



# ELIZABETH HOUSE NIGHT TIME FIRE EVACUATION PROCEDURE

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Latest Update	September 2018
Review Date	August 2019
Key Staff	All Boarding Staff
Reviewed by	Head of House

## Contents

Procedure.....	3
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## Procedure

- This procedure is in operation 17:00 – 09:00
- All staff and students are to be briefed that the Fire Assembly Area (FAA) is immediately in front of the building running parallel to the High Street, Chesterton. The FAA is split into five zones; A, B, C, D & E.
- All students are to be briefed to go to the zone designated according to their floor in Elizabeth House:
  - Ground floor: Zone A
  - First floor: Zone B
  - Second floor: Zone C
  - Third floor: Zone D
  - Visitors: Zone E
- On the fire alarm sounding House Parents are to gather the live registers and check their boards, reporting to the incident control point (ICP) where the incident commander (IC) will be based.
- On hearing the alarm all staff and students are to evacuate the building and move to their designated zone within the fire assembly area (FAA) in silence.  
(IC: Head of House, Deputy Head of House or House Leader).
- Completed registers are then passed to the Incident Commander and the fire report sent by email to the H&S Manager.
- **NB:** All House parents have a fire bag containing clipboard, torch (possibly head light if requested) and high-visibility jacket. There will be outdoor LED lights available.
- It is the House Leaders responsibility to ensure the fire registers are live.