

# Stafford Sports and Performance Academy



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| <b>Policy Title:</b>          | <b>SSPA Fire Evacuation Procedure</b> |
| <b>Policy Owner:</b>          | Stephen Glover                        |
| <b>Date Approved/Updated:</b> | 1 <sup>st</sup> January 2026          |
| <b>Version Number:</b>        | V1.1                                  |
| <b>Next Review Date:</b>      | 1 January 2027                        |

| Version History |           |                                |        |
|-----------------|-----------|--------------------------------|--------|
| Version         | Date      | Details of Change              | Author |
| 1.1             | July 2026 | Creation of policy front cover | ZP     |
| 1.1             | July 2026 | Document formatting updated    | ZP     |
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## Below are the essential steps for a safe fire evacuation at Blessed William Howard school during Sports Holiday Clubs

### Steps for Safe Fire Evacuation

#### 1. Raise the Alarm

- Activate the nearest fire call point
- Shout a clear verbal warning ("FIRE!") if needed
- Alert nearby staff or security – contact BWH Site Supervisor

#### 2. Stop What You Are Doing

- Stop all activity immediately
- Switch off equipment only if it is safe to do so
- Do not collect personal belongings

#### 3. Evacuate Calmly and Quickly

- Follow the nearest safe exit

**Sports hall** – out through fire exits around the hall

**Gym** – out through fire exits

**Canteen** – out through main doors to field

**Field** – through gates onto main carpark by sports hall

**Kitchen** – go through the sports hall

- There are no stairs or lifts involved
- Keep to the left to allow emergency access
- Close doors behind you to slow fire spread

#### 4. Assist Others

- Help visitors, children, or anyone with mobility needs
- Direct people using clear, calm instructions
- Do not put yourself at risk

#### 5. Follow Signage and Staff Instructions

- Move toward illuminated EXIT signs in relevant rooms
- Follow directions from coaching staff or venue staff
- Do not deviate from designated routes

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## 6. Proceed to the Assembly Point

- Go directly to the designated assembly point – to the car park at side of sports hall
- Stay with your group or team
- Staff to take register via EEQ app
- Report anyone missing to lead member of team who will inform emergency services

## 7. Do Not Re-Enter the Building

- Wait for confirmation from the Fire Service or Incident Controller
- Do not return for belongings
- Remain at the assembly point until dismissed

## 8. After Evacuation

- Cooperate with roll call or headcount
- Provide information about hazards or missing persons
- Follow any further instructions from emergency services