



Notting Hill Preparatory School

1.9 Fire Policy and Procedures (EYFS & KS1-3)

Reviewer responsible:
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FIRE POLICY

In accordance with our stated aim of ensuring the welfare and safety of all members of the School community, the following fire procedures have been drawn up.

- All fire risk assessments to be reviewed annually. The risk assessment on 95 Lancaster Road (Lower School building) was originally carried out by the Bursar in January 2004. A risk assessment on the Jane Cameron Building (Upper School building) was originally carried out by Firecare999 in October 2009. A risk assessment on the PGB was carried out by Deputy Head :Operations in September 2019
- A Personal Emergency Evacuation Plan (“PEEP”) is in place for any member of staff or pupil that suffers from a disability which has been made known to the School.
- New staff are made aware of the School’s fire policy and procedures and attend a fire protection course which is run periodically.
- All staff at Notting Hill Prep are aware of policy and procedure.
- Fire action notices are located in every room.
- Each classroom has a copy of the exit procedures relevant to that room.
- Staff to familiarise themselves with evacuation procedures before the beginning of each academic year (or if they change location of classroom during a year, at the time of such change).
- Staff to instruct children with evacuation procedure during their first week in school.
- The fire alarm points are tested every week in rotation.
- A fire drill is held once a term
- Fire extinguishers are checked annually.
- Evac Chairs are kept in each building in case of fire.
- Staff training is given in how to use the evacuation chair

FIRE DRILL PROCEDURE

- This takes place at least once a term.
- Escape is timed, with an aim of meeting a designated time-frame.
- An area of designated fire is periodically identified

Lower School

- The designated Fire Officers for the Lower School building are the Head of Lower School/Bursar (back exit), the Headmistress and the School Administrator (front exit).
- Final assembly point is Isaac Newton playground
- Daily registers (put in place by the School Secretary each day after collating information from the class register) are kept at the points of exit of both escape routes.
- The Front fire officer to collect register and walkie-talkie on exiting front door. The first staff to leave by the hall exit to take the registers, walkie-talkie and key for mews gate out with him/her.
- The School Administrator will take out the visitors' book, music lesson box and staff 'in/out' panel located on the wall by the front entrance.
- Staff lead their children by the route designated for the classroom they are in at the time of the alarm
- A head count will be taken by each teacher as they exit the OB and the front and rear fire officers will check numbers against the register
- Walkie-talkies to be used to liaise between the fire officers at the front and back of the building to ensure everyone is accounted for.
- All floors to be checked and batons collected to be handed to Fire wardens as confirmation of this being done
- The Headmistress or School Administrator to remain at the front gate until the Fire brigade has arrived.
- No one goes back into classes until the all clear is given.

- **JCB** The designated Fire Officers for the JCB are the School Secretary for that building, the Head of Middle School, Deputy Head (Pastoral). The assembly point is in the Isaac Newton playground
- Daily registers (put in place by the School Secretary each day after collating information from the class register) are kept at the main exit. The first teachers to leave by this exit to take out the registers, school timetable, visitors' book, music lesson box, walkie-talkies and staff in/out boards.
- On hearing the alarm,
 - staff lead their children out by the route designated for the classroom they are in at that time.
 - School Secretary to sweep rooms off the slot passage and go to fire exit at Ladbroke Grove to supervise exit and meet Fire Brigade.
 - Learning Support staff to sweep rooms off the Year 3 passage and go to the Lancaster Road exit to ensure no one comes into the building and to meet the Fire brigade if they come to this entrance.
 - Nominated person, if there is a disabled person in the building staff members will have been nominated to assist them at specified times during the day, They will be aware of the location of the person requiring assistance and will be solely responsible for their evacuation
- Registration to be taken in the assembly point. Walkie-talkies to be used to communicate with the Fire Warden at the Ladbroke Grove exit.
- All floors to be checked and batons collected to be handed to Fire wardens as confirmation of this being done.
- No one goes back into classes until the all clear is given by the fire brigade officer PGB (Upper School).The designated Fire Officers for the PGB are the School Secretary for that building, the Head of Upper School, Deputy Head (Academic) and Deputy Head (Operations),
- The assembly point is in Portobello Green Park
- Daily registers (put in place by the School Secretary each day after collating information from the class register) are kept at the main exit. The first member of staff to leave by this exit to

take out the registers, school timetable, visitors' book, music lesson box, walkie-talkies and staff in/out boards.

- On hearing the alarm:
 - staff lead their children out by the route designated for the classroom they are in at that time.
 - School Secretary to sweep rooms off the slot passage and go to fire exit at Ladbroke Grove or Thorpe Close to supervise exit and meet Fire Brigade.
 - Learning Support staff and Teachers to sweep rooms on exit and go to the Thorpe Close exit to ensure no one comes into the building and to meet the Fire brigade if they come to this entrance.
 - Nominated person, if there is a disabled person in the building staff members will have been nominated to assist them at specified times during the day, They will be aware of the location of the person requiring assistance and will be solely responsible for their evacuation

PERSONAL EMERGENCY EVACUTION PLAN (PEEP)

The purpose of a PEEP is to ensure the safety of the named individual in a building evacuation situation. The PEEP will record the safety plan as well as those persons who will assist and any training or practice needs.

The School must produce a PEEP when it becomes aware that staff, students or visitors may experience difficulties in responding to a building emergency evacuation alarm. A PEEP template is set out in **Appendix 1** and can be found on the (S:)Drive. The School Secretary, in conjunction with the Bursar or Fire Marshal, will prepare the plan in consultation with the individual member of staff or pupil and their form teacher. The PEEP must be signed by the Fire Wardens in the relevant building and any responsible adult named in the PEEP.

The school secretary will have a notice reminding them of the presence of person(s) in need of PEEP. This notice will be reviewed daily each morning and will be kept next to the fire evacuation documents required for exit.

If a person or persons requires help evacuating the building a member of staff will be nominated each morning to remind them that they will assist in emergencies.

The School should ensure that the effectiveness of PEEPs and special evacuation procedures are tested during routine or planned fire drills. The arrangements that are in place should be reviewed in the light of feedback following the completion of the drills and the relevant PEEPs updated to reflect this. Updated versions of PEEPs are to be retained with the original version. During such review particular attention should be paid to any alteration of the fabric or layout of the building or the changing needs of the individual.

