



We operate a system of GEEPs (Generic Emergency Evacuation Plans)

**Please advise a member of staff in the sports centre
if you have any special requirements**

GENERIC EMERGENCY EVACUATION PLAN

Purpose:

The purpose of a Generic Emergency Evacuation Plan (GEEP) is to enable visitors to the building with restricted mobility or those who may not be able to evacuate unaided to become familiar with the layout of the school and its evacuation procedures.

If you feel that this document does not provide you with sufficient information or that you require further assistance, please raise this with a member of staff in the sports centre.

The building:

The attached document gives you the evacuation procedures for the school.

Action required on hearing the fire alarm:

If able, you should leave the building immediately by the nearest fire exit and report to the assigned assembly point for the building. If you are unable to evacuate the building unaided, please proceed to one of the safe refuges.

Assistance:

If you anticipate that you would require assistance to evacuate the building, please raise this with a member of staff in the sports centre, and please indicate whether you are accompanied by someone who would be able to provide you with assistance in leaving the building or making your way to a refuge in the event of a fire or evacuation.

FIRE REGULATIONS AND EVACUATION FOR EVENTS AND LETTINGS

The following notes must be communicated to:

- All third party letting organisers for communication to their visitors
 - All individual or small groups of visitors to the school
- a. The designated person with this responsibility will normally be the Deputy Headteacher or the Headteacher during the school day.
 - b. A nominated alternative must be identified to inform visitors for School evening events, usually a member of the staff Senior Leadership Team.
 - c. Lettings organisers together with The Tiffin Girls' School Leisure Assistant will take joint responsibility during lettings when no Tiffin Girls' staff members are on site.

An announcement must be made at the start of all open events which include visitors to inform them of the evacuation routes and MUSTER POINT

1. Anyone discovering a fire should activate the nearest red wall-mounted fire alarm point, and then proceed with others to the MUSTER POINT, where he or she should inform the designated person that s/he activated the alarm.
2. If the emergency evacuation alarm sounds then everyone must leave the building immediately, following the green evacuation route signs, and walk calmly to the assembly point which is on the field in front of the school.
3. Anyone using the outside sports facilities must go straight to the front field without entering any buildings.
4. Everyone must ensure that they are aware of the evacuation routes for the area of the school they are using, and familiarise themselves with the location of emergency exits. These must be pointed out to visitors at the start of events.
5. No-one must leave the site until a member of school staff or the event organiser has confirmed that everyone is accounted for and free to leave. This is especially important for people who have signed in the visitors' book since the fire brigade will need everyone located.
6. No-one may re-enter the buildings until the senior member of Tiffin Girls' staff on site has confirmed the all-clear from the fire brigade.

FIRE EXTINGUISHERS

Symbols found on fire extinguishers and what they mean

						
		Water	Foam spray	ABC powder	Carbon dioxide	Wet chemical
Wood, paper and textiles		✓	✓	✓	✗	✓
Flammable liquids		✗	✓	✓	✓	✗
Flammable gases		✗	✗	✓	✗	✗
Electrical contact		✗	✗	✓	✓	✗
Cooking oils and fats		✗	✗	✗	✗	✓