ALDENHAM
PREP SCHOOL

Fire and Evacuation Procedures

Managed by:	Updated:	Review Date:
S Galpin	August 2026	August 2027

Head's Authorisation:	Date:
	31.8.26
Mrs S M Galpin	

INFORMATION
This is a copy of a controlled document. If you are unsure of it being the most current version, please refer to the office. If you need any changes to be made please speak to the office or the Policy Manager.

VINCENT HOUSE

IN CASE OF FIRE OR OTHER EMERGENCY EVACUATION
ASSEMBLY POINTS ARE:
NETBALL COURT or BUTTON FIELD

For the safety of everyone within **VINCENT HOUSE** the following procedures for evacuation must be followed.

1) On discovering a fire **SOUND THE ALARM**. Fire alarms can be found at:

Front door	Top of main stairs
Meeting room - external door	Fire exit door in the Barton Hall
Double doors to Foundation Stage corridor	Top of back stairs
External door to Courtyard, Foundation Stage corridor	Year 1 and 2 classroom external doors
Single external door, Elmer's Nursery room	External door to Courtyard, Pre-Prep corridor
External door to Courtyard, by Reception classroom	External doors to Courtyard, bottom of back stairs
Foundation Stage main entrance	External doors of Kitchen

2) Make sure that a **SENIOR MEMBER OF STAFF** calls the **FIRE BRIGADE** by dialling 999. When the building has been evacuated, notify the Senior School.

3) **EVACUATION PROCEDURES**

- Designated Fire Wardens will fulfil their roles including guiding Fire Engine onto site. (Appendix 1)
- Collect the Inventry iPad to enable access to class registers and staff log in's and visitors on site.
- Tell the children what to do and lead them in a calm and orderly fashion to the exit furthest away from where the fire has occurred. Shut the doors and windows behind you as you go (IF IT IS SAFE TO DO SO).

4) **LEAVE THE BUILDING VIA THE NEAREST EXIT POINT**. (See evacuation routes - Appendix 2)

5) **COMPLETE THE REGISTER.**

Once the children are outside staff must ensure that the children assemble in the appropriate area –

NURSERY
RECEPTION
SCIENCE ROOM
YEARS 3—6 CLASSROOMS
PLAY AREA AT FRONT OF SCHOOL
LEARNING SUPPORT (DOWNSTAIRS)
FRENCH & PE OFFICE
LIBRARY

ASSEMBLY POINT ON NETBALL COURT

YEARS 1 & 2 CLASSROOMS

HALL 1

DINING HALL
POND
BUTTON FIELD

ASSEMBLY POINT ON BUTTON FIELD

MUSIC ROOMS (INCLUDING PRACTICE ROOMS)
IT SUITE
LEARNING SUPPORT (UPSTAIRS)
CHANGING ROOMS
MEETING ROOM

ASSEMBLY POINT ON LAWN IN FRONT OF WOODROW HOUSE

and inform Senior member of staff once your register is complete. If, the alarm is raised during a break or lunchtime, the children outside will assemble on the netball court.

TIMING – It is essential that all procedures are carried out efficiently but calmly. We are acting in an emergency and therefore it is important that from the time the alarm is sounded to the time the children's names are registered is no more than three minutes.

DO NOT ENTER VINCENT HOUSE UNTIL TOLD TO DO SO BY A SENIOR MEMBER OF STAFF.