Where there is no route by which a person with special needs can immediately exit a building unaided, the PEEP will identify suitable areas of refuge. In the event of the need to evacuate the building, people with special needs should, if necessary, be assisted to reach these areas. It is permitted for a member of staff, friend or carer to remain at the refuge area with them but it is critical that the details of these persons are relayed to the relevant Assembly Point as soon as possible in order to maintain correct records of the whereabouts of individuals.

In some cases the process of evacuation for a person with special needs may impede the evacuation of other building users. In these circumstances, the individual and any carer or friend should remain within the refuge area until the evacuation process has allowed other building users to clear the escape route. The PEEP should identify the preferred mechanism of evacuation from the refuge area. This may include the use of an evacuation chair.

If a PEEP identifies a requirement for a person to be transported down stairs by means of an evacuation chair the School will ensure that those who provide this service have been suitably and sufficiently trained.

Notting Hill Preparatory School:

A copy of the PEEP must be kept at all reception areas of the school and all staff who could be expected to aid the evacuation of a person with special needs should receive a copy of the relevant PEEP. A PEEP should be activated immediately the alarm is sounded.

NOTTING HILL PREP

LOWER SCHOOL GROUND FLOOR CLASSROOMS

In case of fire, sound the alarm by activating the alarm button situated on the right hand wall before the main doors to the exit lobby at the front of the building.

On hearing the fire alarm sound:

- escort all children directly out of the classroom
- exit by the main front door and assemble in the playground for a quick headcount before proceeding to the Newton Centre playground
- close all doors behind you and windows if possible

If the front exit is blocked, escort the children through the main corridor, across the hall, through the fire doors to the back playground, collecting a class list and rear padlock key if available (i.e. if not already taken by previous class leaving this exit) and proceed to the assembly point: Newton Centre Playground

If there are two teachers present, the first teacher must lead the children to safety, the second must check the classroom is empty, close windows and exit the room, closing the door and proceed to safety following behind the class.

If there is only one teacher in the room, appoint a leader from the children present. The teacher should then ascertain by which exit the children should leave and instruct them accordingly (front exit: line up in playground; back exit: line up by emergency exit in hall until teacher instructs them to proceed). The teacher should check the room and then follow the class out, shutting the door behind. If there is time the teacher should close the windows before exiting.

NOTTING HILL PREP

LOWER SCHOOL MAIN HALL

In case of fire, sound the alarm by activating the alarm button situated next to the double doors.

On hearing the fire alarm sound:

- escort all children directly out of the hall, through the fire doors, collecting a class list and rear gate padlock key from the hook next to the doors
- proceed along the passage through the green door (locked with bolt not key), through the padlocked gate to the rear assembly point
- The member of staff with the padlock key will need to go to the front once out of the playground to open the gate to the meeting point.

If there are two teachers present, the first teacher must lead the children to safety. The second teacher must check the room is empty, look down the corridor to check that the ground floor sweeper baton, outside the School Administrator's office, has been removed. If it is present the second teacher must take the baton and check the children's toilet, staff toilet, kitchen, bursar's office and resource room are empty before closing the hall doors and windows and exit the hall through the emergency doors and proceed to the assembly point. If the baton is taken it must be given to the fire officer.

If there is only one teacher in the hall, appoint a leader from the children present and ask them to lead the class from the hall and to wait in the passage before the green door. As soon as the last pupil has exited the hall the teacher should follow the class out with the class list and padlock key (located to the right of the fire exit doors) and proceed to the assembly point: Newton Centre playground

NOTTING HILL PREP

SCHOOL ADMINISTRATOR'S OFFICE

In case of fire, sound the alarm by activating the alarm button situated next to the main staircase.

On hearing the fire alarm sound,

- Check the location of the fire on the alarm panel and notify the fire officers when you have vacated the building.
- Leave the room, closing the door behind you.
- Fire Warden to exit to the front playground, collect walkie-talkie and registers from front lobby.
- If not Fire Warden, take the baton located by the School Administrator's office and check the photocopier room, staff toilet, children's toilet and resource room.
- Check the windows in the hall are closed and leave the building by the back emergency door, collecting a class list, walkie-talkie and rear door key if available (i.e. if not already taken by a previous class using this exit)
- Proceed to the assembly point: Newton Centre Playground

If the hall fire exit is blocked, exit via the front door and walk round to the assembly point on the instructions of the front fire officer.

NOTTING HILL PREP

LOWER SCHOOL KITCHEN/PHOTOCOPIER ROOM

In case of fire, sound the alarm by activating the alarm button situated next to the main staircase.

On hearing the fire alarm sound,

- Leave the room, closing the door behind you.
- If the baton is present outside the School Administrator's office, take the baton and check the staff toilet, the children's toilets and the resource room.
- Leave the building by the hall fire exit, checking the windows in the hall are closed.
- Collect the class lists, walkie-talkie and rear door key if available (i.e. if not already taken by a previous class using this exit)
- Proceed to the assembly point.

If the hall fire exit is blocked, exit via the front door and walk round to the rear assembly point on the instructions of the front fire officer.

NOTTING HILL PREP

STAFF RESOURCE ROOM/SPORTS DEPARTMENT OFFICE

In case of fire, sound the alarm by activating the alarm button situated next to the fire exit in the main hall.

On hearing the fire alarm sound,

- Leave the room, closing the door behind you.
- If the Ground Floor sweeper baton is present outside the School Administrator's office, check the staff toilets, children's toilet, photocopier room and Bursar's office.
- Leave the building by the hall fire exit doors, checking the hall windows are closed and collecting the class lists, walkie-talkie and rear door key if available (i.e. if not already taken by a previous class using this exit)
- Proceed to the assembly point. If this exit is not clear, exit via the front door.

If the hall fire exit is blocked, exit via the front door and walk round to the rear assembly point on the instructions of the front fire officer.

NOTTING HILL PREP

LOWER SCHOOL - SCHOOL RECEPTION

In case of fire, sound the alarm by activating the alarm button situated next to the main staircase.

