



WESTBOURNE SCHOOL

Fire Evacuation Procedure - Prep School

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)
Vice Principal's Office Reception Class 1	Main entrance	Up main staircase and out fire exit by classroom 2
2 3 4 Staff Toilet (by classroom 2) Boys' Toilet (by classroom 2)	Fire exit by classroom 2 and down fire escape stairs	Down internal stairs and out main exit
5 6 Staff Toilet (by classroom 5) Girls' Toilets (by classroom 5)	Down internal stairs and out main exit	Down the first set of internal stairs. Up stairs to fire exit by classroom 2
7 8 Photocopy Room	Down internal stairs and out main exit	Down the first set of internal stairs. Up stairs to fire exit by classroom 2
Lunchroom Store Room 1 Store Room 2	Down internal stairs and out main exit	Down the first set of internal stairs. Up stairs to fire exit by classroom 2
Lodge	Door to the playground	



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and line up in an orderly way in the indicated meeting points: **FIRE ASSEMBLY POINT IN THE FRONT PLAYGROUND.**

Students will remain in lines and await their form tutor, who will check the register for the day.

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.

Fire/Lockdown Procedure

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

When this occurs all rooms are to be secured immediately:

- Office staff will lock all external doors
- Teaching staff will close and secure doors with door stops provided
- All windows will be closed and blinds to be pulled if deemed safe to do so.

Pupils and staff off-site will remain off-site and staff will be contacted of the lockdown.

Pupils out in the playground, e.g. for break or during a Games lesson, will return to their next lesson or Gym respectively; where lockdown will take place as quickly as possible.

Senior members of staff 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 the School bell being rung continuously.

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 Prep staff will be alerted immediately via the dedicated WhatsApp group, email or phone and the Prep School will ring the School bell continuously to alert students and staff to follow the above process.



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Owner:	Mrs Rachel Rees, Principal
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