share with the Director of Finance and Operations as soon as possible, with any actions noted and forwarded onto staff, as appropriate.

Staff and pupil lists MUST be updated termly (or more often if any changes). In order to do this, the following process must be adhered to:

- **Admissions** to update the following people as soon as a pupil leaves or joins:
 - *Main Receptionist and Main Reception Security* (to add/remove access to lanyard/fingerprint access and update static pupil list)
 - *Data and Academic Systems Manager* (to update SIMS)
 - *US Pastoral Support Assistant* (to update static pupil list)
- **HR Manager** to update the following people as soon as a staff member leaves or joins:
 - *Main Receptionist and Main Reception Security* (to add/remove access to lanyard/fingerprint access)
 - *Data and Academic Systems Manager* (to update SIMS)

IVY WOOD

- Forms will assemble on the lawn facing Ivy House in their form groups
- DT and theatre staff and pupils will also assemble on the lawn
- Form teachers to take pupil list out to fire assembly point
- **Form Teachers** to check all pupils in their form are accounted for
- **Head of DT** to check all DT staff/pupils are accounted for
- **Theatre Technician** (or **Director of Theatre** in their absence) to check all theatre staff/pupils are accounted for
- **Head of DT** (or **Reception Teacher** in their absence) to contact Head of Estates/Facilities to check ok to re-enter buildings, and then give the instruction to all Ivy Wood staff and pupils to do so once safe.

Fire Wardens: What to do in the event of a fire

If you discover a fire, or one is reported to you

- raise the alarm by shouting "fire" and operate the nearest fire alarm call point.
- evacuate the immediate area, directing pupils, employees and visitors to the nearest available fire exit.
- carry out the procedure below.

If you hear the fire alarm operating

- put on your high-visibility waistcoat or jacket.
- ensure all pupils, employees and visitors in your area leave the premises using the nearest available exit.
- ensure disabled persons are assisted from the premises in line with King Alfred School's 'personal emergency evacuation procedure'.
- if safe to do so, check to ensure that no one is left behind (in toilets/storerooms/plant rooms/etc).
- do not hesitate and do not attempt to tackle the fire yourself.
- KAS does not expect you to attempt to extinguish any fire. In any doubt, get out, get the brigade out, and stay out.
- carry out the procedure below.

Employees/pupils: what to do in the event of a fire

- raise the alarm by shouting "fire" and operate the nearest fire alarm call point
- alert anyone in the vicinity and evacuate the room/building by using the nearest available exit, assist visitors, and wherever possible,
- close doors behind you.
- do not hesitate and do not attempt to tackle the fire yourself. KAS does not expect you to attempt to extinguish any fire. If in any doubt, get out, get the brigade out, and stay out.
- calmly walk to the assembly point and follow any instructions given by the Head of Facilities (Health and Safety Coordinator) or by fire wardens.

Fire Warning System

- King Alfred School has a "One Out All Out" system at Ivy Wood, so wherever a smoke detector or call point sets off the alarm, a signal will go round to all panels on the site, triggering the sound of a siren.
- In Manor Wood, the system is split between Lower School and Upper School but also has the facility for "One Out All Out"; if the Lower School alarm sounds and is not reset within 5 minutes, it triggers the Upper School alarm (and vice versa).

- The main panel for the fire alarm is located opposite the Lower School Head's office and can be operated by the Estates team, who are familiar with the operation and re-setting of the panel.
- Fire wardens, employees, and pupils should familiarise themselves with the call point they might use. There are two types, as shown below. One is a break glass, and the other more common device has no glass and needs someone to press the dot to activate the alarm:



- The fire alarm is tested weekly on Monday mornings between 08.00 and 08.15.
- A different call point within each zone is tested each week and the test allows the school to be sure that the fire alarm system is functioning correctly, and all sounders are working throughout the site. If you are in the building when the test is carried out and cannot hear the alarm, please report this to the Head of Facilities ASAP.

