



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

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CONTENTS

- **FIRE POLICY** 3
- **FIRE DRILL PROCEDURE** 4
- **PERSONAL EMERGENCY EVACUATION PLAN** 5
- **INDIVIDUAL ESCAPE ROUTE INSTRUCTIONS**
- Lower school building
- Ground Floor Classrooms 7
- Main Hall 8
- School Administrator’s Office 9
- Kitchen/Work room 10
- Staff Resource Room/Sports Department Office 11
- School Reception 12
- Head’s Office 13
- First Floor Learning Enrichment Room 14
- First Floor Classrooms (other than with fire escape), Reading room and Piano Room 15
- First Floor Head of Lower School’s Office 16
- Mezzanine Library 17
- First and Second Floor classrooms with fire escape (F5, S5) 18
- Top Floor Classrooms (other than with fire escape), Offices 19
- Top Floor Staffroom and work area 20
- Middle school building (JCB)
- Ground Reception (NG2) 21
- Ground Floor Classrooms (NG1, NG3, NG8, NG10) Head of Middle School (NG9) 22
- Ground Floor Classrooms (NG4, NG5, NGX) 23
- First Floor classroom (NF4, NF5, NF6) 24
- First Floor Science Room (NF3) 25
- First Floor Classrooms (NF1, NF2) 26
- First and Second Floor Changing Rooms 27
- Second Floor Classrooms (NS1, NS2, NS3) 28
- Third Floor Classroom and Staffroom (NT1, NT2) 29
- Third Floor (NT3) 30
- Third Floor (NS4) Staff Work Room 31
- Basement 32
- Kitchen 33
- Upper school building (PGB)
- Ground Floor Reception 34
- Ground Floor Classroom (PG01) 35
- First Floor Classrooms (PF07, PF09) 36
- First Floor Offices (PF02, PF04, PF05, PF06) Meeting Room (PF03) Staffroom (PF08) 37
- First Floor Dining Room (PF01) 38
- First Floor Pupil Toilets (opposite PF06) 40
- First Floor Classrooms (PF11, PF13, PF14) 41
- First Floor Offices (PF10, PF16) and practice rooms (PF1101, PF1102, PF12, PF15) 42
- First Floor (PF17) (PF18) (PF19) and Girls’ Toilets 43
- Serbian Church – Crypt and classrooms 44
- **FIRE ALARM TEST PROCEDURE** 45
- **APPENDIX 1 Personal Emergency Evacuation Plan** 47
- **APPENDIX 2 Evacuation procedures by building** 50

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. Fire risk assessments were carried out by Firecare 999 in April 2024. The Head of Finance & Operations is directly responsible for updating and communicating Fire Evacuation procedures in all buildings.
- A Personal Emergency Evacuation Plan (“PEEP”) is in place for any member of staff or pupil that suffers from an injury or 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 (OB)

- The designated Fire Marshals for the Lower School building are the Head of Lower School/Head of Finance & Operations and other roles as identified on the Evacuation Plan
- Final assembly point is Newton Centre playground
- Daily registers (put in place by the School Secretary each day after collating information from the class register) are kept at the front exit .
- Fire Marshal 1 to collect register, iPad and walkie-talkie on exiting front door.
- Fire Marshal 2 to take walkie-talkie and class list out with him/her.
- Fire Marshal 1 will take the iPad to the Newton Centre with the access management system app to check that all staff in the building are present and correct and all children not on the morning register.
- 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 Fire Marshals 1 & 2 will check numbers against the register on arrival at the Newton Centre.
- 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 by Fire Wardens
- School Secretary to remain at the front gate until the Fire Brigade has arrived.
- No one goes back into classes until the Fire Brigade Officer has given the all clear.

