Fire Evacuation Procedure, all sites outside of normal school hours

The Abbey School, Reading

Reviewed by:	Head of Finance and Resources	September 2025
Ratified by:	Whole School Leadership Committee and Governor Audit	September 2025
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Any continuous sound is to be recognised as the Fire Alarm. After the alarm sounds, the Duty Manager is responsible for checking the control panel in the front entrance to the school and telephoning the Fire Service if necessary. The Duty Manager or other nominated person will liaise with the Fire Service if they attend.

Working days during school holidays (7.00 am – 4.00 pm)

Outside normal school hours, the fire assembly point is in the car park opposite reception. Everyone is to assemble there and wait to be registered as present by a member of the reception and administration teams, or the Sign In app.

Evening and Weekends

School events

The event owner of a school event is responsible for advising visitors of the evacuation procedure. Dependent on the event and its location the nearest evacuation point will be pointed out at the start of an event.

In the event of a fire alarm, the Duty Manager will immediately go to the Fire Panel, establish the location of the cause of the alarm, safely make their way to the location shown on the fire alarm panel and determine if there is an actual fire or not.

The Duty Manager will advise the event owner if there is a fire and will liaise with the Fire Services. If the alarm has been activated by a fault or by accident, the Duty Manager will contact Custodian Monitoring Services, cancel the Fire Services, and inform the event owner that once the alarm is silenced visitors can return to the building. The Duty Manager will silence the alarm on the alarm panel and enter all the details in the Fire log Book.

External users

In the event of a Fire alarm, the Duty Manager will immediately go to the Fire Panel, establish the location of the cause of the alarm, safely make their way to the location shown on the fire alarm panel and determine if there is an actual fire or not.

- If there is a fire
  - When relevant, the Duty Manager will immediately go to the Swimming Pool and instruct the users to evacuate the building, via the external fire exit and assemble at the fire assembly point located on the Netball Courts at the rear of the building.
  - The Duty Manager will safely make their way to the front car park and wait outside the Reception main entrance doors for the Fire Services to attend.
  - Inform the Fire Services of the location and nature of the fire and any known hazards.
- If there is no fire
  - If the alarm has been activated by a fault or by accident, the Duty Manager will contact Custodian Monitoring Services, cancel the Fire Services, and inform any pool users to remain on poolside until the alarm is silenced.
  - Silence the alarm on the Fire Panel.
  - Enter all details in the Fire Log Book.

External Hirers – Using the Senior School

External hirers will be issued with a 'Letting Contract of Hire' document and are to follow the procedures laid out in this document, with reference to the following:

- Richards Hall and 6th Form Block
  - In the event of a fire alarm, leave the building by the nearest exit and assemble at the fire assembly point located on the Netball Courts at the Rear of the Building.
- All other areas
  - In the event of a fire alarm, leave the building by the nearest exit and assemble at the fire assembly point located in the front Car Park.

Swimming Pool Users

- If pool users are aware of signs there is a fire eg flames, smoke or smell then they must evacuate immediately to the Netball Courts at the rear of the building. All users must wait at the assembly area for further instructions.
- In the event of a fire alarm, all swimming pool users must line up on the poolside adjacent to the external fire exit and await further instructions from the Duty Manager. The Duty Manager will come to the poolside and either order the immediate evacuation of the pool or advise pool users to wait by the fire exit. The Duty Manager will also distribute foil blankets and direct the users to assemble at the fire assembly point located in the Netball Courts at the rear of the building. All users must wait at the assembly area for further instructions.

External Hirers – Using Kensington, Somerleaze, Abbey Gardens or Knell

External hirers will be issued with a 'Letting Contract of Hire' document and are to follow the procedures laid out in this document, with reference to the following:

- **Kensington and Somerleaze**

  In the event of a fire alarm, leave the building by the nearest exit and assemble at the fire assembly point located on the Netball Courts adjacent to Cintra Avenue. If a fire is witnessed, ensure a break-glass is operated prior to leaving the building.

- **Abbey Gardens**

  In the event of a fire alarm, leave the building by the nearest exit and assemble at the fire assembly point located on the Astro Courts at the rear of the property. If a fire is witnessed, ensure a break-glass is operated prior to leaving the building.

- **Knell**

  In the event of a fire alarm, leave the building by the nearest exit and assemble at the fire assembly point located in the garden play area at the rear of the property. If a fire is witnessed, ensure a break-glass is operated prior to leaving the building.

A member of the Estates Team is always on duty or on call, including public holidays. If the fire alarms are activated Custodian Monitoring will contact the first person on the 'On-Call' List who will immediately contact the Evening or Duty Manager. The Evening or Duty Manager and On-Call member of staff will organise both the evacuation and provide cover at the Senior School. It is feasible in the event of a fire that the Duty Manager/Weekend Manager leaves the Senior School site temporarily to deal with the emergency in the first instance, until the arrival of the member of staff who is On-Call. All hirers at the Senior School are aware of their responsibilities to leave the building if a fire occurred during the Duty/Weekend Manager's absence. The Fire and Emergency services are automatically alerted, and there are standing instructions to liaise with them upon their arrival.