



HOE VALLEY SCHOOL FIRE PROCEDURES (April 2025)

1 FIRE ALARM ACTIVATION

The Fire Alarm works on a 'double-knock' system.

If a single point of activation is activated, then the panel will beep and the led flash red. The Receptionist will immediately go to the panel and inform the Premises team that an activation has taken place and which zone and activation point has been activated.

The Premises team will investigate and confirm whether there is a need for an evacuation or whether it is a false alarm and report to the School Business Manager.

If the alarm is false, then the Premises team will reset the alarm.

If the alarm is not reset within 180 seconds, then the system will go into full fire mode. If a second point of activation is made within the 180 seconds, the system will also go into full fire mode.

The School Business Manager will summon the emergency services (**DIAL 999**) as necessary.

If the input is from the Woking Sportsbox, the Premises team will go to the duty manager at Woking Sportsbox to ascertain the cause.

The School Business Manager and Premises team will be based at the front of the School throughout.

2 FIRE DETECTION

IF YOU FIND A FIRE:

Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available call point.

Students discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available call point. They should then notify the nearest member of staff.

Call Points are situated in corridors and in each stairwell lobby.

The Portacabins are a standalone provision with their own Call Points and a separate, unlinked alarm system. In the event of a fire it is imperative that both the main building and the portacabin suite are alerted and the alarm raised in both premises.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment.
- Under no circumstances should students attempt to tackle a fire unless they are



in immediate danger

- Ensure the alarm is raised **BEFORE** attempting to tackle a fire. As the Portacabins are a standalone provision with their own Call Points and a separate, unlinked alarm system, the alarm should be raised in both premises.

3 ON HEARING THE FIRE ALARM:

- The fire alarm is a dual tone siren.
- All staff, students and visitors must respond to alarm activations. A calm, orderly exit is essential.
- All internal and external doors and gates with access control will open automatically.
- Staff will supervise / affect the evacuation of students and visitors to the designated assembly point(s)
- All occupants should leave by the nearest available escape route in silence and taking nothing with them. Students should walk in their subject / form groups and meet with their form tutor at the assembly point.
- Students, staff, and visitors must leave the premises in an orderly fashion and line up in silence at the assembly point. The Assembly Point is on the Athletics track for all students and staff unless they have a Personal Evacuation Plan (see section 8) or are employed in the school kitchen. If there is an event taking place on the Athletics track the assembly point will be the Field to the side of the side of the athletics track.
- If a student is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.
- All staff must 'tap' their identification pass at the Far Gate (near the minibuses) or Gate 8 (via the pathway to the playing fields, onto the Track) as they make their way to the assembly point. It is essential that all staff have their staff passes on them at all times for this purpose. If a member of staff does not have his or her pass with them, they must advise the designated person at the registration point for a manual registration to take place.
 - **Mental Health Lead (NJN) for non-tutor teaching staff**
 - **Head's PA for Business Support Staff**
 - **SENCO (MCN or RHN) for teaching support staff**
- The exit route is the nearest stairwell leading to the nearest fire escape. The priority is to exit the building.
- Fire Wardens should check their designated area (see section 4) is clear of all occupants (including toilets) and that all doors and windows are closed. They should then exit the building to the assembly point. Fire Wardens should report to the Operations Manager on the track that corridors/rooms within their



designated area are cleared

- Registration will take place for all staff, students, and visitors by ipad or by paper register. Paper copies of school registers, students signing in and out, the visitors' register, non-tutor staff registers, and essential personal medical kits will be taken out to the assembly point by the School Receptionist, together with a school mobile.
- Full first aid kit will be taken to the Assembly Point by the Reception Team. A further First Aid kit will be held at the PEEPS Assembly Point with the Lead First Aider.

- On arrival at the assembly area:

- Students must stand in alphabetical order in their **tutor groups** while their **form tutor** takes the register as quickly as possible.

Tutors must return their completed registers to the Head of Year and verbally inform him/her of any missing students. The Head of Year will inform the Deputy Headteacher (TRN).

