



ST HELEN &
ST KATHARINE

Emergency evacuation procedure for external lets

What You Must Know in Advance

1. You must sign in at with your organisation upon your arrival and sign out on your departure.
2. Break-glass points and smoke detectors activate fire alarms in all school buildings used for external lets (continuous siren).
3. Know where to find your nearest **break-glass point**, **fire extinguishers** (water and CO2), **first aid kit** and **Assembly Point**.
5. The Chapel Car Park is the assembly point for holiday, weekend and evening events and activities. The only deviation from this is for out of hours events in excess of 150 attendees, in which case, the Assembly Point will revert to the main Sports Field. Should the buildings overlooking the Sports Field car park be on fire the alternate evacuation point will be the far side of the sports pitches. Should the buildings overlooking the Chapel car park be on fire the evacuation point will revert to the Sports Field car park (see plan overleaf).

If you suspect a fire

- Raise the alarm by breaking the nearest break glass point
- Evacuate everybody to the Assembly Point immediately, which is the Chapel car park if less than 50 people in total, otherwise the assembly area is on the Sports Pitch Car Park.
DO NOT stop to collect personal belongings
- DO NOT use the lift
- DO NOT run if possible
- DO NOT return to the building until you are told it is safe to do so.
- Ring (9) 999 to ensure the fire service is notified

If you hear the fire alarm:

- Evacuate the building by the nearest exit and go to the Assembly Point
- Close doors and windows behind you if possible
- DO NOT stop to collect personal belongings
- DO NOT use the lift
- DO NOT run if possible
- DO NOT return to the building until you are told it is safe to do so.
- Ring (9) 999 to ensure the fire service is notified

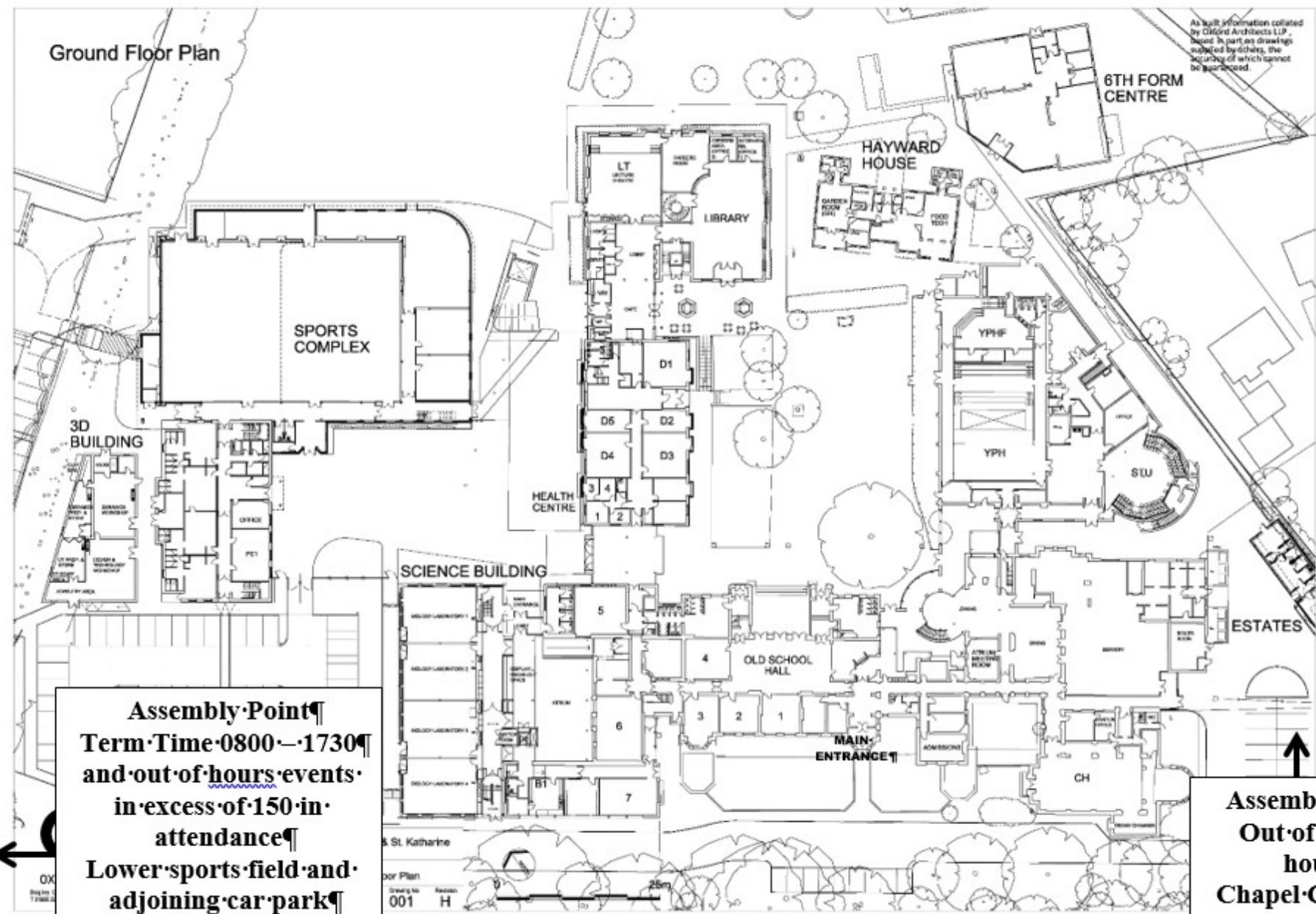
Chapel

Then:

- Meet Emergency Services at Main School Front Drive and direct them to the fire
- Emergency Services will alert the Caretakers or Estates Manager of the emergency
- Do not re-enter until authorised by the Fire Officer

Ground Floor Plan

As built information collated by Clifford Architects LLP. Based in part on drawings submitted by others, the accuracy of which cannot be guaranteed.



Assembly Point
Term Time 0800-1730
and out of hours events
in excess of 150 in
attendance
Lower sports field and
adjoining car park

Assembly Point
Out of school
hours
Chapel Car Park