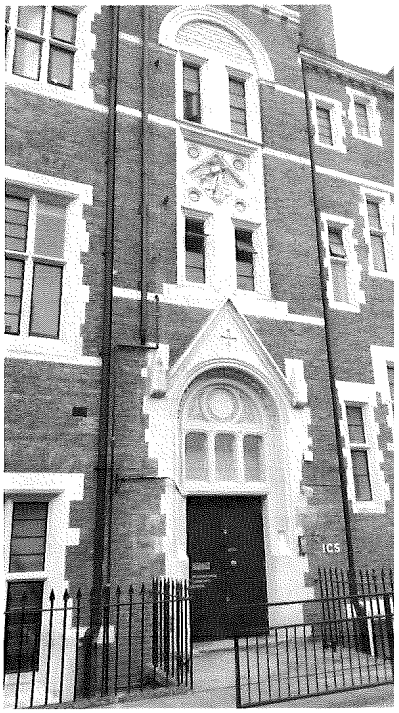
International Community School London

Emergency Evacuation Procedure



Secondary Campus
21 Star Street, London W2 1QB

EMERGENCY PRACTICE

In the event of an emergency (e.g Fire), the procedure is outlined as follows:

1. The alarm bell will ring, this is a continuous ringing sound

2. The Head of School, Deputy Head of School or the most senior member of staff on site will direct students and staff to the nearest fire exit and to the assembly point on **Star Street, on the pavement adjacent to the main entrance; opposite the school building**.

3. All Staff and students at **Nos. 66 and 67 St Michael's street** will evacuate from their respective buildings and walk around to the Star Street assembly point.

4. In the case that the building cannot be evacuated through the main door at Star Street, students should be led out of the building via one of the **Emergency Exits from number 67 or 66 St Michael's street**

Class Teachers

In the case that the alarm sounds during a lesson.

The class teacher will do the following:

- Ask students to leave their belongings in the classroom
- Ask students to walk in a single file line outside the classroom and exit door in an orderly but swift manner
- Lead and direct students to the nearest emergency exit
- The class teacher should take a register when they reach the fire evacuation assembly point (please refer to the above)
- Persons requiring assistance will be supported in accordance with their PEEP

Students

On hearing the evacuation alarm, students will:

- Leave their belongings in the classroom
- Under the direction of their class teacher, line-up outside the classroom door and exit in an orderly manner
- Follow their teacher and use the nearest staircase (following the emergency exit signs)

Members of Staff

Staff not accompanying students and not engaged in checking other areas will assist and support teachers in the evacuation of students, especially those requiring assistance.

Staff should be vigilant for signs of their escape route being blocked by fire or smoke,

obstruction or any other need to find an alternate escape route.

Fire Wardens

- Wear a high visibility vest
- Sweep their designated area for any students or staff members who are left in the building
- Ensure that their allocated area is clear and then exit the building through the nearest fire exit
- Assist with the lining up of students, once they reach the fire assembly point

Named Fire Wardens at Star Street (Sept 2025)
Carmen
Ilaria
Lucinda
Monica
Yang
Mark
Charlotte
Sally
Sarah
Marlon
Prem
Amira
Mona

The Fire Wardens

- identify any fire hazards in their designated area of the building and report them immediately to the Bursar or Head of School if they cannot be rectified immediately
- ensure that the building is emptied upon fire alarm activation
- sweep their designated area of the building to confirm that no-one is within that area
- Sweep the designated area only if you are located in that area when the alarm

sounds
- you may also be required to carry out a roll call, or report to the Fire Marshall to confirm that everyone has vacated your area of responsibility

Location: Star Street
Third Floor (Male)
Second Floor (Kathmandu/Islamabad Freetown, Havana)
First Floor (Narobi, Dhaka, Copenhagen, Edinburgh)
Ground Floor (Reception, Main Canteen, Kitchen, Library, Court Yard)
Basement (Staff room)

Location: St Michael's No 66
First Floor (Tripoli, Valletta)
Ground Floor (Brazilia)
Basement (The Hague, Wellington)

Location: St Michael's No 67
Second Floor (Head of School, Warsaw, Cardiff)
First Floor (DP Centre, Coordinators Office)
Ground Floor (Tokyo, HR)
Basement (Marketing, Accounts and First Aid)

Fire Marshal (sometimes referred to as the Fire Controller)

The Fire Marshal: role includes both proactive and reactive roles.

- in the event of evacuation, the Fire Marshall will be responsible for ensuring that all colleagues and students leave the building in an orderly and prompt way
- Check that windows and doors are closed and ensure that there is no one left behind on a floor
- Office staff will take the attendance register and teachers will take their class registers to the assembly point
- be responsible for ensuring a roll-call has been conducted

- document all fire drills
- liaise directly with the attending Fire and Rescue Service Senior Officer providing:
    1. details of any missing or trapped persons and their likely location
    2. details of the location of the fire within the building
    3. any special (new or temporary) hazards within the building that could adversely affect the safety of the Fire Fighters.

- meet termly with the Bursar and Head of School to review the fire action plan and to review procedures at the School.

Once the building is confirmed as being safe to enter

When everyone has been accounted for, all staff should wait for directions before returning to the building.

Able to return

Following a sweep of the school building and confirmation it is safe to enter from the fire service and/any other emergency service, the following should happen:

Students should go back to the room they had their previous lesson in, with the class teacher, irrespective of the time of the school day.

Once students have collected their belongings, the teacher should dismiss the students if it is:

- The next lesson
- Lunchtime
- Breaktime

Students should resume their normal lesson in accordance with the time of the school day.

If it is the end of the school day, students should meet in the canteen and normal end of day procedures should proceed.

Unable to return

The administrative staff will notify parents to inform them of the situation on the request of the Head of School or Deputy Head of School.