- Staff and visitors who are not a form tutor must report to the designated staff member – Mental Health Lead (NJN) for teaching staff, Head's PA for admin staff and SENCO for Teaching Support Staff, Receptionist for visitors.

SENCO, Head's PA and Receptionist will inform the Deputy Headteacher (OHR) of any missing adults.

- The Deputy Head Teachers (TRN and OHR) will verbally inform the Head Teacher (KKY) of any missing persons.
- The Head Teacher, Deputy Head Teachers and School Business Manager will compare reports and determine whether all staff, students and visitors are accounted for.
- If the Fire Brigade have been called, the SBM will liaise with the Fire Brigade on their arrival.
- If the Fire Brigade have not been called, the Head Teacher, Deputy Headteachers and SBM will decide on when it is appropriate to re-enter the building.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade / Head Teacher.
- If the building cannot be reoccupied following an evacuation, the School's Emergency Plan should be implemented.



4.0 NAMED STAFF, DESIGNATED DEPUTIES & RESPONSIBILITIES:

Staff Member	Duties	Named Deputy
Head Teacher Kevin Kelly (HT)	Evacuate building to assembly points on track. Overall site responsibility. Liaise with SLT and Premises Team regarding registers of students, staff and visitors and safety of building.	Oliver Hamshar
School Business Manager Sarah Newman (SBM)	Remains in building working alongside Premises and IT Managers. Call Fire Brigade and liaise with Head Teacher as to when building is safe to re-enter.	Julie Birch
Deputy Head Teacher Tom Robinson	Sweep SLT corridor before evacuating building to Assembly Points. Check with Tutors that all students are accounted for.	Oliver Hamshar
Deputy Head Teacher Oliver Hamshar	Evacuate building to Assembly Points. Check with SENCO, Head's PA and Receptionist that all adults are accounted for and report back to Headteacher (KKY)	Tom Robinson
Mental Health Lead Natasha Johnson	Sweep Central Science area and offices before evacuating to Staff Assembly Point. Collect IPAD from IT Technician and register all non-tutor Teaching staff. Confirm all staff accounted for to Deputy Head Teacher (OHR)	Matilda Cannon / Rebecca Horton
Assistant Head Teacher Olly Woolley	Report to Fire Panel to meet with SBM / Premises Team	
Head Teacher's PA	Sweep PE office, Fish Bowl and SLT corridor before evacuating to track and report clean sweep to Operations Manager (RKT). Collect IPAD from IT Technician and register Business Support Staff. Confirm all staff accounted for to Deputy Head Teacher (OHR)	Receptionist 1/2
Head of Sixth Form Will Inglis	Sweep Sixth Form ground floor area including toilets and evacuate to track and support Sixth Form with student registers	Nick Gaisford
Premises Manager John Russouw	Check Fire Alarm Panel, cause of alarm and liaise with SBM.	Christian Thorogood
Site Manager Christian Thorogood	Sweep DT Prep Room and Food Tech / DT rooms on East Corridor before supporting at alarm panel by manning the refuge phone next to the panel for any PEEPS who are waiting at refuge points and liaising with the First Aid Officer by radio.	John Russouw