S M Galpin August 2025

Appendix 1

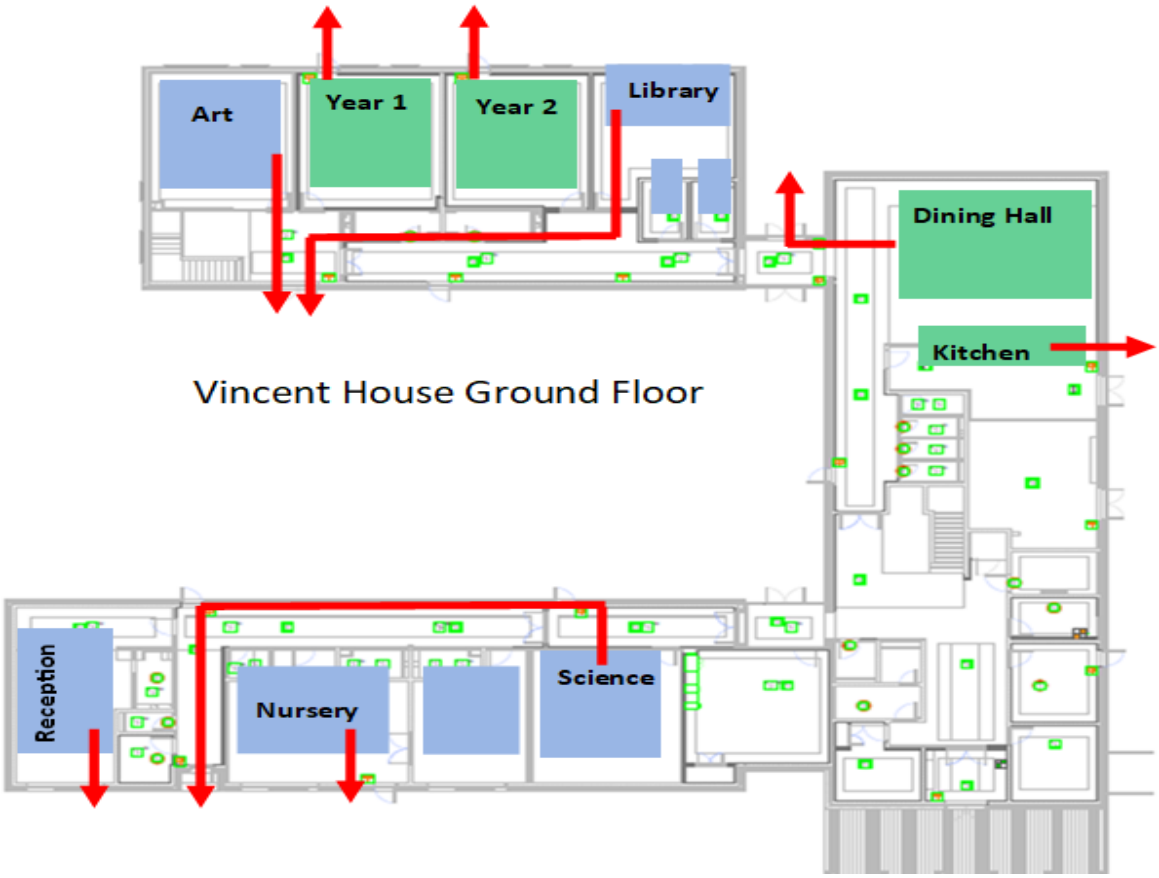
EMERGENCY EVACUATION
FIRE WARDEN ROLES

In the event of an emergency Prep School Fire Wardens are to wear high vis jackets and take on the following roles (presuming that you are at your regular stations).