On hearing the fire alarm sound,

- Leave the room, collect all registers.
- Collect the Walkie-Talkie from the front door
- Leave the building by the front door.
- Check all classes exiting at the front are complete and communicate with the fire officer in the rear assembly point.
- When everyone has left for the rear assembly point, go to the rear assembly point too.

If the front door is blocked, cross the hall checking the hall windows are closed, go through the double doors, collecting a class list and rear door key if available (i.e. if not already taken by a previous class using this exit). Proceed to the rear assembly point.

NOTTING HILL PREP

HEAD'S OFFICE

In case of fire, sound the alarm by activating the alarm button situated next to the main staircase.

On hearing the fire alarm sound,

- Leave the room, closing the door behind you.
- If the Ground Floor sweeper baton is present outside the School Administrator's office, take the baton and check the photocopier room, staff toilet, children's toilet and resource room.
- Leave the building by the front exit taking the staff in/out board with you.
- Assist the Front Fire Officer in sending all staff and pupils to the rear assembly point
- Remain at the front gate until the Fire brigade arrive

If the front door is blocked, cross the hall checking the hall windows are closed, go through the double doors, collecting a class list and rear door key if available (i.e. if not already taken by a previous class using this exit). Proceed to the assembly point.

NOTTING HILL PREP

LOWER SCHOOL FIRST FLOOR LEARNING ENRICHMENT ROOM

In case of fire, sound the alarm by activating the alarm button situated to the left of the door.

On hearing the fire alarm sound,

- Exit down the main staircase.
- Close the doors behind you.

If a Fire Officer:

- Proceed through the fire doors to the main ground floor corridor.
- Take the baton located by the School Administrator's office and check the photocopier room, staff toilet, children's toilet and resource room.
- Check the windows in the hall are closed and leave the building by the back emergency door, collecting a class list, walkie-talkie and rear door key if available (i.e. if not already taken by a previous class using this exit)
- Proceed to the rear assembly point

If not a Fire Officer:

- Check if the baton is present outside the Head of Lower School office and check all rooms and toilets on the first floor are empty before proceeding down the main staircase and exit by the double doors at the bottom. NB DOORS OPEN INWARDS.

If the main staircase is blocked, exit by the fire escape. Turn left go through the fire door and down the corridor into the far right hand class room and down the fire escape. Cross the hall, go through the fire doors, collecting a class list and rear padlock key if available (i.e. if not already taken by previous class leaving this exit) and proceed to the rear assembly point.

NOTTING HILL PREP

LOWER SCHOOL FIRST FLOOR CLASSROOMS (OTHER THAN WITH FIRE ESCAPE), READING ROOM AND PIANO ROOM

In case of fire, sound the alarm by activating the alarm button situated through the fire doors on the main staircase.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom, go down the main staircase.
- Close windows and doors behind you.
- Proceed down the main staircase and exit by the double doors at the bottom. NB DOORS OPEN INWARDS.

If the baton on the corridor to the girls' toilet is present when a classroom assistant, Head of Lower School, or the last teacher on the floor, leaves, he/she should take the baton, and check all rooms and toilets on this floor are empty. The baton should be given to the fire officer at the assembly point.

If the main staircase is blocked, exit by the fire escape in the far right hand classroom and go down the fire escape. Cross the hall, go through the fire doors, collecting a class list and rear padlock key if available (i.e. if not already taken by previous class leaving this exit) and proceed to the assembly point.

If there are two teachers present, the first teacher must lead the children to safety, the second must check the room is empty, close windows, close doors and check that the first floor sweeper baton, on the corridor to the girls' toilet has been taken. If it is present, the second member of staff must take the baton and check that the girls' toilets, the staff toilet and all rooms are empty before proceeding to safety. The baton must be given to the fire warden.

If only one class is present, appoint a leader from the children present and ask them to lead the class from the room and to wait in the passage along the wall, the teacher should check the room and then follow the class out, shutting the door behind. The lead child should follow instructions to the safest route with the teacher bringing up the rear to confirm all children have exited safely.

NOTTING HILL PREP

LOWER SCHOOL FIRST FLOOR HEAD OF LOWER SCHOOL'S OFFICE

In case of fire, sound the alarm by activating the alarm button situated through the fire doors on the main staircase.

On hearing the fire alarm sound,

- Escort all visitors and children directly out of the office, go down the main staircase.
- Close windows and doors behind you.
- Proceed down the main staircase and exit by the double doors at the bottom. NB DOORS OPEN INWARDS.

If the baton on the corridor to the girls' toilet is present on leaving the office, take the baton, and check all rooms and toilets on this floor are empty. The baton should be given to the fire officer at the assembly point.

If the main staircase is blocked, exit by the fire escape in the far right hand classroom and go down the fire escape. Cross the hall, go through the fire doors, collecting a class list and rear padlock key if available (i.e. if not already taken by previous class leaving this exit) and proceed to the assembly point.

NOTTING HILL PREP

LOWER SCHOOL MEZZANINE LIBRARY

In case of fire, sound the alarm by activating the alarm button situated on the main staircase.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom, go down the main staircase.
- Close the doors behind you.
- Proceed down the main staircase and exit by the double doors at the bottom. NB DOORS OPEN INWARDS.

If there are two teachers present, the first teacher must lead the children to safety, the second must check the room is empty, close windows, close doors.

If only one teacher is present, appoint a leader from the children present and ask them to lead the class from the room. The teacher should check the room and then follow the class out, shutting the door behind. The lead child should follow instructions to the safest route with the teacher bringing up the rear to confirm all children have exited safely.

If the main staircase is blocked, exit by the fire escape, either on the floor above the mezzanine room or on the floor below. Proceed to the safest route, closing doors behind you. Go down the fire escape, cross the hall, go through the fire doors, collecting a class list and rear padlock key if available (i.e. if not already taken by previous class leaving this exit) and proceed to the assembly point.

NOTTING HILL PREP

LOWER SCHOOL FIRST AND SECOND FLOOR CLASSROOMS WITH FIRE ESCAPE (F5 & S5)

In case of fire, sound the alarm by activating the alarm button situated next to the fire escape in the rear classroom.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom, down the fire escape.
- Cross the hall, go through the double doors, collecting a class list and rear padlock key if available (i.e. if not already taken by a previous class using this exit) and proceed to the assembly point.
- Close all doors behind you.