IT Manager Martin Duffy	Check Fire Alarm Panel, cause of alarm and liaise with SBM	Christian Thorogood
IT Technician 1 (Concero)	Collect registration iPads and take them to the track for distribution to; Head's PA, SENCO (MCN / RHN) and Mental Health Lead (NJN).	IT Technician 2
IT Technician 2 (Concero)	Collect registration iPads and take them to the track for distribution to; Head's PA, SENCO (MCN / RHN) and Mental Health Lead (NJN).	IT Technician 1
Lead First Aider Cathy Jessup	Take first aid kit to PEEPS Assembly Point at front of school on pathway to road. Register all PEEPS and Kitchen Staff Team as accounted for to Deputy Head Teacher (OHR) via radio and liaise with site staff manning Refuge Phone at alarm panel	Tuija Heapes / Flora Cameron
Head Chef Michael Clare / James Hannay-Morrison	Sweep kitchen areas and evacuate team to Assembly Point at front of school on pathway and liaise with Lead First Aider	Kelly Chapman
Head Teacher's PA Claire Signe	Evacuate to track. Register Admin / Business Support Staff on Ipad. Confirm all accounted for to Deputy Headteacher (OHR)	Receptionist 1
Receptionist 1 Flora Cameron	Take all registers etc to track & First Aid Kit. Register all visitors and non HVS staff. Confirm all accounted for to Deputy Headteacher (OHR)	Receptionist 2
Finance / Business Support Jan Edwards	Sweep student and staff toilets in Admin Corridor as evacuating	Julie Birch
HR / Business Support Christabel Holmes	Go directly to Gate 8 (Pathway next to fields to Track) to open exit gate and set gates to track so that staff can swipe out on the reader. After Fire Evacuation, set gates to allow easy access to reader for staff to sign back in.	Julie Birch
Operations Manager Rebecca Knight	Go directly to Far Gate (by minibuses) to actively get staff to sign out on way out to track and reset gate to allow easy access to reader for staff to sign back in at the end of the evacuation. Each Faculty Area Marshal will report to RK confirm area swept and clear and RK to report to SBM	Julie Birch
Exams Officer Louise Ingles	Evacuate and register invigilators and report to Deputy Head Teacher (OHR). If evacuation occurs during exams period, follows Appendix 1 'Emergency Evacuation Procedure for Public Examinations'	Kirsty Evans
Attendance Officer Vicky Walshe	Print emergency registers for Year 7 – 11 and evacuate to track and give registers to Heads of Years and then report that all students are accounted for to Deputy Head Teacher (TRN)	Niki Cotet



6th Form Attendance Emma Suares	Print emergency registers for Year 12 and 13 and evacuate to track and give registers to Sixth Form Tutors and then report that all students are accounted for to Deputy Head Teacher (TRN)	Vicky Walshe
SENCO Matilda Cannon	Evacuate to Athletics Track. Collect IPAD from IT Technician and register non-teaching support staff and report to Deputy Headteacher (OHR) that all are accounted for.	Rebecca Horton
FIRE MARSHALLS - SECOND FLOOR		
MFL / SEN / Computing		
Head of MFL Natalie Boniface	Sweep MFL Classrooms, toilets and Computing Suite before evacuating to the Track and report clean sweep to Operations Manager (RKT)	
MFL (2) Lucia Gomez	Sweep MFL Classrooms, toilets and Computing Suite before evacuating to the Track and report clean sweep to Operations Manager (RKT)	
SEN Chris Stapleton / Matilda Cannon / Rebecca Horton	Sweep SEN Offices, Work Ready Office, and Sixth Form 2 nd floor area including Seminar Room 7, toilets Study Space and Silent Study Space before evacuating to Track and report clean sweep to Operations Manager (RKT)	
Computing Teran Subasighe	2 nd Floor – Sweep Computing / Toilets / SEN Offices and Sixth Form 2 nd floor area including Seminar Room 7, toilets, Study Space and Silent Study Space. Evacuate to Track and report clean sweep to Operations Manager (RKT)	
Science		
Head of Science Rachel English	2 nd Floor – Sweep Science Classrooms / Central Corridor area including HoY / Offices. Evacuate to Track and report clean sweep to Operations Manager (RKT)	
Science (2) David Kimani	2 nd Floor – Sweep Science Classrooms / Central Corridor area including HoY / Offices. Evacuate to Track and report clean sweep to Operations Manager (RKT)	
Maths		
Head of Maths Helen Stapleton	2 nd Floor – Sweep Maths / South Corridor. Evacuate to Track and report clean sweep to Operations Manager (RKT)	
Maths (2) Alex Gliniecka	2 nd Floor – Sweep Maths / South Corridor. Evacuate to Track and report clean sweep to Operations Manager (RKT)	
FIRE MARSHALLS - FIRST FLOOR		
Inclusion / Drama		
Inclusion Manager Val O'Keefe	1 st Floor - Sweep Inclusion Corridor / Drama / Founders Hall. Evacuate to Track and report clean sweep to Operations Manager (RKT)	