Fire Fighting Equipment

- Portable fire extinguishers are provided by final exits and adjacent to storey exits, as well as to other specified areas such as kitchens. Each extinguisher has a label to describe its method of operation and the type of fire(s) it is suitable for:

KNOW YOUR FIRE EXTINGUISHERS LABEL COLOUR CODES

WATER	DRY POWDER	CO ² CARBON DIOXIDE	AFFF FOAM	VAPOURISING LIQUIDS BCF/HALON
✓ SAFE FOR USE ON WOOD, PAPER, TEXTILES ETC.	✓ SAFE FOR USE ON WOOD, PAPER, TEXTILES ETC.	✓ SAFE FOR USE ON FLAMMABLE LIQUID FIRES.	✓ SAFE FOR USE ON WOOD, PAPER, TEXTILES ETC.	✓ SAFE FOR USE ON WOOD, PAPER, TEXTILES ETC.
✗ DO NOT USE ON LIVE ELECTRICAL EQUIPMENT	✓ SAFE FOR USE ON FLAMMABLE LIQUID FIRES.	✓ SAFE FOR USE ON ELECTRICAL FIRES.	✓ SAFE FOR USE ON FLAMMABLE LIQUID FIRES.	✓ SAFE FOR USE ON FLAMMABLE LIQUID FIRES.
✗ DO NOT USE ON FLAMMABLE LIQUID FIRES	✓ SAFE FOR USE ON GASEOUS FIRES.	✗ DO NOT USE ON WOOD, PAPER, TEXTILES ETC.	✗ DO NOT USE ON LIVE ELECTRICAL EQUIPMENT	✓ SAFE FOR USE ON GASEOUS FIRES.
✗ DO NOT USE ON FLAMMABLE METAL FIRES	✓ SAFE FOR USE ON ELECTRICAL FIRES.	✗ DO NOT HOLD HOSE WHEN OPERATING	✗ DO NOT USE ON FLAMMABLE METAL FIRES	✓ SAFE FOR USE ON ELECTRICAL FIRES.

Fire Resisting Doors

- Final exit doors, doors onto corridors and stairways are labelled "Fire Door Keep Shut".
- Doors to plant rooms, storerooms, cleaners cupboards are labelled "Fire Door Keep Locked".
- All fire resisting doors should either be kept shut or locked. They should not be wedged or propped open as they are installed to ensure that, in the event of a fire, fire escape routes from the premises are protected from smoke and flames and to prevent fire spreading from floor to floor.

Means of Escape: The designated means of escape routes are

- The main doors out from each single storey building.
- The main stairway enclosures from upper floors to ground level.
- The main stairway enclosure from basement up to ground level.
- Fire wardens should walk the main routes and report any defects or obstacles to the Head of Facilities.

Means of escape: if normal exits are blocked

The following exits must be used:

In the **Arts & Science** block – if the main staircase cannot be accessed:

- People in Art, Pottery & Craft rooms should leave by the Pottery room fire escape.
- People in the Music room, Lecture room and Music Practice room should leave by the Music room fire escape.
- People in the Laboratories should leave by the back windows so designated.

In the **Green Building**:

- Exit by the nearest staircase and doorway. If a stairwell is blocked, there are two routes to the other staircase [through the intermediate teaching areas and through the classrooms].

Disabled and Non-Ambulant Employees, Pupils & Visitors

- The Head of Facilities is responsible for making suitable arrangements for the safe evacuation of disabled and non-ambulant employees and visitors during any emergency evacuation of the premises.
- Anyone with special needs should be provided with a "Personal Emergency Evacuation Plan (PEEP)" detailing the arrangements in place to make sure everyone can evacuate buildings safely.
- If anyone requires further information on this, they should contact the Head of Facilities (Health and Safety Coordinator). The Head of Facilities will draw up a generic PEEP for visitors, in consultation with the School Nurse, as necessary.

Emergency Lighting

- Emergency lighting is installed throughout the school's means of escape routes and internal areas with inadequate natural lighting. The emergency lighting will provide adequate lighting to enable those in buildings to make their escape safely. Emergency lights are battery operated and will last for 1-3 hours. A small green or red light indicates that the charger is receiving electrical power. Emergency lights are checked on a monthly flick test with an annual 3 hour run down.