Middle School (JCB)

- The designated Fire Marshals for the JCB are the Head of Middle School and Deputy Head (Pastoral). The Deputy Fire Marshal is the school secretary for that building. The assembly point is in the Newton Centre 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 Deputy Fire Marshal leaves by this exit to take out the registers.
- The Deputy Fire Marshal will bring an iPad with our access management system app to check that all staff in the building are present and correct, as well as the EpiPens and the inhalers from Reception
- 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 take walkie-talkie and go to fire exit at Ladbroke Grove to supervise exit and meet Fire Brigade.
 - Maria Nicklen or Sarah Jeffreys to take walkie-talkie 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 staff members at the Ladbroke Grove exit and at the Lancaster Road exit.
- No one goes back into classes until the all clear is given by the Fire Brigade Officer.

Upper School (PGB)

- The designated Fire Marshal for the PGB is the Head of Upper School.
- 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 all exits. The first teachers to leave by an exit take out the registers.
- The Fire Marshal will bring an iPad with our access management system app to check that all staff in the building are present and correct, as well as the EpiPens and inhalers from Reception
- 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 take walkie-talkie and go to fire exit at Thorpe Close to supervise exit and meet Fire Brigade.
 - Fire Marshal in section of PGB closest to Thorpe Close exit close to the Peppercorn Centre to exit through that escape route. Fire Marshal to designate a member of staff to stay at exit to Bay 42 for security purposes.
 - 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 School Secretary at the Ladbrooke Grove exit.
- No one goes back into classes until the all clear is given by the Fire Brigade Officer.

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

The purpose of a PEEP is to ensure the safety of the named individual (pupils and staff) 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 Head of Finance 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.

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 (TA at the front, Teacher at the rear)
- 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 and proceed to the assembly point: Newton Centre Playground

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
- proceed along the passage through the green door (locked with bolt not key), through the gate to the Newton Centre playground assembly point

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.
- Check the windows in the hall are closed and leave the building by the rear 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/WORK 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.
- 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 Fire Marshal 1.

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 mainhall.

On hearing the fire alarm sound,

- Leave the room, closing the door behind you.
- Leave the building by the hall fire exit doors, checking the hall windows are closed
- 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.
- Leave the building by the front exit.
- Assist Fire Marshal 1 in sending all staff and pupils to the Newton Centre assembly point

If the front door is blocked, cross the hall checking the hall windows are closed, go through the double doors and 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,

- Escort all children directly out of the room, exit down the main staircase.
- Close the doors and windows behind you.

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 and proceed to the 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 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 proceed to the assembly point.

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 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 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 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 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 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.

NOTTING HILL PREP

LOWER SCHOOL TOP FLOOR CLASSROOMS (OTHER THAN WITH FIRE ESCAPE), FINANCE/ADMISSIONS OFFICE, HR/SCHOOL DEVELOPMENT OFFICE AND HEAD OF FINANCE'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 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 and proceed to the assembly point.

Top Floor Office Staff are responsible for checking toilets and common areas on exiting the building

NOTTING HILL PREP

LOWER SCHOOL TOP FLOOR STAFFROOM AND WORK AREA

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, "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 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 Newton Centre 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 Newton Centre playground.

The School Secretary (JCB) should go through the fire door and attend to the Ladbroke Grove exit, on passing, checking that all toilets are clear. At the Ladbroke Grove exit they should take the walkie-talkie to liaise with the assembly point if necessary. They should wait at the Ladbroke Grove 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 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 they should call the assembly point and ask someone to come and escort the child.

The learning support teacher based in NG10 or NG11 should check all offices and rooms on the ground floor are cleared and proceed out of the NG5 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, NG8, NG9, NG10

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 Newton Centre playground via the passage behind the Youth Centre.

If the main Reception exit is not clear, the building should be exited through either via the NG5 exit or the Ladbroke Grove exit and walk round to assemble in the Newton Centre 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 member 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, NGX

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 NG5 fire door.
- Close the doors behind you.
- Exit the site via the main (wooden) gate and walk to the assembly point in the Newton Centre playground

If the NG5 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 Newton Centre 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

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 pink staircase and exit by the Ladbroke Grove exit.
- Walk round to assemble in the Newton Centre 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 Newton Centre 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.