Performing Arts (1) Ellie Blythe	1 st Floor - Sweep Inclusion Corridor / Drama / Founders Hall. Evacuate to Track and report clean sweep to Operations Manager (RKT)
Inclusion (2) Niki Cotet	1 st Floor - Sweep Inclusion Corridor / Drama / Founders Hall. Evacuate to Track and report clean sweep to Operations Manager (RKT)
Humanities	
Humanities (1) Hilary Sparke	1 st Floor – Sweep Hums Corridor including toilets / South Corridor. Evacuate to Track and report clean sweep to Operations Manager (RKT)
Humanities (2) James Jagger	1 st Floor – Sweep Hums Corridor including toilets / South Corridor. Evacuate to Track and report clean sweep to Operations Manager (RKT)
Humanities (3) Larey Graham	1 st Floor – Sweep Hums Corridor including toilets / South Corridor. Evacuate to Track and report clean sweep to Operations Manager (RKT)
English	
Head of English Rachael Taylor-Wareham	1 st Floor – Sweep English including offices and toilets / East Corridor and Seminar rooms 1 – 6 . Evacuate to Track and report clean sweep to Operations Manager (RKT)
English (2) Lisa Allen	1 st Floor – Sweep English including offices and toilets / East Corridor and Seminar rooms 1 - 6. Evacuate to Track and report clean sweep to Operations Manager (RKT)
English (3) Oliver Grant	1 st Floor – Sweep English including offices and toilets / East Corridor and Seminar rooms 1 - 6. Evacuate to Track and report clean sweep to Operations Manager (RKT)
FIRE MARSHALLS - GROUND FLOOR	
Creative Arts	
Art / Textiles Corridor (1) Fiona August	Ground Floor – Sweep Art Corridor including toilets and Dark Room. Evacuate to Track and report clean sweep to Operations Manager (RKT)
Art / Textiles Corridor (2) Colleen Kelly	Ground Floor – Sweep Art Corridor including toilets and Dark Room. Evacuate to Track and report clean sweep to Operations Manager (RKT)
Art / Textiles Corridor (2) Hannah Bruce	Ground Floor – Sweep Art Corridor including toilets and Dark Room. Evacuate to Track and report clean sweep to Operations Manager (RKT)
DT & Eng Corridor (1) Matthew Shirley	Ground Floor – Sweep DT / Food / Engineering Corridor including toilets and Prep Room. Evacuate to Track and report clean sweep to Operations Manager (RKT)
DT & Eng Corridor (2) Peter Templeman	Ground Floor – Sweep DT / Food / Engineering Corridor including toilets and Prep Room. Evacuate to Track and report clean sweep to Operations Manager (RKT)
Sixth Form	



Emma Suares	Ground Floor - Print emergency registers for Year 12 and 13 and evacuate to track and give registers to tutors. Liaise with Reception Team to cross check InVentry for any Year 12 and 13 students who have left the school site and cross check with tutor registers. Once complete report that all students are accounted for to Deputy Head Teacher (TRN) / Head of Sixth Form (WIS)
Will Inglis	Sweep Sixth Form Ground Floor area including toilets and evacuate to track and report clean sweep to Operations Manager (RKT)
Nick Gaisford	Sweep Sixth Form Ground Floor area including toilets and evacuate to track and report clean sweep to Operations Manager (RKT)

4.1 Assembly Points

Non-Tutor Teachers	Long Jump Pit – register with Mental Health Lead (NJN)
Teaching Support Staff	Long Jump Pit – register with SENCO (MCN / RHN)
Business Support Staff	Long Jump Pit – register with Head's PA
Tutors	With tutor group by designated Tutor group sign
Catering Team	Pathway at Front of School (with Lead First Aider / PEEPS)
Lead First Aiders & PEEPS	Pathway at Front of School (with Catering Team)

5 BOMB THREATS

- If a bomb threat is received notify the Head Teacher, or in their absence, the Deputy Head Teacher
- The Head Teacher will contact the police for advice as to whether the school should be evacuated – this decision is ultimately the responsibility of the school.
- The signal for evacuation of the building, should this be necessary, will be the activation of the fire alarm.
- The School Business Manager must contact the duty officer at Woking Sportsbox.
- The normal evacuation procedure should be followed.