Assembly Points

- Teachers are to take their LS Class or US form group to the designated Assembly points. Each class or form group should line up in single file and staff must ensure pupils conduct themselves in a calm and quiet manner.
- In the event of absence of a form tutor, the teacher who most recently registered the group will be responsible for checking attendance at the assembly point.
- Teachers without a class or form group, visitors, and all support staff should assemble on the field by the 6-8 Building.
- The Head of Facilities (Health and Safety Coordinator) will liaise with and take advice from the fire brigade once they attend site.
- No one to leave the assembly area or re-enter the building until all clear given.

Practice

- Three fire drills will take place on each site every year.

Out of Hours (evenings, weekends, holidays)

- Outside of hours, the fire assembly point for Manor Wood will be the field in front of the blue climbing frame. Ivy Wood will continue to assemble on the lawn facing Ivy House.
- Information regarding out-of-hours emergency arrangements should be detailed in lettings agreement forms by the Head of Facilities so external bodies are aware of the course of action to take.
- During school functions that are out-of-hours, a member of staff will be appointed by the Head of Facilities to control the site in the event of an emergency. This person will command any fire assembly and liaise with the fire brigade.
- In the holidays, the Head of Facilities or their nominee will assume control of any fire drill.

Fire Prevention

- The priority is to sound the alarm and wait for the brigade. Fire extinguishers are positioned around the school. If you have been trained in the use of fire extinguishers and you feel confident of your capabilities, use the nearest suitable extinguisher.
- King Alfred School does not expect its employees to attempt to extinguish any fire.
- Fire warden and fire awareness training is offered periodically.
- All staff and pupils should report any defect or situation that could potentially cause or help spread a fire, or one where evacuation could be impeded or blocked. Any obstructions or risks of this nature should be reported to the Head of Facilities.
- Fire doors should always have clear access and should not be wedged or propped open.
- Avoid using multi-socket extension leads.
- Do not interfere with fire extinguishers, call points or smoke alarms.

Major Incidents (Emergency Evacuation off-site)

In the event of a bomb threat, gas leak or any other incident where the school will need to evacuate off the premises entirely, the following procedures will be followed:

- **Head/DFO** to instruct an authorized person (eg **Head of Estates/Facilities**) to set off the fire alarm with staff and students to follow the normal fire drill routine, followed by:
- The relevant Fire Warden for each class to ensure their classroom is empty and all pupils and staff to line up along edge of Field (or on lawn for Ivy Wood) as they would for a fire drill. A roll call should be held at the assembly point, to ensure the premises are empty. **NB: bags should be left unless they are with the students at the time of the evacuation**
- Sixth form students on a study period should make their way over to the Field and report to the *Head of 6th Form*.
- **Head (or Deputy Head or DFO in their absence)** to decide whether to evacuate both Ivy Wood and Manor Wood and inform the **Head of Estates** and the **Head of Facilities** of their decision.
- **Two members of Estates Team (designated by Head of Estates) and two members of Facilities Team (designated by Head of Facilities)** to don high visibility jackets, collect emergency evacuation kit and make their way to the junction of Wellgarth

Road and Hampstead Way where they will be ready to secure the junction to allow pupils to cross over into the Heath Extension in large numbers.

- **Head of Facilities (or in their absence a designated Caretaker)** to give a loudhailer to the **Head (or Deputy Head or DFO in their absence)**.
- When staff and students are gathered at the assembly point, they are advised (by the **Head (or Deputy Head/DFO in their absence)** of what has happened and what they are required to do (eg evacuate the site completely to a safe location: “We are going to evacuate everyone to the Heath Extension. In a moment when you are told to do so, please follow your teachers along the agreed route. Once there, please remain silent and with your teachers until you are instructed what to do”). The safe location will be assumed to be the Heath Extension (for Manor Wood) unless information received regarding the threat dictates otherwise.
- **Head of Facilities (or in their absence a designated Caretaker)** to take a mobile phone with them during the drill/evacuation enabling them to keep in touch with the Head of Estates and Ivy Wood, as applicable.
- **Head of Estates (or in their absence a designated Caretaker)** to go over to Ivy Wood to inform them of the decision to evacuate (if applicable). The safe location for Ivy Wood will be assumed to be Golders Hill Park unless information received regarding the threat dictates otherwise. **Head of Estates (or in their absence a designated Caretaker)** an evacuation bag (kept in the Ivy Wood Staff Room) to an **appropriate member of staff from Ivy Wood. Head of Estates and Head of Facilities** to then go to Main Gates to meet emergency services and ensure safe access/egress and keep in touch with staff at both evacuation points.