Members of staff not teaching at the time of the alarm should check the toilets and changing rooms are clear before exiting the building.

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 pink staircase and exit by the Ladbroke Grove exit.
- Walk round to assemble in the Newton Centre 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 Newton Centre 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.

Members of staff not teaching at the time of the alarm should check the toilets and changing rooms are clear before exiting the building.

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 blue staircase and exit by the main door by Reception.
- Exit the site and walk to the assembly point in the Newton Centre 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 Newton Centre 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.

Members of staff not teaching at the time of the alarm should check the toilets and changing rooms are clear before exiting the building.

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 Ladbroke Grove door and walk round to the Newton Centre playground.

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

Members of staff not teaching at the time of the alarm should check the toilets are clear before exiting the building.

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 blue staircase and exit by the main door by Reception.
- Exit the site and walk to the assembly point in the Newton Centre 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 Newton Centre 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.

Members of staff not teaching at the time of the alarm should check the toilets and changing rooms are clear before exiting the building.

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 blue staircase and exit by the main door by Reception.
- Exit the site and walk to the assembly point in the Newton Centre 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 Newton Centre playground.

Members of staff not teaching at the time of the alarm should check the toilets are clear before exiting the building.

NOTTING HILL PREP

JCB – NT3, NF6

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 Ladbroke Grove door and walk round to the Newton Centre playground.

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

Members of staff not teaching at the time of the alarm should check the toilets are clear before exiting the building.

NOTTING HILL PREP

JCB – NS4 – STAFF WORK ROOM

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 Ladbroke Grove door and walk round to the Newton Centre playground.

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

If you are not teaching at the time of the alarm you should check the toilets are clear before exiting the building.

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 Newton Centre 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 Newton Centre 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.

Members of staff not teaching at the time of the alarm should check the toilets are clear before exiting the building.

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 Newton Centre playground

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

Members of staff not teaching at the time of the alarm should check the toilets are clear before exiting the building.

NOTTING HILL PREPPGB

*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 Ladbroke Grove or via the main staircase and the exit through Bay 42.

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, 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.

The **second School Secretary** should go to the Ladbroke Grove exit door. Ensuring children are escorted from the building by an adult and providing an extra layer of security if a passer-by wishes to enter the school or a child attempts to re-enter during an alarm.

The **Fire Marshal** takes the registers, walkie-talkie and iPad to the assembly point.

NOTTING HILL PREP

PGB - GROUND FLOOR CLASSROOM (PG01) and WORKROOM (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 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 Bay 42.

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 Ladbrooke Grove or via the main staircase and the exit through exit through Bay 42.

NOTTING HILL PREP

PGB - FIRST FLOOR OFFICES (PF02, PF04, PF05, PF06), BOARD 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
- Staff not teaching a class at the time of an alarm should check toilets and all rooms on their exit route for pupils or adults who have not heard the alarm

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 Bay 42.

NOTTING HILL PREP

PGB - FIRST FLOOR DINING ROOM (PF01)

There are two primary fire exit points: staircase to Ladbrooke 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 will exit via the Ladbrooke Grove staircase
- Exit the building and walk along Thorpe Close to the assembly point in Portobello Green
- Staff not teaching/supervising a class at the time of an alarm should check toilets and all rooms on their exit route for pupils or adults who have not heard the alarm.
- Between 12-2 both exits will be in use – Older Year group to exit via main exit and younger year group to exit via Ladbrooke Grove exit.

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
- Staff not teaching/supervising a class at the time of an alarm should check toilets and all rooms on their exit route for pupils or adults who have not heard the alarm.