6 GAS LEAKS

There is direct supplied gas to the following:

Ground Floor:

Kitchen

DT rooms (036 & 038)

Food Tech room (039)

Second Floor

7 Science labs

2 prep rooms



If a staff member smells gas, or suspects there is a gas escape, they should immediately:

- Open all doors and windows,
- Notify the Head Teacher of the incident,

The Head Teacher will decide whether to evacuate the premises.

In the event of a decision to evacuate, the fire alarm will be raised, and the fire evacuation procedures followed.

7 WOKING SPORTSBOX

HVS uses the adjacent Woking Sportsbox for the delivery of curricular and extra-curricular activities. In the event of an evacuation whilst on site the following procedure should be followed.

7.1 If You Find A Fire:

Staff or students discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. They should then notify a member of Sportsbox staff and evacuate.

7.2 On Hearing the Alarm

- Evacuation should be made by the nearest fire exit, following any instructions of the Sportsbox fire wardens.
- The Head Teacher (or Senior Member of Staff) will meet the lead teacher at the evacuation point.
- Registers should be taken by the lead teacher(s) and confirmed to the Head Teacher.
- The Head Teacher or Senior Member of staff will liaise with the designated Fire Evacuation Controller of Sportsbox to verify the safety of all HVS students.

7.3 Fire Assembly Point

For all evacuations, the Assembly point is at the front of the School/Sportsbox premises opposite the student entrance gate.

7.4 Bomb Threat

- Evacuation should be made by the nearest fire exit, following any instructions of the Woking Sportsbox evacuation wardens.
- The School Office must be informed who will inform the Head Teacher or the Senior Member of staff on duty at School.
- The School will follow the same procedure as in Section 2 above.

8 GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS



8.1 Personal Evacuation Plans (PEEPs)

A personal emergency evacuation plan (PEEP) may need to be developed for disabled persons or students who frequently use the School. This should be developed in discussion with the person concerned (and/or parents/carers in the case of students).

The decision as to whether a PEEP is necessary will be determined by completion of the Personal Questionnaire (Appendix 1).

Should the recommendations from the completed questionnaire, a PEEP will be completed using the HVS PEEP template (Appendix 2).

Where an offer of appointment has been made to a disabled person, the appropriate person responsible is informed so that a PEEP can be prepared prior to the commencement of employment.

HVS will make all reasonable organisational adjustments to accommodate the emergency evacuation requirements of each individual disabled person.

The Assembly Point for anyone with a PEEP or otherwise restricted mobility and their accompanying staff is in the car park alongside the marked Bus parking bays. The SBM will radio to the Head Teacher to confirm those present. The Lead First Aider will accompany all PEEPs to the designated area and administer any first aid needs as required.

8.2 Responsibilities for PEEPs

The Lead First Aider will co-ordinate any PEEPs and The Head Teacher will ensure that PEEPs are periodically reviewed to ensure that they remain up to date.

The First Aid Coordinator will co-ordinate any PEEPs with the relevant managers and safety officers at Woking Sportsbox.

8.3 Visitors

In areas where disabled visitors are likely to arrive at short notice or where information may not always be obtainable in advance, then the Generic Emergency Evacuation Plan will be followed, with final minor adjustments made when the individual arrives.

9 EVACUATION PROCEDURES FOR CATERING TEAM

The catering team shall respond to the sounding of all fire alarms.
The gas will automatically shut off and the shutters will lower.

The Catering team should muster at their assembly point on the pathway at the front of the school, and the catering manager must verify that all employees are



accounted for. He/she should report to the Lead First Aider to confirm all catering staff are accounted for.