In terms of the actual evacuation, staff and students will leave the site as follows:

MANOR WOOD

- **Lower School classes** leave in order of line up with class nearest gate going first.
- Exit main gates, turn **right** and walk down to Wellgarth Road and turn right. Walk to junction with Hampstead Way where Estates and Facilities Teams will secure junction to allow mass crossing into Heath Extension – there is a path leading into a large area of flat land surrounded by hedges. Staff and pupils should go down the path, across a crossroads in the path, and take the next left fork into the open grass area. Pupils should line up on the far side of this location in the same order as they would do on school field and wait for further instructions.
- **Upper School classes** and above should leave via the Main Gates and turn **left**, walk up to Hampstead Way where Estates and Facilities Teams will secure junction to allow mass crossing into Heath Extension – there is a path leading into a large area of flat land surrounded by hedges. Staff and pupils should go down the path, across a crossroads in the path, and take the next left fork into the open grass area. They should line up as they would do on the school field. Support Staff should follow the same route.
- **Instrumental teachers** should follow the Upper School classes together with the **Music Administrator** and the students they were teaching at the time of the drill to the Heath Extension.

IVY WOOD

- **Lower School Deputy Head** to wear Hi-Vis jacket and go to Ivy Wood unless Ivy Wood is not being evacuated, in which case they should follow staff to the Manor Wood evacuation point. Maintain link with LS Head to confirm all present and coordinate end of evacuation.

- **Lower School classes** leave in order of line up with class nearest gate going first.
- **DT and Theatre** lines to follow.
- Exit gates, turn **right** and walk up to Golders Hill Park. Assemble on the left side of this location in the same order as they would do on school field and wait for further instructions.

