



WESTBOURNE SCHOOL

Fire Evacuation Procedure - Innovation Hub (Drake House)

In the event of the fire alarm being raised, everyone must leave the building immediately, leaving behind personal belongings such as bags, books and stationary (which could impair your evacuation).

Students and staff should walk (and not run) out of the building via the following exits, noting that all staircases become **ONE WAY DOWNWARDS**:

Room(s)	Exit	Alternative Exit (if first is blocked)
Ground Floor - Main Area	Rear Fire Exit Door	Main Front Door
Ground Floor - Extension Lower	Fire Exit - Double Doors	Rear Fire Exit Door
First Floor - Main Area	Down the main stairs and out through the rear fire exit door.	Down the additional staircase (front of building) and through the additional front door.
First Floor - Extension Upper	Down the extension staircase and out through the fire exit (double doors)	Down the extension staircase and out through the fire exit (rear)

and line up in an orderly way in the indicated meeting points: **JOBCENTRE CAR PARK**

Students will remain in lines and await their class teacher, who will check that expected students are present.

Students will then wait to be dismissed back into the building when it is deemed to be safe.

For any students or staff with a declared disability, a separate confidential P.E.E.P. (Personal Emergency Evacuation Plan) is prepared in case of an emergency.



"One of the most consistently high-achieving independent schools in Britain" Sunday Times Schools Guide

Hickman Road, Penarth, Vale of Glamorgan, CF64 2AJ | +44 2920 705 705 | westbourneschool.com
Company Number 05738029

Fire/Lockdown Procedure

In the unlikely scenario of a whole lockdown situation, e.g. a threat close to the School site that potentially could enter the building, **the Fire Alarm bell will be rung FOUR consecutive times** by the Lockdown Manager or Assistant Lockdown Manager.

When this occurs all rooms are to be secured immediately:

- Lockdown Manager/Assistant Lockdown Manager will lock all external doors
- Teaching staff will close and secure doors/barricade with available furniture if doors cannot be locked
- All windows will be closed and blinds to be pulled if deemed safe to do so.

No pupils from other sites will transition to the Innovation Hub (Drake House) until the lockdown is lifted.

The Lockdown Manager/Assistant Lockdown Manager will carry out registration during the lockdown, along with a whole building sweep, to ensure all children and staff are accounted for.

Staff and pupils should remain in lockdown until it has been lifted by either the Lockdown Manager(s) or Assistant Lockdown Manager(s), Senior Leadership Team or the Emergency Services, this will be indicated by **FOUR** further Fire Alarm bells.

Pupils must not be released to parents during a lockdown unless authorised by either the Lockdown Manager(s), Senior Leadership Team or Emergency Services.

If this should happen at another School site, the staff at the Innovation Hub will be alerted immediately either by the dedicated WhatsApp group, by email or by phone and the Innovation Hub (Drake House) will sound the Fire Alarm bell four times to alert students and staff to follow the above process.

VERSION CONTROL	
Title(s):	Fire Evacuation Procedure - Innovation Hub/Drake House
Owner:	Mrs Rachel Rees, Principal
Author:	Miss Eliz Gurler, Compliance Manager
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