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

NOTTING HILL PREP

PGB - FIRST FLOOR OFFICES (PF10, PF16) and MUSIC PRACTICE ROOMS (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
- Staff not teaching/supervising a class at the time of an alarm should check toilets and all rooms on their exit route for pupils or adults who have not heard the alarm.

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

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
- Staff not teaching/supervising a class at the time of an alarm should check toilets and all rooms on their exit route for pupils or adults who have not heard the alarm.

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

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 will confirm to the Serbian Church fire officer that all staff and pupils have safely evacuated the building

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
- Go to main panel
- Press "Alarm silence"
- Alarm is silent
- Go back to Call point and turn key in the call point clockwise to reset
- Go to Panel which 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 on the main panel
- Check that panel says 'System Healthy'

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
- Press call point glass until the alarm sounds
- Go to main panel
- Press "Alarm silence"
- Alarm is silent
- Go back to Call point and turn key in the call point clockwise to reset
- Go to Panel which will show where the alarm was triggered
- Check this is correct
- Return to call point and use the white key to return the glass to its original position
- Press "reset" button on the main panel
- Check that panel says 'System Healthy'

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
- Press call point glass until the alarm sounds
- Go to main panel
- Press "Alarm silence"
- Alarm is silent
- Go back to Call point and turn key in the call point clockwise to reset
- Go to Panel which will show where the alarm was triggered
- Check this is correct
- Return to call point and use the white key to return the glass to its original position
- Press "reset" button on the main panel
- Check that panel says 'System Healthy'

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 Head of Finance (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?	?	?
Has a copy of the exit route on plan been attached?	?	?
Has the equipment detailed above been tried and tested?	?	?
Have all issues been completed to full satisfaction?	?	?
Has a copy of this form been sent to the person responsible for the fire evacuation?	?	?
Has the fire safety competent person informed all relevant staff of these arrangements? i.e. Class teacher, support assistant.	?	?

Record the length of time of practice evacuation.

_____ mins

_____ minutes

If No to any of the above please explain:

Notting Hill Prep School, 95 Lancaster Road, London W11 1QQ
020 7221 0727 admin@nottinghillprep.com

nottinghillprep.com

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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:			
Head of Finance Signature:		Date:	
Head of Finance Name:			

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

APPENDIX 2- Evacuation procedures by building

EVACUATION PROCEDURE, ROLES AND RESPONSIBILITIES: OB

	On hearing Fire Alarm	During and following evacuation	Job Title
Fire Marshal 1	Take laminated registers, a pen, walkie-talkie (ON CHANNEL 1) from Reception to Newton Centre.	Check pupil numbers, liaise with secretaries via walkie-talkie. Feedback to children at the end of the drill.	Head of Lower School/DH of LS
Fire Marshal 2	Go to double exit doors in OB Hall. Oversee exit by classes.	Take walkie-talkie and registers from OB Hall to NC. Time fire drill. Collate feedback/actions and brief staff following drill.	Head of Finance & Ops
Deputy Fire Marshal	<i>Deputise in absence for Fire Marshals.</i> Take walkie talkie	<i>Deputise in absence for Fire Marshals.</i>	Head of Org & Internal Ops
OB front gate supervisor	Take walkie-talkie to oversee exit by classes.	Remain at OB gate. Guide Fire Brigade if necessary.	School Secretary 1
OB Hall supervisor	Go to double exit doors in OB Hall. Oversee exit by classes.	Exit building after all pupils are clear. Go to Newton Centre assembly point.	Finance Assistant
Lancaster Road Crossing supervisor	Take High vis jacket and stand in road to allow safe crossing		Reception Class TA/ 1 st TA to cross road
Newton Centre Gate Supervisor	Take high vis jacket & walkie talkie, Inventory Device (iPad) and EpiPens/ Inhalers. Oversee entry by classes.		School Secretary 2
Fire Warden	Check 1 st /2 nd floor toilets & common areas. Collect inventory iPad from School Sec on OB gate and take to NC.	Go to Newton Centre assembly point. Check staff numbers.	Top Floor Office/HR Staff
Teachers & TAs	Take laminated register, line up children and exit building as per table below. Headcounts to be done when exiting the classroom and the building	Take pupils to Newton Centre and line them up by class	Teachers & TAs
Peripatetic & specialist teachers	Exit building with child	Take child to Newton Centre	Peripatetic & specialist teachers