If the fire escape is unsafe, exit to the corridor, closing the door behind you, go along the passage, through the fire door, down the main staircase. Proceed down the main staircase and exit by the double doors at the bottom. NB DOORS OPEN INWARDS.

If there are two teachers present, the first teacher must lead the children to safety, the second must check the room is empty, close windows and close doors before proceeding to safety.

If only one teacher is present, appoint a leader from the children present and ask them to lead the class from the room, down the fire escape and out of the fire doors to the rear assembly point. The teacher should check the room and then follow the class out, shutting the door behind. The lead child should follow instructions to the safest route with the teacher bringing up the rear to confirm all children have exited safely.

NOTTING HILL PREP

LOWER SCHOOL TOP FLOOR CLASSROOMS (OTHER THAN WITH FIRE ESCAPE) AND BURSAR'S OFFICE.

In case of fire, sound the alarm by activating the alarm button situated through the fire doors on the main staircase.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom, through the fire doors, across the landing to the main staircase.
- Close the doors behind you.
- Proceed down the main staircase and exit by the double doors at the bottom. NB DOORS OPEN INWARDS.

If the baton by the boys' toilet is present when a classroom assistant, the learning support teacher, or the last teacher on the floor, leaves, he/she should take the baton, and check all rooms and toilets on this floor are empty. The baton should be given to the fire officer at the assembly point.

If the main staircase is blocked, exit by the fire escape in the back right classroom. Go down the fire escape, cross the hall, go through the double doors, collecting a class list and rear padlock key if available (i.e. if not already taken by a previous class using this exit) and proceed to the rear assembly point.

If there are two teachers present, the first teacher must lead the children to safety, the second must check the room is empty, close windows, close doors and check the top floor sweeper baton has been removed. If it is present, the second teacher must take the baton and check the boys' toilets and all other rooms, before proceeding to safety. The baton must be given to the fire warden.

If only one teacher is present, appoint a leader from the children present and ask them to lead the class from the room and to wait in the passage, the teacher should check the room and then follow the class out, shutting the door behind. The lead child should follow instructions to the safest route with the teacher bringing up the rear to confirm all children have exited safely.

NOTTING HILL PREP

LOWER SCHOOL TOP FLOOR SENCO OFFICE

In case of fire, sound the alarm by activating the alarm button situated through the fire doors on the main staircase.

On hearing the fire alarm sound,

- Escort any children or visitors directly out of the office, through the fire doors, across the landing to the main staircase.
- Close the door behind you.
- Proceed down the main staircase and exit by the double doors at the bottom. NB DOORS OPEN INWARDS.

If the baton by the boys' toilet is present take the baton, and check all rooms and toilets on this floor are empty. The baton should be given to the fire officer at the assembly point.

If the main staircase is blocked, exit by the fire escape in the back right classroom. Go down the fire escape, cross the hall, go through the double doors, collecting a class list and rear padlock key if available (i.e. if not already taken by a previous class using this exit) and proceed to the assembly point.

If there is time, close windows, close doors and check the top floor sweeper baton has been removed before going down the stairs.

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NOTTING HILL PREP

LOWER SCHOOL TOP FLOOR STAFFROOM AND STAFF WORKROOM

In case of fire, sound the alarm by activating the alarm button situated next to the main staircase.

On hearing the fire alarm sound, exit the room, closing the door behind you, take the baton outside the boys' toilets and "sweep" the top floor, checking the library and children's toilets and all rooms before proceeding along the safest exit route, closing doors behind.

If the main staircase is blocked, exit by the fire escape. First check the children's loo, then go left down the corridor, through the fire doors, into the right hand class room and down the fire escape. Cross the hall, go through the double doors, collecting a class list and rear door key if available (i.e. if not already taken by a previous class using this exit) and proceed to the assembly point.

NOTTING HILL PREP

JCB

Assembly point is Newton Centre Playground

JCB – GROUND FLOOR RECEPTION – NG2

In case of fire, sound the alarm by activating the alarm button situated next to the nearest staircase.

On hearing the fire alarm sound,

- Escort all children directly out of the area to exit by the main door by Reception.
- Close the doors behind you.
- Exit the site and walk to the assembly point in the Isaac Newton playground via the passage behind the Youth Centre.

If the main Reception exit is not clear, the building should be exited either through NG5 or the Ladbroke Grove exit and walk round to assemble in the Isaac Newton playground.

If there are two teachers present, the first teacher must lead the children to safety, the second should assist with taking the registers and walkie-talkie to the assembly point to be given to the Fire officer on duty at the assembly point.

The School Secretary (JCB) should go through the fire door and attend to the Ladbroke Grove exit, taking the baton from outside the disabled toilet on passing and checking that all toilets are clear. At the Ladbroke Grove exit she should take the walkie-talkie to liaise with the assembly point if necessary. She should wait at the Ladbroke Grove exit until the Fire brigade arrive. She should ensure no child leaves from that exit without a teacher. If a child does arrive on his/her own the teacher must stay with the child until another teacher arrives and instruct them to take the pupil to the assembly point. If no teacher arrives she should call the assembly point and ask someone to come and escort the child.

The learning support teacher based in NG10 or NG11 should ensure the Fire Baton for the Ladbroke Grove exit has been taken. If it is still present they should attend the Ladbroke Grove exit as referred to above. If it has been taken they should take the Ground Floor baton from outside the visitors' area and check all offices and rooms on the ground floor are cleared and proceed out of the music room exit, taking the walkie-talkie for communicating with the other Fire Wardens and wait at the JCB exit to ensure no one enters the building and to meet the fire brigade if they come to this exit.

NOTTING HILL PREP

JCB – GROUND FLOOR CLASSROOM AND OFFICES – NG1, NG3, NG10, NG11

In case of fire, sound the alarm by activating the alarm button situated next to the nearest staircase.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom to exit by the main door by Reception
- Close the doors behind you.
- Exit the site and walk to the assembly point in the Isaac Newton playground via the passage behind the Youth Centre.

If the main Reception exit is not clear, the building should be exited through either the Music Room exit or the Ladbroke Grove exit and walk round to assemble in the Isaac Newton playground.

