

Emergency Evacuation Procedures

Domain of application	Wishmore Cross
Review cycle	Annual
Approved by	David Atter, Regional Education Director
Date of last review	September 2024
Date of next review	September 2025

A fire emergency evacuation plan (FEEP) is a written document which includes the action to be taken by all staff in the event of fire and the arrangements for calling the fire brigade.

1.1 Fire Evacuation Strategy - simultaneous evacuation by all staff, visitors and pupils to designated fire assembly points, initiated by the sounding of the fire alarm (long, continuous bell ring) through the fire warning system

1.2 Action on hearing the fire alarm

1.21 When the alarm sounds evacuate the building via your nearest safe exit as quickly as possible but still in a calm and orderly manner

1.22 Do not stop to take equipment or personal possessions. If possible close doors and windows behind you

1.23 All occupants should proceed to the designated Fire Assembly Points as follows:-

(a) Playing field at the back of the academy by the caretakers bungalow

1.24 Ensure visitors and contractors are led to the assembly point and inform the person taking the roll call.

1.25 Do not re-enter the building until advised to do so by the Responsible

Person (Abedah Karim, Principal), or other Fire Marshall in the Principal's absence).

1.26 Nominated Fire Marshall's will take up their duties

1.3 Action on discovering a fire

1.31 Raise the alarm by informing a member of staff to activate the nearest fire call point with their key; this member of staff should then notify reception to call 999. You will need to provide details and location of the fire - Wishmore Cross, 55 Alpha Road, Chobham, Surrey, GU24 8NE.

1.32 Evacuate the building using the nearest available safe exit and go to the assembly point in a calm and orderly manner

1.33 Give any relevant information to the person taking the roll call and remain at the assembly point

1.34 On no account attempt to enter the building until you are informed that it is safe to do so by the person in charge

1.4 Fire Assembly Management

1.41 Pupils are organised into tutor groups at the assembly point, in lines next to their marked location and supported by a member of their teaching or support staff.

1.42 Administration staff bring the visitors register and pupil attendance register to the assembly point

1.43 The Responsible Person (or other SLT as delegated) is responsible for liaising with the Premises Manager and confirming the cause of the activation, and assessing the appropriate next steps.

1.44 Where it is confirmed to be a fire, the fire service will be called immediately.

1.45 The responsible Person will confirm with the Administration Staff that all staff, visitors and pupils are accounted for, taking note to check with the PLC staff who assemble separately in their own location.

1.46 Where it is confirmed the activation was caused by other means (eg. heat; dust; sensor failure; pupil activation), the alarm will be manually deactivated and the alarm system reset. On confirmation of the reset, the Responsible Person will manage the dismissal from the Assembly Points and pupils will be escorted back to their timetabled activity with supervising staff.

1.47 Record of the fire activation, including date, time, response time, cause and any associated organisational learning to be generated by the Premises Manager and placed on file.

1.5 Fire Exits, Building Plans, Call point locations, fire fighting equipment locations

1.51 There are 6 fire door exits through the ground floor at Wishmore Cross:-

- Main Reception; Front of school stairwell; Dining Room; Kitchen; Bistro; Tech Room.

1.52 See Building Plans - highlighting emergency exits and call points and Assembly Points

1.53 Fire Fighting Equipment - see Plans for Ground Floor and First Floor identifying locations of fire fighting equipment

Nominated trained competent persons could, where possible, attack fire with appropriate equipment. However, fire fighting is always secondary to life safety. DO NOT PUT ANY PERSONS AT RISK.

1.6 Nominated responsibilities & contact details

1.61 Responsible Person - Abedah Karim Principal; Premises Manager - Tom Kennedy **07919 102891**

1.62 Fire Marshalls: Suzanne Fridd

Bottom corridor / staff area	-	Jaye Moore-Smith
Top corridor	-	Steve Hart
Year 7 area	-	Helen Cheyne
Cedar House	-	Natalia Sileno
Kitchen Dining Area	-	Kevin Woodhouse
Admin area	-	Jane Kurn

1.63 Door monitors

Reception	-	Jane Kurn
Year 7 entrance/exit	-	Helen Cheyne
Sports hall exit	-	Jessica Morley
Bistro	-	Radina Michalska
Front Gate	-	Suzanne Fridd
Cedar House	-	Natalia Sileno

1.64 First Aiders

Thomas Skentos;; Artur Slezak; Emma Cooper; Donna Butler; Suzanne Fridd;; Radina Michalska & Susie Brownsea

1.7 Personal Emergency Evacuation Plans

No staff, pupils or residents require a PEEP. Individual need will be assessed and plans will be completed should they be required.