The Assembly Point for the catering staff is in on the pathway at the front of the school. The SBM will radio to the Head Teacher to confirm those present.

10 EVACUATION PROCEDURES FOR AUTHORISED USERS (LETTINGS)

The School may let some or all its premises to community or other groups. These will normally be during evenings or weekends.

The procedures for authorised users are as set out in **Appendix 3** and will be given to the authorised representative of the relevant user/group.



APPENDIX 1

Emergency evacuation procedure for public examinations

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

Reference should also be made to the following document -

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Make a note of the time of the interruption.
- The invigilator must collect the attending register (**in order to ensure all candidates are present**).
- Advise candidates to leave all question papers and scripts in the examination room and evacuate the examination room in a silent orderly line.
- Exit through the nearest doors and make your way to the muster point outside the front of the School.
- Candidates must be supervised while they are out of the examination room to ensure they continue to follow the JCQ regulations.
- The invigilators and Exams Officer will be supported by the **Deputy Head Teacher** and/or **Assistant Head Teacher**.
- Any person carrying out Invigilator duties at the time of an evacuation will be treated as an Invigilator and will not carry out their other specific duties as set out in the main procedure.
- Once the all clear is given, walk the students back into the exam room and allow them to settle. The Exams Officer will then restart the exam ensuring the students have the correct time available.



APPENDIX 2

Personal Emergency Evacuation Plan – Questionnaire

*Strikethrough any sections that do not apply.		
Name:	Date:	
<i>Mobility Impairment</i>		
Can you leave the building unassisted?	Yes	No
Can you move quickly in the event of an emergency?	Yes	No
How far can you walk unaided?	Distance:	
Do you find stairs difficult to use?	Yes	No
Are you a wheelchair user?	Yes	No
Is the wheelchair required for all circumstances?	Yes	No
Can your wheelchair be dispensed with for short periods?	Yes	No
What kind of assistance do you require? <ul style="list-style-type: none"> ● 'Wheelie' down the stairs with the wheelchair tilted onto its rear wheels ● Carried down the stairs in your wheelchair ● Assisted from your wheelchair and a suitable number of helpers to carry you down the stairs ● Assisted to walk down the stairs with one assistant holding each arm ● Assisted to walk down the stairs with one assistant and the use of the handrail ● Provided with supervision as you move down stairs on your bottom, unaided ● Self-transfer to an evacuation chair/stair climber ● Could the medical nature of your condition be aggravated by using such a device? 	Yes Yes Yes Yes Yes Yes Yes	No No No No No No No
Has a member of staff and a deputy been assigned to assist you in an emergency?	Yes	No
How might your mobility be worsened e.g. by smoke etc.?		
<i>Hearing Impairment</i>		
Would you hear the fire alarm/an announcement informing you that there was an emergency?	Yes	No
Would a visual indicator assist?	Yes	No
Would your response to a fire alarm being activated be helped by an assistant/s who could provide support in the fire evacuation procedure?	Yes	No
<i>Visual Impairment</i>		
Do you have strong enough eyesight to see your way out of premises unaided?	Yes	No
Can you read the escape instructions? If not, what format do you need them in?	Yes	No



Do you require aid to help you move around the building for example: a cane, guide dog or other equipment?	Yes	No
Could you find your way out of the building by an alternative route should your normal route be unavailable?	Yes	No
Do you think the speed at which you leave the building may have the potential to hold up other people leaving the building in corridors and stairways, or that they may cause you injury as they pass you more quickly?	Yes	No
Would tactile signage or floor surface information be of assistance to you?	Yes	No
Is there any other disability that may prevent you from evacuating without assistance? Details:	Yes	No
Cognitive Impairment		
Are you able to understand what is happening in an emergency?	Yes	No
Do you understand the risks?	Yes	No
Do you understand the possible need for choice and change of direction during escape?	Yes	No
General Information		
Do you understand the concept of a fire refuge area?	Yes	No
Might the measures needed for you to escape from the building in an emergency adversely affect the safe escape of other occupants?	Yes	No
Do you think any special staff training is required to give you the assistance that you would need in an emergency?	Yes	No
Are you aware of the emergency evacuation plan which operates at HVS?	Yes	No
Do you understand the escape instructions?	Yes	No
Are the signs which mark the emergency exits and the routes to the exits clear	Yes	No
Could you raise the alarm if you discovered a fire?	Yes	No
Are you likely to move around the building?	Yes	No
Do you work out of hours?	Yes	No
Do you work alone?	Yes	No
Assessment carried out by:	Date:	
Notes:		