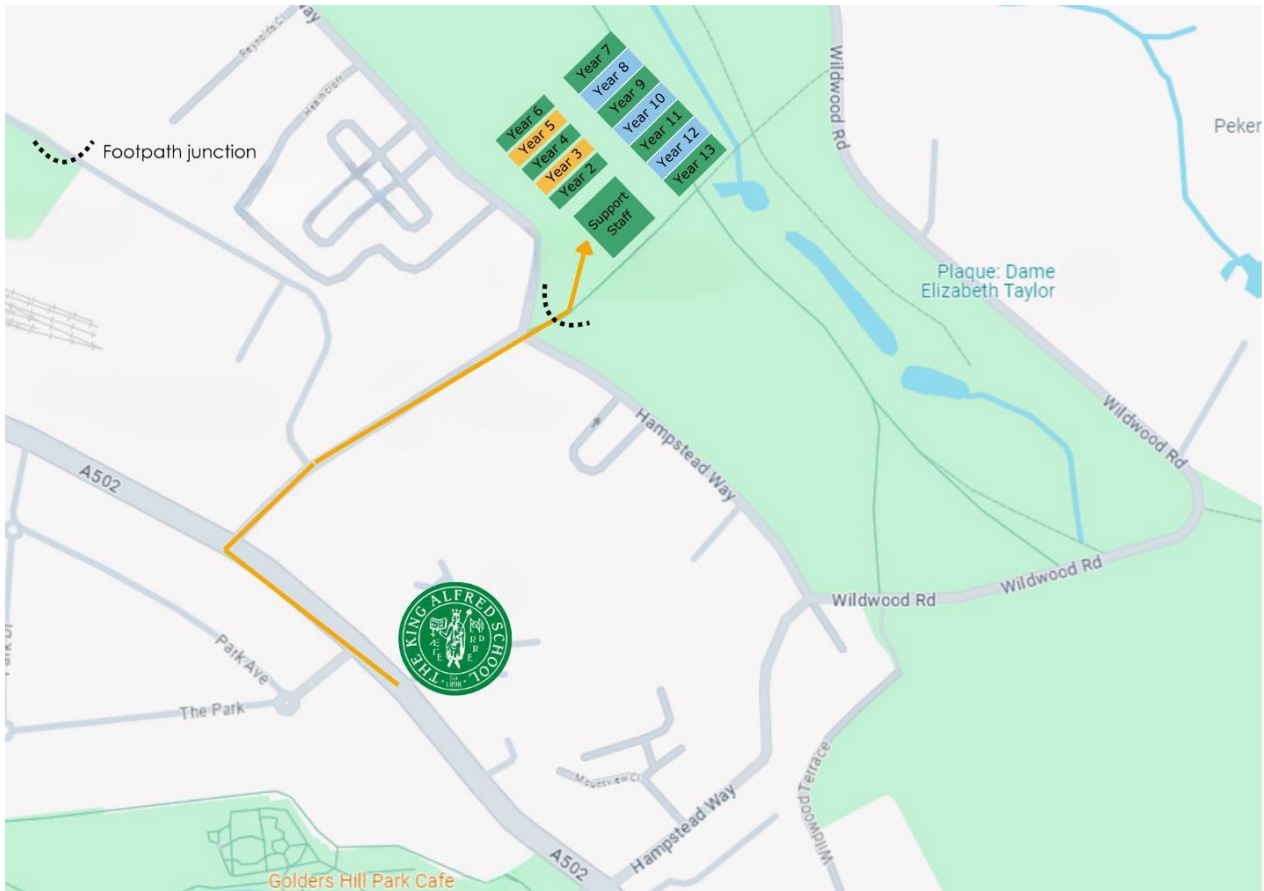
ONCE AT EVACUATION POINTS

- The **Head** will use the megaphone previously given by the **Head of Facilities (or in their absence a designated Caretaker)** and communicate with staff and students on the Heath Extension as to next steps, depending on the incident.
- The **Head of Facilities and Head of Estates (or in their absence a designated Caretaker)** will remain on site in order to meet with Emergency Services and to prevent people from (re)entering the site until it is safe to do so.
- The **Head (or Deputy Head/DFO in their absence)** will use a mobile phone to keep in touch with Head of Facilities and Head of Estates and also Ivy Wood staff.
- When the emergency situation has been adequately dealt with and upon advice of the police, all alarms are silenced by the **Head of Facilities (or in their absence the Head of Estates)** who will then contact the **Head and appropriate contact for Ivy Wood** by mobile phone so that staff/pupils can come back to school. Year groups on Hampstead Heath Extension should be staggered to leave the Heath Extension two classes at a time and should all return to school **via Wellgarth Road**. Again, **two designated Estates staff** will secure the junction.
- Ivy Wood staff/pupils should leave Golders Hill Park a form at a time, walking in twos along the pavement.
- A plan for the evacuation of everyone on site should be rehearsed at least once every 2 years (or annually if possible). Staff should know where the assembly point is located (Heath Extension and Golders Hill Park) and should also be responsible for the evacuation of their visitors.
- Visitors and employees should not be allowed back onto the site until the **Head of Facilities, Head of Estates (or in their absence a designated Caretaker) or the Emergency Services** have given the all-clear.
- Major incidents in London may lead to a cessation of local transport. In these circumstances, pupils will be sent to their classes/forms and an organised dismissal will occur as appropriate.

