



NOTTING HILL & EALING HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

Appendix 2 Senior School Main Building Evacuation Routes Fire & Evacuation Procedures, Arrangements & Evacuation Plan Junior School (including EYFS) Senior School and Sixth Form Centre

SENIOR SCHOOL MAIN BUILDING

The Assembly Point is at the Rear of the Senior School on the All-Weather Sports Pitches.

General. When the alarm sounds, staff and pupils are to quickly and silently leave the building by the nearest available exit following the routes outlined below, and report to the Assembly Point. Never re-enter a building until the all-clear has been declared.

Second Floor

Rooms 17, 18	Exit down East staircase, through double fire exit. Turn right, proceed past the Science Block and report to the Assembly Point.
Rooms 16, 22, 23, 24	Exit down Main central staircase and via Main Building entrance to front of school. Turn Right (towards the Lodge) and go through East Pupil electric gate, past the Science Block and report to the Assembly Point.
Rooms 25 & 26 Maths Resource	Exit across link bridge, down west staircase, out through main pupil entrance / exit (between West Wing and Main School), turn left and proceed to the Assembly Point.
Dance Studio	Either: Exit through entrance door to atrium, down West staircase, through main pupil entrance / exit (between West Wing and Main School), turn left and proceed to the Assembly Point. or In the event the above route is blocked, exit through external fire exit onto roof, follow footpath to the Science Block, go down the main Science Block staircase, exit into garden, turn right and proceed around the Science Block to the Assembly Point.
Atrium	Down West staircase and through main pupil fire entrance / exit (between West Wing and Main School), turn left and proceed to the Assembly Point.

First Floor

Drama Theatre	Exit through fire door, turn right, down staircase, through Rear Exit to (Upper) Assembly Point.
Refuge Area	Lobby area/link to Science Block – disabled refuge point with alarm sensor.
Locker Room 2	Exit right, down staircase, through Rear Exit to Assembly Point.
Internal Street	Either: Past Locker Room 2, down staircase, through Rear Exit and report to Assembly Point or through First Floor Atrium, down West staircase and through main pupil fire entrance / exit (between West Wing and Main School), turn left and proceed to the Assembly Point.
Control Balcony	Through fire door and across Atrium, down West staircase and through main pupil fire entrance / exit (between West Wing and Main School), turn left and proceed to the Assembly Point.
Atrium Toilets	Down West staircase and through main pupil fire entrance / exit (between West Wing and Main School), turn left and proceed to the Assembly Point.
Staff Workroom	Exit across new link-bridge, down West staircase and through main pupil fire entrance / exit (between West Wing and Main School), turn left and proceed to the Assembly Point.
Staff Kitchen	Exit down Main central staircase and exit via Main entrance to front of school. Turn Right (towards the Lodge) and go through East Pupil electric gate, past the Science Block and report to the Assembly Point.
Rooms 13 & 14	Exit down Main central staircase and exit via Main entrance to front of school. Turn Right (towards the Lodge) and go through East Pupil electric gate, past the Science Block and report to the Assembly Point.
Rooms 8, 9 & 10	Exit down East staircase, through double fire exit, turn right and proceed past the Science Block. Report to Assembly point.

Ground Floor

IT Room 2 and 3, Room 4, Repro & DFO Office	Exit through East Pupil fire exit, turn right, proceed past Science Block and report to Assembly Point.
Accounts Office	Exit left, through double fire doors, out through Main entrance to front of school. Turn Right (towards the Lodge) and go through East Pupil electric gate, past the Science Block and report to the Assembly Point.
Head, Senior Deputy, ,PA and IT Offices	Exit right, through double fire doors, out through Main front entrance to front of school. Turn Right (towards the Lodge) and go through East Pupil electric gate, past the Science Block and report to the Assembly Point.

Portrait Room	Exit through internal double doors, through Main front entrance to front of school. Turn Right (towards the Lodge) and go through East Pupil Gate, past the Science Block) and report to the Assembly Point.
Library	Exit through internal double doors, turn right into ground floor Atrium and exit down West staircase and through main pupil fire entrance / exit (between West Wing and Main School), turn left and proceed to the Assembly Point.
Staff Toilets / Staff Kitchen	Exit down West staircase and through main pupil fire entrance / exit (between West Wing and Main School), turn left and proceed to the Assembly Point.
Assembly Hall	Exit through double fire exit to West drive, turn left and report to Assembly Point, or Exit through double fire exit to garden, bear right around the Science Block and report to Assembly Point, or Follow Fire Route through double doors (in direction of Drama Theatre) and through Rear exit. Report to Assembly Point.
Back Stage (if closed off)	Exit through single fire door into Drama Workshop and through double fire exit. Turn left and report to Assembly Point.
Drama Workshop	Exit through own double fire exit. Turn left and report to Assembly Point.
Drama Theatre	Exit through own double fire exit. Turn left and report to Assembly Point.
Locker Room 1	Exit via Rear fire exit and report to Assembly Point.
Caretaker's Office	Exit through own fire exit, and report to Assembly Point.
The Lodge	Exit through main door, turn left, pass through East Pupil electric gate and proceed past Science Block. Report to the Assembly area.