If there are two teachers present, the first teacher must lead the children to safety, the second must check the room is empty, close windows and close doors.

If only one teacher is present, appoint a leader from the children present and ask them to lead the class from the room and to wait in the passage along the wall, the teacher should check the room and then follow the class out, shutting the door behind. The lead child should follow instructions to the safest route with the teacher bringing up the rear to confirm all children have exited safely.

The first staff to leave by the main exit should take the registers and walkie-talkie to the assembly point. These should be given to the Fire officer on duty at the assembly point, if the fire officer has not arrived the teacher should take his/her class to their assembly point, check they are all there before handing registers to other classes.

NOTTING HILL PREP

JCB - GROUND FLOOR CLASSROOMS – NG4, NG5, NG6, NG7, NG8, NG9

In case of fire, sound the alarm by activating the alarm button situated by the music room fire exit.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom to exit by the music room fire door.
- Close the doors behind you.
- Exit the site via the main gate and walk to the assembly point in the Isaac Newton playground

If the music room exit is not clear, the building should be exited by the main door by Reception or via the Ladbroke Grove door and walk round to assemble in the Isaac Newton playground.

If there are two teachers present, the first teacher must lead the children to safety, the second must check the room is empty, close windows and close doors.

If only one teacher is present, appoint a leader from the children present and ask them to lead the class from the room and to wait in the passage along the wall, the teacher should check the room and then follow the class out, shutting the door behind. The lead child should follow instructions to the safest route with the teacher bringing up the rear to confirm all children have exited safely.

NOTTING HILL PREP

JCB - FIRST FLOOR CLASSROOM–NF4, NF5 AND HEAD OF MIDDLE SCHOOL OFFICE

In case of fire, sound the alarm by activating the alarm button situated next to the fire exit in the corridor.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom,
- Close the doors behind you.
- Go out of the fire exit onto the roof passage and through the end fire door to exit by the pink staircase
- Proceed down the main staircase and exit by the Ladbrooke Grove exit.
- Walk round to assemble in the Isaac Newton playground

If the pink staircase is blocked, exit by the blue staircase through the fire doors. Exit the building via the Reception door and assemble in the Isaac Newton playground.

If there are two teachers present, the first teacher must lead the children to safety, the second must check the room is empty, close windows and close doors. In the science lab, if there is time, switch off the gas mains.

If only one teacher is present, appoint a leader from the children present and ask them to lead the class from the room and to wait in the passage along the wall, the teacher should check the room and then follow the class out, shutting the door behind. The lead child should follow instructions to the safest route with the teacher bringing up the rear to confirm all children have exited safely.

If the “sweeper” baton is present outside the toilets, the first teacher passing must take the baton and check the toilets and changing rooms are clear before following the class out down the stairs. The baton should be given to the fire officer in the main assembly point.

NOTTING HILL PREP

JCB - FIRST FLOOR SCIENCE ROOM – NF3

In case of fire, sound the alarm by activating the alarm button situated next to the fire exit in the corridor.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom,
- Before leaving, press the red button to the left of the door to shut down gas supply
- Close the doors behind you.
- Go out of the fire exit on to the roof passage and through the end fire door to exit by the pink staircase
- Proceed down the main staircase and exit by the Ladbroke Grove exit.
- Walk round to assemble in the Isaac Newton playground

If the pink staircase is blocked, exit by the blue staircase through the fire doors. Exit the building via the Reception door and assemble in the Isaac Newton playground.

If there are two teachers present, the first teacher must lead the children to safety, the second must check the room is empty, close windows and close doors. In the science lab, if there is time, switch off the gas mains.

If only one teacher is present, appoint a leader from the children present and ask them to lead the class from the room and to wait in the passage along the wall, the teacher should check the room and then follow the class out, shutting the door behind. The lead child should follow instructions to the safest route with the teacher bringing up the rear to confirm all children have exited safely.

If the "sweeper" baton is present outside the toilets, the first teacher passing must take the baton and check the toilets and changing rooms are clear before following the class out down the stairs. The baton should be given to the fire officer in the main assembly point.

NOTTING HILL PREP

JCB - FIRST FLOOR CLASSROOMS – NF1, NF2

In case of fire, sound the alarm by activating the alarm button situated next to the staircase

On hearing the fire alarm sound,

- Escort all children directly out of the classroom to exit by the blue staircase.
- Close the doors behind you.
- Proceed down the main staircase and exit by the main door by Reception.
- Exit the site and walk to the assembly point in the Isaac Newton playground via the passage behind the Youth Centre.

If the blue staircase is blocked, exit by the pink staircase through the fire doors. Exit the building via the Ladbroke Grove door and walk round to the Isaac Newton playground.

If there are two teachers present, the first teacher must lead the children to safety, the second must check the room is empty, close windows and close doors.

If only one teacher is present, appoint a leader from the children present and ask them to lead the class from the room and to wait in the passage along the wall, the teacher should check the room and then follow the class out, shutting the door behind. The lead child should follow instructions to the safest route with the teacher bringing up the rear to confirm all children have exited safely.

NOTTING HILL PREP

JCB – FIRST AND SECOND FLOOR CHANGING ROOMS

In case of fire, sound the alarm by activating the alarm button situated next to the staircase.

On hearing the fire alarm sound,

- Escort all children directly out of the changing room to exit by the pink staircase.
- Close the doors behind you.
- Exit the building via the Ladbrooke Grove door and walk round to the Isaac Newton playground.

If the pink staircase is blocked, exit by the blue staircase through the fire doors. Proceed down the main staircase and exit by the main door by Reception. Assemble in the Isaac Newton playground

If the “sweeper” baton is present outside the toilets, check the toilets are clear. The baton should be given to the fire officer in the main assembly point.

NOTTING HILL PREP

JCB - SECOND FLOOR CLASSROOMS – NS1, NS2, NS3

In case of fire, sound the alarm by activating the alarm button situated next to the staircase.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom to exit by the blue staircase.
- Close the doors behind you.
- Proceed down the main staircase and exit by the main door by Reception.
- Exit the site and walk to the assembly point in the Isaac Newton playground via the passage behind the Youth Centre.