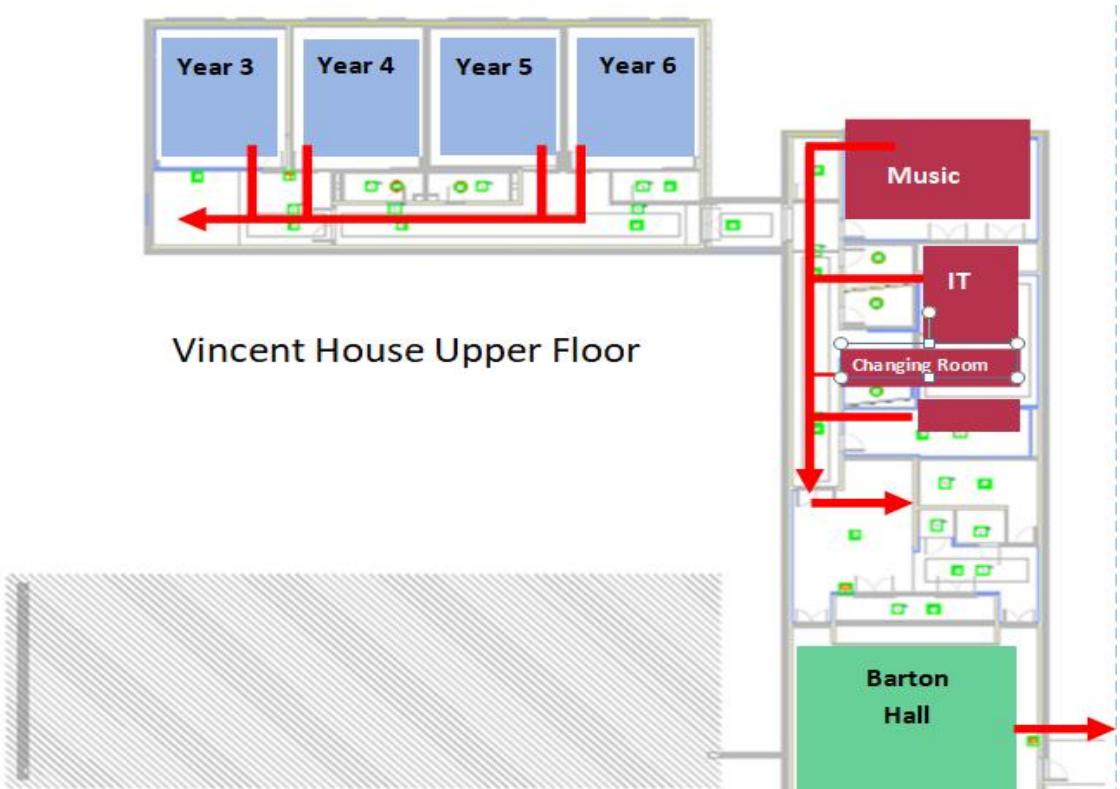
VINCENT HOUSE	
Staff	**Role/Position**
Ground Floor	
Anne Turner	**Call Emergency Services** Check Prep Office, Medical Room and Toilet; Head's office and exit through front door
Sandra Constable	**Grab Inventry iPad** Check **FS Wing** – Lobby adult toilet, Staffroom, Science Lab, Nursery Classrooms, Laundry Room - exit through door by Reception Classroom into Courtyard
Ann Suffield	**Collect iPad containing Fire Registers** Check adult toilet, Nursery Office, Reception Classroom - exit through door by Reception Classroom into Courtyard
Priya Shah	Reserve for Ann Suffield
Sarah Galpin	Check **Lobby area** – Meeting Room, Shower room, Lift, Dining Room, Children's toilets, - exit through door by Dining Room onto Button Field
Debbie South	Reserve for FS wing and Lobby Area
Prep Chef	Kitchen – exit from kitchen door
Isabella Unger	Check **Pre-Prep wing** – Deputy Head's Office, PE/French room, Library, Year 1, children's toilets, Year 2, Creative Space – exit through door opposite Creative Space into Courtyard
Vicky Cowan	Reserve for Pre-Prep wing
First Floor	
Leah Prince	Check Boys' Changing room, Lift, Accessible toilet, Girls' Changing room, Hall – exit through Fire Door in Hall onto Woodrow Astro
Richard Hilsden	Check Year 4 Classroom, Children's toilets, Year 3 Classroom, and back stairs – exit through doors at the bottom of the back stairs into Courtyard
Kerri Dempsey	Check Year 5 Classroom, Year 6 Classroom, both Learning Support rooms, Music and Drama suite, Music Practice rooms, IT suite and main stairs – exit through doors opposite Staffroom into the Courtyard

Kate Price Tamsynne Westcott	Reserves for First Floor
Amy Bonn	Reserve

Appendix 2



Vincent House Ground Floor



Vincent House Upper Floor

Document History

Date:	Pages:	Amendments:	Reason:	Name:
12/08/21	-	Document re-written	Move to Vincent House	V Gocher
30.8.22	Front page	New crest and change of position and role	New crest and change of position and role	S Galpin
30.8.22	Fire Warden Roles	Debbie South Reserve for FS wing and Lobby Area	Vicky Gocher on secondment for a year	S Galpin
30.8.23	Front page	Change from Acting Head to Head	Permanent Head Position	S Galpin
30.8.23	Page 2	Where to line up for the KS 2 children if the alarm goes off during a break or lunchtime	Clarification	S Galpin
30.8.23	Page 3	Emily Masterson added to reserve Fire Wardens	Updated Fire Warden roles	S Galpin
19.8.24	Pages 1 and 2	Evacuation Routes updated	Clarification	S Galpin
19.8.24	Appendix 1	Fire Wardens – updated	Updated Fire Warden roles	S Galpin
19.8.24	Appendix 2	Addition of evacuation routes	Clarification	S Galpin

1.8.25	Appendix 1	Vicky Cowan added to Fire Warden reserves; Isabella Unger no longer a reserve – responsible for checking Pre-Prep wing; removal of Lisa Evans. Swapping of roles for Priya Shah and Ann Suffield Addition of checking the Nursery Office and change of name of an office from Launch Pad to Deputy Head	Updated Fire Warden roles Change of offices	S Galpin
1.8.25	1	Amended evacuation points	Assembly points are according to where children are at the time	S Galpin