**APPENDIX 3****HVS Personal Evacuation Plan Template (PEEP)**

Personal Emergency Evacuation Plan - Required Action The required action has been determined from discussion with person requiring additional help.		
Staff will ensure that the location of the following person is always known:		
Name:	Department / Form:	
Working Location:	Recognisable by:	
In the event of a fire or other emergency requiring evacuation of the premises, this person will be assisted to escape by the following means:		
Awareness of the procedure: I am alerted of the need to evacuate the School by:		
Existing alarm system	Yes	No
Pager device	Yes	No
Visual alarm system	Yes	No
Other, please specify:		
Designated assistance: The following people have been designated to give me assistance to get out of the School building in an emergency:		
Name:	Contact Details:	
Refuges: The nearest doorperson / designated assistant will assist me immediately into the nearest available refuge area, where provided.		
The refuge areas are:		
Safe route/s: (Attach plan if appropriate and include refuges, safe routes and alternative routes)		
Insert exact method of assistance required (Transfer procedures, methods of guidance etc.)		
Equipment provided (Evac Chairs, stair climber device, hand held portable radios, visual indicators, pager systems, tactile signs, handrails etc.)		
Training provided. (Include orientation training where appropriate)		



Details of any other action taken	
Plan to be reviewed by:	Date:



HVS Evacuation Procedures for External Lettings

FIRE PANEL/SYSTEM

The Fire Panel is situated in the School Reception. The Fire Alarm is linked to the adjoining Woking Sportsbox. Any confirmed activation in either part of the building will activate the whole building.

On any activation, this panel will show the zone and the activation point.

IF YOU FIND A FIRE:

Anyone discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available call point.

Call Points are situated in corridors and in each stairwell lobby.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Users may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment.
- Under no circumstances should anyone under 18 attempt to tackle a fire unless they are in immediate danger
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

ON HEARING THE FIRE ALARM:

- The fire alarm **is a dual tone siren**.
- All occupants of building must respond to alarm activations. A calm, orderly exit is essential.
- All internal and external doors and gates under access control gates will open automatically.
- The staff of authorised users will supervise the evacuation of their users to the designated assembly point(s)

The Assembly Point is at the front of the School Reception

- All occupants should leave by the nearest available escape route. The exit route is your nearest stairwell leading to your nearest fire escape. The priority is to exit the building.
- The last person to leave a room must close ALL doors and windows.
- The Fire Brigade must be called (999) by a representative of the authorised user.
- The School Emergency contact should be called.
- On arrival at the assembly point, the authorised user's representative should account for all users under their control. Any missing persons should be reported to the Fire Brigade.



APPENDIX 5
Qualified First Aiders

Name	Job Role
Cathy Jessup	Lead First Aider
Flora Cameron	Receptionist
Tuija Heapes	Receptionist
Lisa Johnston	Finance Assistant
Will Inglis	Head of Sixth Form
Emma Soares	PA to head of Sixth Form
Sheena Lucas	Inclusion & Student Engagement Support
Will Finch	Head of PE
Juanita Areington	Teaching Assistant
Rebecca Horton	KS4 SENCO
George Batchelor	PE Teacher
Tanveera Ahmed	Science Teacher
Ellie Blythe	Performing Arts
Isobelle Keywood	DT Technician
Oliver Hamshar	Deputy Headteacher
Lucia Gomez	MFL Teacher
John Russouw	Premises Manager
Matthew Shirley	Engineering Teacher
Peter Templeman	DT Teacher
Bethany Arnold	PE Teacher