If the blue staircase is blocked, exit by the pink staircase through the fire doors. Exit the building via the Ladbroke Grove door and walk round to the Isaac Newton playground.

If there are two teachers present, the first teacher must lead the children to safety, the second must check the room is empty, close windows and close doors.

If only one teacher is present, appoint a leader from the children present and ask them to lead the class from the room and to wait in the passage along the wall, the teacher should check the room and then follow the class out, shutting the door behind. The lead child should follow instructions to the safest route with the teacher bringing up the rear to confirm all children have exited safely.

If the "sweeper" baton is present outside the toilets, the first teacher passing must take the baton and check the toilets and changing rooms (through the fire doors) are clear before going back through the fire doors to follow the class out down the stairs. The baton should be given to the fire officer in the main assembly point.

NOTTING HILL PREP

JCB - THIRD FLOOR CLASSROOM AND STAFF ROOM – NT1, NT2

In case of fire, sound the alarm by activating the alarm button situated next to the staircase.

On hearing the fire alarm sound,

- Escort all children directly out of the classroom to exit by the blue staircase.
- Close the doors behind you.
- Proceed down the main staircase and exit by the main door by Reception.
- Exit the site and walk to the assembly point in the Isaac Newton playground via the passage behind the Youth Centre.

If the blue staircase is blocked, exit by the pink staircase through the fire doors. Exit the building via the Ladbroke Grove door and walk round to the Isaac Newton playground.

If the “sweeper” baton is present outside the toilets, the first teacher passing must take the baton and check the toilets and staff shower are clear and that no one is in the corridor through the fire door before returning through the fire door to follow the class out down the stairs. The baton should be given to the fire officer in the main assembly point.

NOTTING HILL PREP

JCB – NT3 -

In case of fire, sound the alarm by activating the alarm button situated next to the staircase.

On hearing the fire alarm sound,

- Escort all visitors and children directly out of the office to exit by the pink staircase.
- Close the doors behind you.
- Exit the building via the Ladbrooke Grove door and walk round to the Isaac Newton playground.

If the pink staircase is blocked, exit by the blue staircase through the fire doors. Proceed down the main staircase and exit by the main door by Reception. Assemble in the Isaac Newton playground

If the “sweeper” baton is present outside the toilets, go through the fire door and check the toilet and staff shower are clear. Exit via the Blue staircase. The baton should be given to the fire officer in the main assembly point.

NOTTING HILL PREP

JCB – NS4 - DEPUTY HEAD : PASTORAL OFFICE

In case of fire, sound the alarm by activating the alarm button situated in the corridor next to the staircase.

On hearing the fire alarm sound,

- Escort all visitors and children directly out of the office to exit by the pink staircase.
- Close the doors behind you.
- Exit the building via the Ladbrooke Grove door and walk round to the Isaac Newton playground.

If the pink staircase is blocked, exit by the blue staircase through the fire doors. Proceed down the main staircase and exit by the main door by Reception. Assemble in the Isaac Newton playground

NOTTING HILL PREP

JCB BASEMENT

In case of fire, sound the alarm by activating the alarm button situated next to the staircase.

On hearing the fire alarm sound,

- Escort all children directly out of the basement, out of the fire exit door, up the stone stairs.
- Close the doors behind you.
- Exit the site and assemble in the Isaac Newton playground

If the fire exit is blocked, exit by the pink staircase. Exit the building via the Ladbroke Grove door and walk round to the Isaac Newton playground.

If there are two teachers present, the first teacher must lead the children to safety, the second must check the room is empty.

If only one teacher is present, appoint a leader from the children present and ask them to lead the class from the room and to wait on the stairs along the wall, the teacher should check the room and then follow the class out, shutting the door behind you. The lead child should follow instructions to the safest route with the teacher bringing up the rear to confirm all children have exited safely.

NOTTING HILL PREP

JCB KITCHEN

In case of fire, sound the alarm by activating the alarm button situated next to the staircase.

On hearing the fire alarm sound,

- Exit via the pink stair case
- Push the emergency gas stop button before exiting
- Close the doors behind you
- Exit via the Ladbroke Grove door
- Walk round to the assembly point in the Isaac Newton playground

If the fire exit is blocked, exit by the fire exit in the basement and go to the assembly point in the Isaac Newton playground.

If the "sweeper" baton is present outside the toilets, the first staff passing must take the baton and check the toilets are clear. The baton should be given to the fire officer in the main assembly point.

NOTTING HILL PREP

PGB

Assembly point is Portobello Green

PGB – GROUND FLOOR RECEPTION

In case of fire, sound the alarm by activating the alarm button

On hearing the fire alarm sound,

- Staff escort all children directly out of the area to exit by the main door in Reception.
- Ensure the doors close behind you.
- Exit the building and walk along Thorpe Close to the assembly point in Portobello Green.

If the main Reception exit is not clear, the building should be exited either via the main staircase and the exit to Ladbrooke Grove or via the main staircase and the exit through the Gym (PF17)

If there are two teachers present, the first teacher must lead the children to safety, the second should assist with taking the registers and walkie-talkie to the assembly point to be given to the Fire officer on duty at the assembly point.

The School Secretary (PGB) should go through the main door and attend to the Thorpe Close exit, taking the baton from the ground floor (adjacent to admin desk) on passing and checking that the toilet and first-aid room/kitchen are clear. At the Thorpe Close exit they should take the walkie-talkie to liaise with the assembly point if necessary. They should wait at the Thorpe Close exit until the Fire brigade arrive. They should ensure no child leaves from that exit without a teacher. If a child does arrive on his/her own the secretary must stay with the child until a member of staff arrives to take the pupil to the assembly point. If no teacher arrives, the secretary should call the assembly point and ask someone to come and escort the child.

NOTTING HILL PREP

PGB - GROUND FLOOR CLASSROOM (PG01) and First-Aid room/Kitchen (PG02)

In case of fire, sound the alarm by activating the alarm button

On hearing the fire alarm sound,

- Staff escort all children directly out of the area to exit by the main door in Reception.
- Ensure the doors close behind you.
- Exit the building and walk along Thorpe Close to the assembly point in Portobello Green.
- If the baton adjacent to the admin desk has not been taken, check first aid room and staff toilet for pupils and visitors

If the main Reception exit is not clear, the building should be exited either via the main staircase and the exit to Ladbrooke Grove or via the main staircase and the exit through the Gym (PF17)

If there are two teachers present, the first teacher must lead the children to safety, the second should assist with taking the registers and walkie-talkie to the assembly point to be given to the Fire officer on duty at the assembly point.

