



WESTBOURNE SCHOOL

Fire Evacuation Procedure - Boarding 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 stationery (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**.

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.

For any visitors/contractors on site, must ensure they follow a member of staff to the nearest meeting point.

Area/Room(s)	Exit	Meeting Point
Downstairs Student Rooms	Fire door leading onto back garden	JOBCENTRE CAR PARK
Upstairs Student Rooms	Main entrance hallway door	JOBCENTRE CAR PARK
Kitchen Staff	Chef to ensure ALL gas turned off and secured (red button 'shut off'). Leave by main staircase	JOBCENTRE CAR PARK
Boarding House Parent Accommodation	Main entrance hallway door	JOBCENTRE CAR PARK
Staff working downstairs (e.g. cleaners & laundry)	Fire door leading onto back garden	JOBCENTRE CAR PARK

All personnel line up in an orderly way in the indicated meeting points, and then to be registered, and then wait to be dismissed back into the building when it is deemed to be safe.

Boarding house parent(s) to collect registers on departure from the building, and register both meeting points.



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

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Once the building has been checked, it is up to the boarding house parent/fire brigade to determine when it is safe to return inside.

Staff Emergency Action Plan – Boarding House

Action on discovery of fire:

- Sound the alarm using the nearest fire alarm call point.
- Leave the building by the nearest fire exit.
- Do not re-enter the building.
- Report to the assembly point.
- Call the fire brigade by mobile phone (after leaving the building).
- Liaise with the fire brigade on their arrival.
- Only attempt to tackle small fires if confident to do so.
- Do not put yourself at risk.

Action on hearing alarm:

- Leave the building by the nearest fire exit.
- Do not re-enter the building.
- Report to the assembly point.
- Liaise with the fire brigade on their arrival.

Disabled Staff/Students:

- Assist any disabled persons with their evacuation in line with their P.E.E.P.

Visitors:

- Ensure all visitors and contractors are taken to the assembly point.

Fire/Lockdown Procedure

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

When this occurs all rooms are to be secured immediately:

- Boarding House staff will lock all external doors
- Boarding House 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.

The Boarding House Parent(s) 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 Boarding House Lockdown Manager or Assistant Lockdown Manager will be alerted immediately via the dedicated WhatsApp group, email or phone and they will sound the Fire Alarm bell **Four** times to alert pupils and staff to follow the above process.

VERSION CONTROL	
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Owner:	Mrs Rachel Rees, Principal
Author:	Miss Eliz Gurler, Compliance Manager
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