Fire Alarm Assembly Points



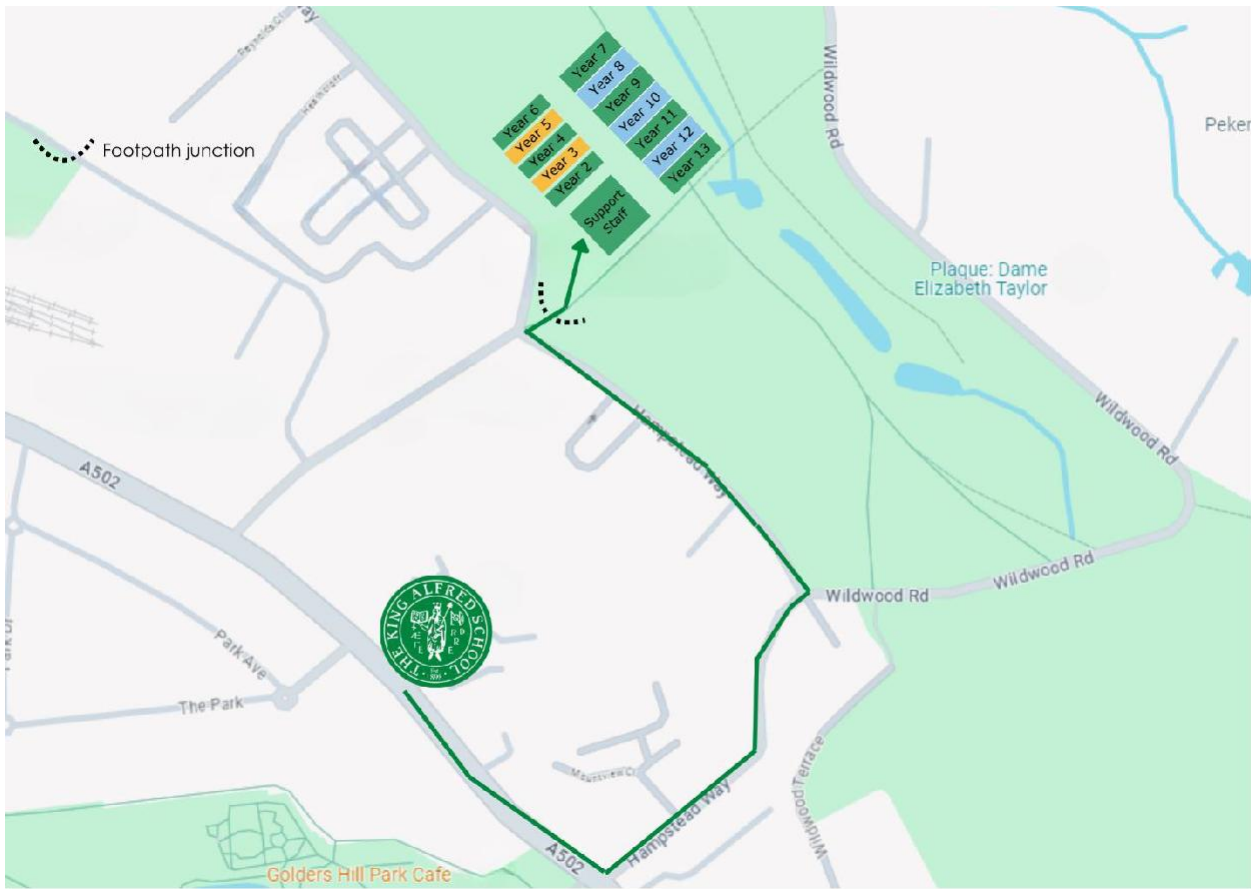
APPENDIX THREE – Major Incidents (evacuation off-site):
Manor Wood, Lower School



Lower School classes leave in order of line up with class nearest gate going first.