- The assembly point is the **NEWTON CENTRE PLAYGROUND.**
 - Teachers conduct a register of the pupils in their form and check this against the laminated list with the Fire Marshal.
 - Schools Secretaries to inform the admin teams of other buildings of Fire Alarm activation and then afterwards of All Clear
- *Ensure that the app is activated before leaving the building to avoid wi-fi problems*



Exit via OB Front door
Through OB Front gate onto Lancaster Road then cross and enter Newton Centre.

G1 Head's office, admin office
 G2
 G3
 G4
 G5 Ground floor kitchen/workroom

Exit via OB Side Door
through OB Front gate onto Lancaster Road then cross and enter Newton Centre.

F1 Learning Centre
 F2 Creative Arts Room
 F3 Reading Room
 F4
 F6
 F7 Piano room

F8 Head of Lower School office
 S1 Staffroom
 S2 HR office
 S2.5 School Development's office
 S3 Bursar's office
 S4
 S6
 M1 Library

Exit via OB Hall rear door
Turn left, go through Fire Exit Door, exit via Elgin Mews along Ladbroke Grove. Turn Right into Lancaster Road, then cross and enter Newton Centre.

PE Office
 OB Hall
 F5
 S5

EVACUATION PROCEDURE, ROLES AND RESPONSIBILITIES: JCB

	Initial position and responsibilities	Final position and responsibilities	Job title
Fire Marshal 1	Take fire folder, walkie-talkie (on channel 1) and EpiPens from Reception to Newton Centre. Open Newton Centre gate.	In Newton Centre, check pupil numbers and delegate a member of staff to check staff numbers. Liaise with secretaries via walkie-talkie. Feedback to children at the end of the drill.	Head of Middle School Deputy Head Pastoral
Lancaster Road entrance/exit	Take walkie-talkie (on channel 1). Set up InVentry device* and give to Fire Marshal as they exit. Pavement entry point on Lancaster Road.	Stay at gate and prevent entry onto site. Direct fire brigade if necessary.	School secretary 1
Ladbroke Grove entrance/exit	Take walkie-talkie (on channel 1). Pavement entry point on Ladbroke Grove. Guide individual students coming from pink stairs to a form.	Stay at entrance and prevent entry onto site. Direct fire brigade if necessary.	School secretary 2
Fire Warden		Check toilets and common areas.	2 nd floor teachers
Teachers & TAs	Line up children and exit building as per table below.	Take pupils to Newton Centre and line them up by form. Take the register.	Teachers & TAs
Peripatetic & specialist teachers	Exit building as per table below with child/ren.	Take child/ren to Newton Centre.	Peripatetic & specialist teachers

- The assembly point is the **NEWTON CENTRE PLAYGROUND**.
- Schools Secretaries to inform the admin teams of other buildings of Fire Alarm activation and then afterwards of All Clear.
- If a year group is being taught in sets, the Fire Marshal will delegate staff to organise the children into forms, and check the registers.
- *Ensure that the InVentry app is activated before leaving the building to avoid wi-fi problems.