If there is only one teacher present, nominate a child to lead the class down to the reception exit and the teacher brings up the rear of class, closing the door behind them.

NOTTING HILL PREP

PGB - FIRST FLOOR CLASSROOMS (PF07, PF09)

In case of fire, sound the alarm by activating the alarm button situated outside PF03

On hearing the fire alarm sound,

- Staff escort all children directly down the main stone staircase to the exit by the main door in Reception.
- Ensure the doors close behind you.
- Exit the building and walk along Thorpe Close to the assembly point in Portobello Green

If the main Reception exit is not clear, the building should be exited either via the main staircase and the exit to Ladbroke Grove or via the main staircase and the exit through the Gym (PF17)

If there are two teachers present, the first teacher must lead the children to safety, the second should assist with taking the registers and walkie-talkie to the assembly point to be given to the Fire officer on duty at the assembly point.

If there is only one teacher present, nominate a child to lead the class down to the reception exit and the teacher brings up the rear of class, closing the door behind them.

NOTTING HILL PREP

PGB - FIRST FLOOR OFFICES (PF02, PF04, PF05, PF06) MEETING ROOM (PF03) STAFF ROOM (PF08)

In case of fire, sound the alarm by activating the alarm button situated outside PF03

On hearing the fire alarm sound,

- Help to escort any children directly down the main stone staircase to the exit by the main door in Reception.
- Ensure the doors close behind you.
- Exit the building and walk along Thorpe Close to the assembly point in Portobello Green
- If the baton outside PF03 has not been taken, check all classrooms, toilets and pupil toilets opposite PF06 for pupils and visitors.

If the main Reception exit is not clear, the building should be exited either via the main staircase and the exit to Ladbrooke Grove or via the main staircase and the exit through the Gym (PF17)

If there are two teachers present, the first teacher must lead the children to safety, the second should bring up the rear and assist with taking the registers and walkie-talkie to the assembly point if necessary.

If there is only one teacher present, nominate a child to lead the class down to the reception exit and the teacher brings up the rear of class, closing the door behind them.

NOTTING HILL PREP

PGB - FIRST FLOOR DINING ROOM (PF01)

There are two primary fire exit points: staircase to Ladbroke Grove fire exit and main staircase to the Main reception exit on Thorpe Close

In case of fire, sound the alarm by activating the alarm button situated outside PF03

On hearing the fire alarm sound,

- Pupils on the front 4 rows of tables will exit via the Ladbroke Grove staircase
- Pupils on the rear tables, will exit via the main staircase and Thorpe Close
- Exit the building and walk along Thorpe Close to the assembly point in Portobello Green
- If the baton outside PF03 has not been taken, check all classrooms, toilets and pupil toilets opposite PF06 for pupils and visitors.

If neither exit is clear, the building should be exited through Bay 42 (Classrooms PF17, PF18,PF19)

If there are two or more teachers present, one teacher must lead the children to each exit point,

If there is only one teacher present, deputise a member of the kitchen staff to assist with evacuation

NOTTING HILL PREP

PGB - FIRST FLOOR CLASSROOMS (PF11, PF13, PF14)

In case of fire, sound the alarm by activating the alarm button

On hearing the fire alarm sound,

- Escort all children directly through Bay 42 to the fire exit onto Thorpe Close
- Ensure the doors close behind you.
- Exit the building and walk along Thorpe Close to the assembly point in Portobello Green
- If the baton outside **** has not been taken, check all classrooms, music practice rooms and pupil toilets (adjacent to the gym) for pupils and visitors.

If the designated fire exit is not clear, the building should be exited via the main staircase and the exit through Reception to Thorpe Close

If there are two teachers present, the first teacher must lead the children to safety, the second should bring up the rear and sweep rooms en route if necessary.

If there is only one teacher present, nominate a child to lead the class down to the fire exit and the teacher brings up the rear of class, closing the doors behind them.

NOTTING HILL PREP

PGB - FIRST FLOOR OFFICES (PF10, PF16) and MUSIC PRACTICE ROOMS (PF1101, PF1102, PF12, PF15)

In case of fire, sound the alarm by activating the alarm button

On hearing the fire alarm sound,

- Help to escort any children directly through Bay 42 to the fire exit onto Thorpe Close
- Ensure the doors close behind you.
- Exit the building and walk along Thorpe Close to the assembly point in Portobello Green
- If the baton outside **** has not been taken, check all classrooms, music practice rooms and pupil toilets (adjacent to the gym) for pupils and visitors.

If the designated fire exit is not clear, the building should be exited via the main staircase and the exit through Reception to Thorpe Close

If there are two teachers present, the first teacher must lead the children to safety, the second should bring up the rear and sweep rooms en route if necessary.

If there is only one teacher present, nominate a child to lead the class down to the fire exit and the teacher brings up the rear of class, closing the doors behind them.

NOTTING HILL PREP

PGB – Bay 42 Classrooms: PF17, PF18 and PF19

In case of fire, sound the alarm by activating the alarm button situated in the Gym (PF17)

On hearing the fire alarm sound,

- Help to escort any children directly through the Gym (PF17) to the fire exit onto Thorpe Close
- Check the toilets and the changing rooms adjacent to the gym
- Ensure the doors close behind you.
- Exit the building and walk along Thorpe Close to the assembly point in Portobello Green
- If the baton at the fire exit door in PF17 has not been taken, check all classrooms, music practice rooms and pupil toilets (adjacent to the gym) for pupils and visitors.

If the designated fire exit is not clear, the building should be exited via the main staircase and the exit through Reception to Thorpe Close

If there are two teachers present, the first teacher must lead the children to safety, the second should bring up the rear and sweep rooms en route if necessary.

If there is only one teacher present, nominate a child to lead the class down to the fire exit and the teacher brings up the rear of class, closing the doors behind them.

NOTTING HILL PREP

SERBIAN CHURCH - CRYPT

In case of fire, sound the alarm by activating the alarm button situated by the main entrance door.