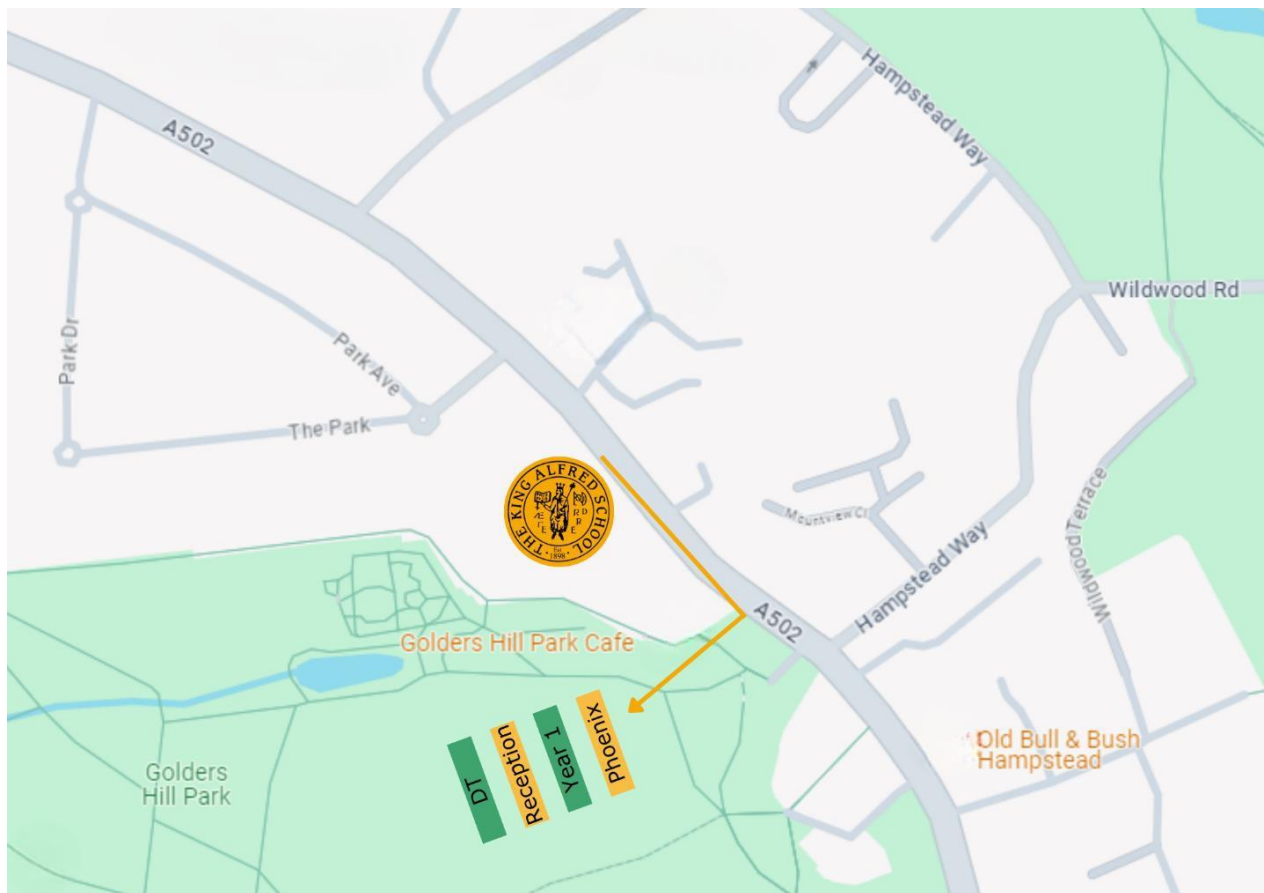
- Exit main gates
- Turn right
- Walk down Wellgarth Road
- Turn right
- Walk to junction with Hampstead Way
 - *Estates Team will secure junction to allow mass crossing into Heath Extension (path leading into large area of flat land surrounded by hedges)*
- Students to line up on nearest side of this location in the same order as they would on the school field
- Await further instructions.

APPENDIX FOUR - Major Incidents (evacuation off-site): Manor Wood, Upper School
UPPER SCHOOL:



- Exit main gates
- Turn left
- Walk up to Hampstead Way
- Turn left and follow Hampstead Way
- Turn left to continue on Hampstead Way
- Walk to junction with Wellgarth Road
- Cross the road under the supervision of two nominated members of Support Staff from Front of House
 - *The two nominated members must be in high-vis and secure the road to allow for mass crossing*
- Students to line up on furthest side of this location in the same order as they would on the school field
- Support Staff to group at the end of and in between Lower School and Upper School lines
- Await further instructions.

APPENDIX FIVE - Major Incidents (evacuation off-site): IVY WOOD (only)



Lower School classes (Ivy Wood) leave in order of line up with class nearest gate going first.

DT and Theatre lines to follow.

- Exit main gate
- Turn right
- Walk up to Golders Hill Park
- Assemble on left side of this location in same order as on school field
- Await further instructions.