# FIRE EVACUATION PROCEDURE

# ELIZABETH HOUSE

# (NIGHT-TIME & WEEKEND)

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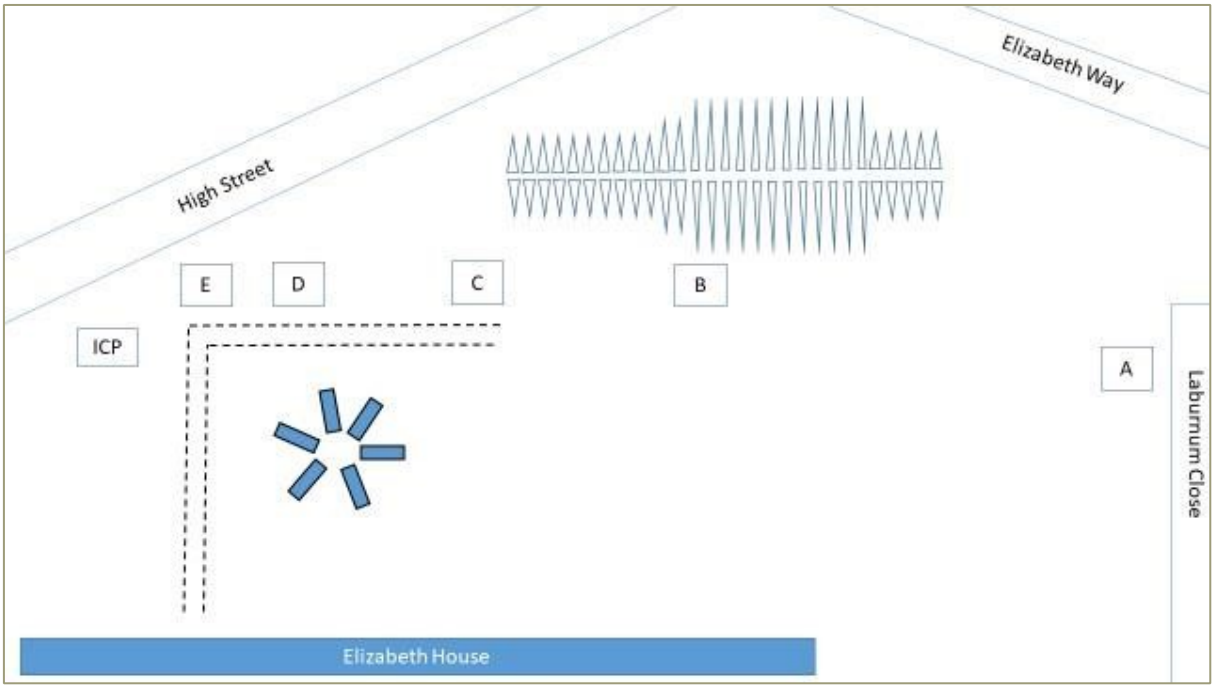
|---|---|
| Latest Update | September 2026 |
| Review Date | September 2027 |
| Key Staff | All Boarding Staff |
| Reviewed by | Head of Boarding |

## 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




SKETCH OF ELIZABETH HOUSE FIRE ASSEMBLY AREA (FAA)

- On the fire alarm sounding House Parents are to gather the live registers and check their boarders, 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: House Leader / Deputy 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.