Exit via Ladbroke Grove exit	Exit via JCB Reception	Exit via Lancaster Road exit		
<p>Exit corridor via door opposite Science Room Descend via pink staircase Collect fire pack from School Secretary on the door and exit building onto Ladbroke Grove Turn left onto Lancaster Road, accessing Newton Centre Playground via the gate on Lancaster Road</p> <p>NF3 Science Room NF4 NF5 Meeting Room NF6 Wellbeing Room NT3 Third floor landing NS4 Staff Work Room</p> <p>Pupils in locker rooms on the first or second floor or in bathrooms on the ground or first floor, must also exit via the pink staircase.</p>	<p>Descend via blue staircase Exit building via JCB Front door and then turn immediate LEFT to Newton Centre playground</p> <table border="1"> <tr> <td>NG1 NG2 JCB Reception NG3 Library NG8 Music practice room NG9 Middle School Head Office NG10 Nurse's office</td> <td>NF1 NF2 NS1 NS2 NS3 NT1 NT2 Staffroom</td> </tr> </table>	NG1 NG2 JCB Reception NG3 Library NG8 Music practice room NG9 Middle School Head Office NG10 Nurse's office	NF1 NF2 NS1 NS2 NS3 NT1 NT2 Staffroom	<p>Exit via NG5 Then via JCB exit on Lancaster Road Then enter Newton Centre Playground via Lancaster Road Entrance</p> <p>NG4 NG5 NGX JCB Hall JCB Kitchen</p> <p>Pupils in bathrooms on the ground floor must also exit via the pink staircase.</p> <p>Pupils in JCB Hall exit via the external staircase and then via the Lancaster Road.</p>
NG1 NG2 JCB Reception NG3 Library NG8 Music practice room NG9 Middle School Head Office NG10 Nurse's office	NF1 NF2 NS1 NS2 NS3 NT1 NT2 Staffroom			

EVACUATION PROCEDURE, ROLES AND RESPONSIBILITIES: PGB

	On hearing Fire Alarm	After pupils are evacuated	Job title (if applicable)
Fire Marshal	Take laminated registers, a pen, walkie-talkie, InVentry device (iPad) and EpiPens/Inhalers from Reception to Portobello Green.	Check pupil and staff numbers, liaise with secretaries via walkie-talkie.	Head of Upper school Assistant Head of Upper School
PGB main exit supervisor	Take walkie-talkie and go to Main Exit	Stand at Main exit and prevent entry onto site, direct Fire Brigade if necessary	School Secretary
PGB side exit supervisor	Take walkie-talkie and go to Side Exit	Stand at Side exit and prevent entry into PGB, direct Fire Brigade if necessary	School Secretary
Bay 42 Exit supervisor	Go to Bay 42 Exit	Stand at Fire Exit door to Bay 42 and prevent entry into PGB	Nominated by Fire Warden
Fire Warden		Check Toilets and Common Areas	DHA
Teachers & TAs	Line up children and exit building as per table below	Take pupils to Portobello Green and line them up by form. Take the register.	Teachers & TAs
Peripatetic & specialist teachers	Exit building with child	Take child to Portobello Green	Peripatetic & specialist teachers

- The assembly point is **PORTOBELLO GREEN**
- Teachers conduct a register of the pupils in their form and check this against the laminated list with the Fire Marshal.
- Schools Secretaries to inform the admin teams of other buildings of Fire Alarm activation and then afterwards of All Clear
- *Ensure that the app is activated before leaving the building

Exit via PGB Front door	Exit via Bay 42 Fire exit	Exit via Side door onto Ladbroke Grove (Front Door too if Diner full)
PG01 Art/DT Room PG02 Workroom PGB Office Reception PF02 Catering office PF03 Board room PF04 Staff workroom PF05 Office PF06 Office PF07 PF08 Staff room PF09	PF10 Office PF11 PF12 Music practice room PF13 PF14 STEM Room PF15 Music practice room PF16 Upper School SENCO Office PF17 Science Lab/Y7 Form Room PF18 Form Room PF19 Form Room	PGB Diner PGB Kitchen <p>Between 12pm and 2pm both exits will be in use: Older Year group will exit via main stairs and on to Thorpe Close.</p> <p>Younger Year group will exit via side stairs on to Ladbroke Grove then turn right on to Thorpe Close</p>