On hearing the fire alarm sound,

- Exit the classroom
- Close the door behind you
- Walk to the assembly point in the OB front playground
- The teacher to confirm to the Serbian Church fire officer that all staff and pupils have safely evacuated the building

If there are two teachers present, the first teacher must lead the children to safety, the second must check the room is empty, close windows and close doors.

If only one teacher is present, appoint a leader from the children present and ask them to lead the class from the room and wait outside the room, the teacher should check the room and then follow the class out, shutting the door behind. The lead child should follow instructions to the safest route with the teacher bringing up the rear to confirm all children have exited safely.

FIRE ALARM TEST PROCEDURE

Lower School (OB)

- Test a different call point every week and record in test booklet
- Telephone fire alarm monitors to let them know it is a test
- Press call point glass until the alarm sounds
- Return to main panel and turnkey in the panel to "on"
- Press "Alarm silence"
- Alarm is silent
- Panel will show where the alarm was triggered
- Check this is correct
- Return to call point and use the black key to return the glass to its original position
- Press "reset" button and turnkey on panel to off

Middle School (JCB)

- Test a different call point every week and record in test booklet
- Telephone fire alarm monitors to let them know it is a test
- Put key in the bottom of call point
- Alarm sounds
- Return to main panel and press silence alarm
- Alarm is silent
- Panel will show where the alarm was triggered
- Check this is correct
- Press reset button

Upper School (PGB)

- Test a different call point every week and record in test booklet
- Telephone fire alarm monitors to let them know it is a test
- Put key in the bottom of call point
- Alarm sounds
- Return to main panel and press silence alarm
- Alarm is silent
- Panel will show where the alarm was triggered
- Check this is correct
- Press reset button

APPENDIX 1

Notting Hill Preparatory School

Personal Emergency Evacuation Plan (PEEP) for pupils in schools

Visitors who require assistance in an evacuation and parents of pupils with temporary or longer-term disabilities should inform the school of the need for assistance at the earliest possible opportunity and at least one day's notice should be given whenever possible. A PEEP form will be initiated and staff will be informed of the presence of the person requiring assistance via email. Staff will also be made aware of any specific responsibilities at times have on each day. This form should be completed for anyone who requires assistance with any aspect of emergency evacuation. Once developed, the PEEP will describe the pupil's or visitor's intended means of escape in the event of emergency, including drills. The PEEP will specify what type of assistance is agreed and how it is to be maintained to ensure the pupil's continued safety and should include assistance required from the point of raising the alarm to passing through the final exit of the building.

A completed form should be held:

- In the Pupil's personal records
- By the Bursar/Deputy Head (Operations)(Responsible Person for Fire Safety)
- By the Competent Person for Fire Safety at the school (this may be the responsible person in some schools)
- By the Class teacher
- In the Fire Log Book

Note: This plan must be reviewed on an annual basis (at least), should be kept by the fire evacuation pack and be visible from the school secretary's desk. It should be reviewed when a significant change in circumstances (of the building or pupil) is anticipated or identified.

Pupil's Name:			
Class Room Number or Name:			
Location of classroom in building:			
Teacher's Name:		Tel: Ext No:	
Date Completed:		Reviewed:	
Reviewed:		Reviewed:	

Name of Person who Completed this Form:	
Date Completed:	

Date of Next Review:	
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Points to consider: In preparation for completing details in this form, consider the following; discuss with the parents/guardian and, if appropriate, the pupil.

Question	Answer	Comments
Does the pupil change classrooms during the course of the day, which takes them to more than one location within the building and other buildings?		
Do they have difficulties reading and identifying signs that mark the emergency exits and evacuation routes to emergency exits?		
Does the pupil have any difficulties hearing the fire alarm?		
Are they likely to experience problems independently travelling to the nearest emergency exit?		
Does the pupil find stairs difficult to use?		
Are they dependent on a wheelchair or other walking aid for mobility?		
If the pupil uses a wheelchair would they have problems transferring from the wheelchair without assistance?		

A: Alarm System.

1. The pupil is able / unable to raise the alarm (delete as appropriate).

If the pupil is unable to raise the alarm independently, please detail alternative procedures agreed. If able give brief description of how.

2. The pupil has been informed of an emergency evacuation by:

existing alarm system:	<input type="checkbox"/>	vibrating pager device:	<input type="checkbox"/>
visual alarm system:	<input type="checkbox"/>	other: (please specify)	<input type="checkbox"/>
Give Details:			

B: Exit Route Procedure (progress starting from when the alarm is raised and finishing on final exit).

C: Designated Assistance (details of all persons designated to assist in the evacuation plan and the nature of assistance to be provided by each).

D: Method of Assistance (e.g. transfer procedures, methods of guidance)

E: Equipment Provided (details of all equipment needed to execute the plan and its location).

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F: Training on use of equipment:

Date	Comments

G: Safe route(s) (description of all the safe routes that can be used).

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N.B. A copy of the building plan with routes clearly marked may be useful.

	Yes	No
Have the route(s) been travelled by the pupil and responsible person?	<input type="checkbox"/>	<input type="checkbox"/>
Has a copy of the exit route on plan been attached?	<input type="checkbox"/>	<input type="checkbox"/>
Has the equipment detailed above been tried and tested?	<input type="checkbox"/>	<input type="checkbox"/>
Have all issues been completed to full satisfaction?	<input type="checkbox"/>	<input type="checkbox"/>
Has a copy of this form been sent to the person responsible for the fire evacuation?	<input type="checkbox"/>	<input type="checkbox"/>
Has the fire safety competent person informed all relevant staff of these arrangements? i.e. Class teacher, support assistant.	<input type="checkbox"/>	<input type="checkbox"/>

Record the length of time of practice evacuation.

_____ mins

_____ minutes

If No to any of the above please explain:

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I (pupil/parent/guardian) am/are aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above, (a parent is to sign this off on behalf of a minor):

Pupil Signature:		Date:	
Pupil Name:			
Parent Signature:		Date:	
Parent Name:			
Headteacher Signature:		Date:	
Headteacher Name:			

List of people who have received a copy of this completed document:

Notting Hill Preparatory School: