

EMERGENCY PROCEDURES INCASE OF FIRE **Northwood School 2025**

In case of FIRE, a warning will be issued:

- ◆ Continuous firebell
- ◆ Shouts of FIRE!

FIRE WARDENS TO OVERSEE THE PROCEDURES IN THE EVENT OF A FIRE

There are 2 named fire wardens (FW) on site at all times.

Monday - Emma/Paul/Danny

Tuesday - Sharon/Stuart

Wednesday - Emma/Paul/Danny

Thursday - Peter/Kayleigh

Friday Adam/Kayleigh/Paul

Saturday Emma/Katie

Procedure:

- 1) Firewarden 1 to liaise with Centre Fire Marshall - who will be calling fire brigade
- 2) Coaches and admin to evacuate all children and academics to muster point. All coaches (leads) to be responsible for their own group and assistant coaches.
- 3) Lead Coaches should take tablet (if in gym) and boxes with them if there are any medical aids for children - e.g. asthma pumps, epipens, etc.
- 4) Coach to count children whilst register is taken by lead coach on either phone or tablet. Report to FW1 that it is complete
- 5) If anyone is absent, their name is to be checked by the desk admin and confirmed on register.
- 6) FW2 to report to FW1 that building is empty. Liaise with Centre Fire Marshal

Muster Points

All groups will be taken to the far end of the carpark away from the building.

Important

- ◆ There are 2 fire wardens (FW) on site at all times. FW1 to call emergency services and to oversee the taking of registers once evacuated and FW2 to check all the rooms/toilets/cupboards, if possible, emergency permitting. At no point are they to put themselves at risk.
- ◆ Children in toilets or having a drink at fountain leave the building by the nearest exit and rejoin class
- ◆ Children are to leave all shoes and belongings
- ◆ You must not re-enter the building until directed to do so by Fire Services.
- ◆ In the event of an injury - Lead coaches who are first aid trained will assess the situation and proceed with the appropriate medical attention needed. Admin will call ambulances, if required, and parents. The incident will be recorded in the Accident and Incident book by Fire wardens. British Gymnastics will be notified.

EVERYONE LEAVES THE BUILDING IN SILENCE AND WALKING, SILENCE TO BE MAINTAINED THROUGHOUT THE EVACUATION PROCEDURES