

Westminster Tutors



Fire and Lockdown Procedures
2025-2026

Fire Evacuation Procedure for Staff and Students

If the alarm sounds:

- Leave your classroom immediately and ensure all your students accompany you
- There are two fire exits at ground level from both staircases (84 & 86 Old Brompton Road) – use the fire exit nearest you
- Accompany your students to the fire meeting point, which is **on the corner of Old Brompton Road and Queen's Gate**

Staff Responsibilities:

- **Jason** (or Lu Qian if she is on Reception) is the **Fire Co-ordinator**: S/he will take the door entry netbook to the fire meeting point. S/he will sound the fire alarm if it is not already going off, and on leaving the building will check the Fire Zone on the Fire Alarm Panel (at the entrance to 86).
- The **Fire Co-ordinator** is responsible for calling the Fire Brigade, with the college postcode, and is the main point of contact with the Fire Brigade when they attend.
- In addition to dealing with the Fire Brigade, the **Fire Co-ordinator** will check that all people who were in the building are safely gathered at the meeting point. All Fire Wardens, students and staff should therefore report to the Fire Co-ordinator on evacuating the building.
- **Lu Qian is a Fire Warden**: she is responsible for checking the building has been evacuated and moving people towards the fire meeting point. The Fire Warden is responsible for reporting to the Co-ordinator whether the building is clear, or whether someone is trapped in the building or refusing to leave.
- **Virginia is a Fire Warden**: she is responsible for sweeping the building on the **84 side**, working down from the top floor checking every room, including the lavatories, has been evacuated. She is responsible for reporting to the Co-ordinator whether the 84 side of the building is clear, or whether someone is trapped in the building or refusing to leave.
- *If Virginia is not in her office at the time/ on that day:* **staff teaching on the top floor on the 84 side** should make sure that one of them is **Acting 84 Side Fire Warden** checking all the rooms have been evacuated as they move downstairs, and then reporting to the Co-ordinator that that side of the building is clear.
- **Sean is a Fire Warden**: he is responsible for sweeping the building on the **86 side**, working down from the top floor checking every room, including the lavatories, has been evacuated. He is responsible for reporting to the Co-ordinator whether the 86 side of the building is clear, or whether someone is trapped in the building or refusing to leave.
- *If staff on the third floor 86 do not see Sean doing the evacuation sweep:* **staff teaching on the top floor on the 86 side** should make sure that one of them is **Acting 86 Side Fire Warden** checking all the rooms have been evacuated as they move downstairs

Emergency Lockdown Procedure for Staff and Students

1. Alert Notification:

The college's emergency lockdown notification system is through the use of fog horns.

2. Close and Barricade Classroom Doors:

Use barricades if available (e.g., desks, chairs) to reinforce the door's security.

3. Close Blinds or Curtains:

If applicable, close and secure window blinds or curtains to prevent anyone from seeing inside.

4. Silence Communication Devices:

Silence mobile phones and any other communication devices to maintain silence.

5. Gather:

Teachers should gather all students in their classrooms or designated areas. Account for all students and report any missing individuals immediately.

6. Maintain Silence:

Encourage students and staff to remain quiet to avoid drawing attention.

7. Turn Off Lights:

Turn off classroom lights to make it harder for anyone outside to see inside.

8. Stay Away from Windows:

Keep students and staff away from windows and doors to minimize the risk of injury.

9. Stay Low:

If there is a threat of gunfire, instruct everyone to crouch or lie on the floor to reduce the risk of being hit.

10. Communication and Updates:

Teachers or designated staff members should monitor emergency updates through official channels. Do not open the door for anyone unless they are a verified law enforcement officer.

11. Comfort and Reassure:

Teachers and staff should provide comfort and reassurance to students.

12. Await Further Instructions:

Follow official instructions from law enforcement or school administrators regarding when it's safe to leave the lockdown.

13. Evacuation Plan:

Be prepared to follow an evacuation plan if the situation calls for it.

Updated July 2025