Lower Ground

Viewing Gallery, PE Office and Staff Changing Room, 2 x Pupil Changing Rooms / Showers / Washrooms, 1 x Disabled Toilet, 1 x Plant Room, Examination Storeroom.

All above - Exit up staircase, turn right and out through Rear entrance.
Report to Assembly Point.

Refuge Area	Disabled refuge point with alarm sensor.
Plant Room	Exit through double fire exit door, up external staircase, proceed past Science (under Terrace) Block and report to Assembly Point.
Main Kitchen	Either: Exit through own fire exit at rear of kitchen, up terrace, past Science

(Oven area)	Block, or through Dry Goods store fire exit to front of school, turn right towards the Lodge, through East Pupil electric gate and Science Block. Report to Assembly Point.
Wok Prep Area	Exit through Dining Room, up protected staircase, through East Pupil double fire exit, turn right, past Science Block. Report to Assembly Point.
Dining Room	Either: Exit up protected staircase and through East pupil double fire exit, turn right and proceed past the Science Block, or Exit through garden double fire exits (x2) and single fire exit to side, up external terrace staircase, past the Science Block. Report to Assembly Point.
Dishwasher Area	Exit through tray clearance, then through single fire exit, up external terrace staircase, past Science Block. Report to Assembly Point.
Main Boiler Room	Exit through own fire exit to front of school. Turn right towards the Lodge, through East Pupil electric gate and past Science Block. Report to Assembly Point.

Basement Mezzanine

Costume Store	Exit up staircase to ground level, through Rear fire exit and report to Assembly Point.
Chair Store	
Plant Room	
Refuge Area	Disabled refuge point with alarm sensor.

Basement

Sports Hall	Either: Exit through smaller fire exit, up to lower ground level, out through main pupil fire exit, turn left and report to Assembly Point, or Exit through larger fire exit, up staircase to ground level, through Rear fire exit and report to Assembly Point.
Refuge Area x 2	Disabled refuge point with alarm sensor.

It is the responsibility of all staff to familiarise themselves with the correct routes to follow. In the event of an obstruction, they should use an alternative route



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Appendix 3 Senior School Science Block Evacuation Routes Fire & Evacuation Procedures, Arrangements & Evacuation Plan Junior School (including EYFS) Senior School and Sixth Form Centre

SENIOR SCHOOL – SCIENCE BLOCK (inc DT)

The Assembly Point is at the Rear of the Senior School on the All-Weather Sports Pitches.

General. When the alarm sounds, staff and pupils are to quickly and silently leave the building by the nearest available exit (following the routes outlined below) and report to the Assembly Point.

Never re-enter a building until the all-clear has been declared.

Ground Floor – Physics & DT

P1	Exit through either door, turn left, go through double fire doors and out through the main entrance, turn right and right again to rear of Science Block. Report to Assembly Point.
P2 & Prep Room	Exit through P2 fire door and out through external fire exit doors. Report to Assembly Point.
DT	Exit through external fire exit doors, turn right and report to Assembly Point.

First Floor – Chemistry

C1, C3, C5	Exit to corridor, down central staircase out through main entrance, turn right and right again to rear of Science Block. Report to Assembly Point.
C2 & Prep Room	Exit through C2 fire door to side staircase, down and out through GF fire exit, turn right and right again to rear of Science Block. Report to Assembly Point.

Second Floor – Biology

B1, B3, B4	Exit to corridor, down central staircase out through main entrance, turn right and right again to rear of Science Block. Report to Assembly Point.
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B2 & Prep Room

Exit through B2 fire door to side staircase, down and out through GF fire exit, turn right and right again to rear of Science Block. Report to Assembly Point.

It is your responsibility to familiarise yourself with the correct routes to follow. In the event of an obstruction, please use an alternative route.

Revised September 2014

Revised August 2020
Reviewed August 2021



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Appendix 4 Senior School West Wing Evacuation Routes Fire & Evacuation Procedures, Arrangements & Evacuation Plan Junior School (including EYFS) Senior School and Sixth Form Centre

SENIOR SCHOOL – WEST WING

The Assembly Point is at the Rear of the Senior School on the All-Weather Sports Pitches.

General. When the alarm sounds, staff and pupils are to quickly and silently leave the building by the nearest available exit following the routes outlined below and report to the Assembly Point. Never re-enter any building until the all-clear has been declared.

Basement

Swimming Pool	Exit through rear fire exit and report to the Assembly Point.
Office /Changing Rooms	Exit through fire exit near disabled toilet to front of school. Turn right and follow road between West Wing and new extension. Report to Assembly Point.

Ground Floor

Recital Hall	Exit through fire exit, down steps to front of school. Head towards the Lodge, through the East Pupil electric gates and past the Science Block. Report to Assembly Point.
Pool Gallery	Exit through Recital Hall, down steps to front of school, turn right and follow road between West Wing and new extension. Report to Assembly Point. or Exit through lift lobby to West driveway, turn right and report to Assembly Point.

