



Head of the Class Ltd HC Emergency Evacuation Procedure

Should fire break out in any of our centres or offices, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the Centre
- Check all pupils/visitors are out of the building.

1. All staff should be aware of their nearest exit not only in their classrooms/offices but other areas of the Centre/building.

2. Fire Evacuation notices and plans are in place in all areas of the Centre.

3. All staff should take time to familiarise themselves with these plans.

4. On hearing the fire alarm the following staff procedures/duties will take place:

5. Classroom Staff/Support Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the children/students/visitors through the nearest fire exit;
- All **MUST** evacuate the building in silence;
- **NO ONE** should stop to collect any belongings;
- Children must be evacuated to the nearest assembly point;
 - Townfield Centre > corner of Sixth Avenue, Townfield Road; or
 - Hyde Park Hayes > following exist rout to Parking Site, Gate No. 2; and
- Staff will check children against the fire register and immediately inform senior staff of any missing children

6. Management

The Manager will monitor the evacuation of the premises from the assembly

No-one may re-enter the buildings until they have been given the all clear by The Head Tutor or the Centre's Manager, in the case of a fire drill or Fire Officers, in the case of a fire.

- Fire Warning System
- Smoke detector units are situated throughout the buildings. These are tested on a rota basis by AgeUK Hillingdon for the Townfield Centre and by Regus at our Hyde Park Hayes Offices.

7. Evacuation Procedures

- All areas have a site plan indicating nearest escape route and outside assembly points.
- All staff attend an annual training session every December and are provided with materials

8. Key Escape Routes

- All areas have direct escape routes to assembly points



- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.

9. Fire Fighting Equipment

There are fire extinguishers CO2, Water and foam throughout the building. These are checked weekly on a rota basis and serviced annually by the facility manager and not Head of the Class Ltd or any of its staff.

10. Fire Risk Assessments

Risk assessments are carried out annually.

11. Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

12. General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

13. Fire Prevention Measures

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

14. Fire Protection Measures

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Fire fighting equipment
- Limiting the spread of fire



Head of the Class

Explore. Discover. Reach

It is illegal to smoke on any of our centre's or offices' site.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.