Mezzanine Level

M1 to M9 Exit down North staircase, through Ground Floor fire exit to West drive, turn right and report to Assembly Point.

E1, E2 and E3 Exit down South staircase (lift end), through Ground Floor fire exit to West drive, turn right and report to Assembly Point.

First Floor

Art Studio 1 & 2 Exit down South staircase (lift end), through Ground Floor fire exit to West drive, bear right and report to Assembly Point.

Art Studio 3,
A4 (Art) Exit down North staircase through Ground Floor fire exit to West drive, bear right and report to Assembly Point.

A4 (Office)
Studio 6, Music
Dept & Rooms Exit down North staircase, through Ground Floor fire exit to West drive, bear right and report to Assembly area.

It is your responsibility to familiarise yourself with the correct routes to follow. In the event of any obstruction, use an alternative route.



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Appendix 5 Junior School Evacuation Routes

Fire & Evacuation Procedures, Arrangements & Evacuation Plan
Junior School (including EYFS) Senior School and Sixth Form Centre

JUNIOR SCHOOL

The Assembly Point for all classes is the Junior Court on the All Weather Sports Pitches above the Junior playground.

General. When the alarm sounds, staff and pupils are to quickly and silently exit the building by the nearest available fire exit and proceed to the Assembly Point.

No-one is ever to re-enter the building until the all clear has been declared.

Ground Floor

Reception	Exit through external door of classroom to playground,
1W	Exit through external fire exit to playground,
1L & Library	Exit through fire exit into the garden at the front of the Junior School, turn left, exit through the side gate on the Driveway,
2N, 2C	Exit through external fire exit door in classroom, turn right and walk round to playground,
4C, 4M	Exit through classroom door, turn right and exit through main back fire exit,
6S	Exit through classroom door, turn left then through fire exit door. Turn right and walk round to playground,
Music Room	Exit through external fire exit door in room to playground,
SENDCo Room	Exit through the music room opposite, then through the external fire exit door in the music room to the playground.
Reception Office	Exit through main back door to playground, checking fire alarm panel on route; or exit through fire exit door by Junior Head's office, turn right and walk round to playground; or exit through main front door,
Head's Office	Exit through fire exit door adjacent to office, turn right and walk round to playground,

and report to the Assembly Point.

First Floor

3M, 3S	Exit through classroom door, then through ICT room and fire exit door via external fire escape to playground,
5K, 5F	Exit through classroom door across corridor and through Hall to external door, down steps to playground,
Art/DT Room	Exit via rear classroom door, down stairs and through fire exit to playground,
6T	Exit downstairs by staff room, through fire exit door adjacent to Junior Head's office, turn right and walk round to playground,
Hall	Exit through external fire exit door down steps to playground,
IT Room	Exit through fire exit door, down external fire escape to playground,
Science Room	Exit through north door to landing by Hall, through fire doors into Hall, then through external fire exit door of Hall and down steps to playground,
Staff Room	Exit down main stairs and through fire exit door adjacent to Junior Head's office, turn right and walk round to playground,
Junior Deputy Head's office	Exit right, down staircase to playground,
Support Room	Exit left, then down staircase to playground,

and report to the Assembly Point.

Second Floor

Stockroom	Exit out of fire exit door via external fire escape to playground,
Music Room	Exit through storeroom via external fire escape to playground,

and report to the Assembly Point.

It is your responsibility to familiarise yourself with the correct route(s) to follow. In the event of an obstruction, please use an alternative route.



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Appendix 6 Sixth Form Centre Evacuation Routes

Fire & Evacuation Procedures, Arrangements & Evacuation Plan

Junior School (including EYFS) Senior School and Sixth Form Centre

SENIOR SCHOOL – SIXTH FORM CENTRE

The Assembly Point is at the Rear of the Senior School on the All-Weather Sports Pitches.

General. When the alarm sounds, staff and pupils are to quickly and quietly leave the building by the nearest exit following the routes outlined below, and report to the Assembly Point. Never re-enter a building until the all-clear has been declared.

Ground Floor

Common Room,
Café, Office

Exit via front door or via doors to rear garden. Go to front of building and turn right and right again onto St Stephen's Road. Walk towards Junior School and turn right into Driveway. Report to the Assembly Point.

S7,
Girls Toilet

Exit via café into back garden **or** via fire exit door at bottom of side stairway. Go to front of building and turn right and right again onto St Stephen's Road. Walk towards Junior School and turn right into Driveway. Report to the Assembly Point.

First Floor

S2, S3, S4, S5
Careers

Exit down central staircase, out through main front door and turn right and right again onto St Stephen's Road. Walk towards Junior School and turn right into Driveway. Report to the Assembly Point.

S1, S6, Gym,
Staff room

Exit via fire exit door at bottom of side stairway to front of building and turn right and right again onto St Stephen's Road. Walk towards Junior School and turn right into Driveway. Report to the Assembly Point.

It is your responsibility to familiarise yourself with the correct routes to follow. In the event of an obstruction, please use an alternative route.

Revised August 2020

Reviewed August 2021