

## **Fire Evacuation Procedures**

### **Merton Music Centre, South Wimbledon**

Merton Abbey Primary School  
High Path, Wimbledon, London, SW19 2JY  
Fire Safety Emergency / Evacuation Procedures and Plan (MMF Addendum)  
*Version 6 – 05/2026*

#### Action on discovering a fire (general instructions for all staff)

- If you discover a fire, raise the alarm immediately. Normally this would be from the nearest call point.
- If you have been fully trained and feel it is safe to do so, attempt to fight the fire using the equipment provided at the premises. However, you should only consider fighting a fire if you are confident it can be extinguished immediately and that there is no danger posed to yourself or others in taking such action.
- Where it is not possible to take the above action or where such action fails, you must evacuate in accordance with all the following emergency evacuation procedures and plan. Evacuation will be via your nearest signed escape route and exit. Ensure that nobody is left behind in your immediate area or room and, if possible, close all doors and windows behind you.
- Ensure that you or one of the appointed Fire Marshals or the person in charge has called the Fire Brigade Service. When dialing 999, remain calm and ensure that the fire brigade is given as much information as possible on the nature of the fire and its location within the premises.
- Play your own part as designated in the following emergency evacuation procedures and plan.
- Do not return to the building/premises until given an “all clear” signal or message from appointed Fire Marshals or the person in charge.

#### If you hear the fire alarm (general instructions for all staff)

- Evacuate in accordance with all of the following emergency evacuation procedures and plan.
- Remain calm. Evacuation will be via your nearest signed escape route and exit unless you are otherwise instructed by a fire marshal. Ensure that nobody is left behind in your immediate area or room and, if possible, close all doors and windows behind you.
- Play your own part as designated in the following emergency evacuation procedures and plan.
- Do not return to the building/premises until given an “all clear” signal or message from appointed Fire Marshals or the person in charge.
- Ensure that all Music Centre pupils and any visitors understand the requirement to leave quickly but in an orderly fashion. If vulnerable or disabled persons are employed or with you in your area or room, ensure that they are aware of the alarm and, if appropriate, provide all necessary aid in accessing escape routes and exits. Accompany them or make sure that they are accompanied to the designated assembly point.
- Do not spend time collecting belongings or other items including instruments or music and do not re-enter any areas which have been vacated.

## Fire Marshals (general instructions)

- Ensure that the fire service has been called.
- Instruct those in your area to evacuate via the nearest or preferred signed fire escape route and exit and proceed to the designated assembly point. Check that all children and vulnerable or disabled persons within your area of responsibility have been properly cared for and are accompanied. Check all parts of your area (such as small rooms and toilets) to ensure that everyone has responded to the alarm and can evacuate.
- Report to the person in charge as detailed below and advise of any absentees or persons unable to be evacuated.
- Undertake or assist with completing and recording the roll call and, where required, report these findings to the person in charge.
- If the roll call identifies anyone as missing, make enquiries of colleagues to establish the whereabouts of that person, and if unknown, record and report to the person in charge.
- When instructed by the person in charge, give the “all clear” signal for returning safely to the building/premises.
- Conduct your role also as designated in the Emergency Evacuation Plan.

## Person in Charge (general instructions)

- Establish if it is a genuine fire or a false alarm.
- Establish the location of the fire (if genuine).
- Ensure that the fire service has been called (if genuine).
- Check with Fire Marshals that the premises have been fully evacuated.
- Investigate and determine the cause of the alarm if it is deemed false.
- Complete the roll call or collate the roll calls completed by the Fire Marshals.
- If the roll call identifies anyone as missing, make enquiries to establish the whereabouts of that person, and if unknown, record and report to the fire service.
- Check what firefighting action has been taken and whether any firefighting equipment has been used and by whom.
- Liaise with the fire service on its arrival. Advise on layout of the premises, location and nature of the fire, and, if appropriate, the location of any flammable substances.
- Contact the Headteacher and Site Manager and inform them of the alarm and any additional relevant information.
- Gather all other information required to record the event and the evacuation.
- If satisfied that everything is in order to return safely to the building/premises, give the “all clear” signal.
- Complete a Fire Report on events that took place and inform MMF staff & tutors and the school’s Senior Leadership Team of findings.
- Conduct your role also as designated in the Emergency Evacuation Plan.
- The Head Teacher is the responsible person for the school’s fire safety; the execution of various tasks may be delegated to persons on site. Merton Music Foundation’s Chief Executive assumes responsibility for ensuring that this and the school’s other policies/procedures are followed by MMF staff and tutors.
- It should be made clear from a display at the Music Centre reception who is the current person in charge on site during any given Music Centre session.

## Emergency Evacuation Plan

- The primary objective is the prevention of fire; but if fire occurs, it is safety from injury or harm and the preservation of life that takes priority, followed by protection of property.
- The policies and procedures put in place to prevent fire occurring are found in the school's Fire Safety Policy and Addendum (Procedures) and the Fire Risk Assessment.
- Merton Abbey Primary School has a postal address of High Path, Wimbledon, London SW19 2JY. The front of the premises opens onto this street which comprises residential and community properties and leads westward to Merton Road and eastward to Abbey Road.
- The school grounds are secured by fences and gates, all of which are secured by padlocks which can be opened by a Fire Brigade Service padlock key (FB1).
- In the event of fire, the initial assembly points will be situated **at the far end of the main playground on the field**. Fire Marshals will identify themselves with hi-visibility vests. They will all be in possession of FB1 padlock keys. The roll call will be conducted at the designated assembly points if safe to do so. Music Centre staff will continue to remain in control and provide care for their assigned pupils/groups at the time of the evacuation unless and until children are re-assigned to other MMF staff via the roll call process.
- If an assembly point is unavailable or it becomes unsafe to remain because of the extent of the fire, persons can be evacuated via other available routes to the further emergency assembly location (see Contingency Plan below). Fire Marshals will provide direction and access along these routes.
- Preferred evacuation routes and all exit doors must lead persons directly away from the building and potential sources of fire, heat and smoke with immediate effect. Only in circumstances where preferred evacuation routes or exit doors are unavailable due to fire, heat or smoke coverage should an alternative be used.
- Fire Marshals will lead and monitor the evacuation similarly in exceptional circumstances where other available routes and / or the further emergency assembly location might be required as determined in the Contingency Plan.
- **NB: Evacuation from the Studio & MMF reception area by car park door:**
  - **Before 6pm**, evacuation from the studio will be via High Path.

Upon entering **High Path**, Fire Marshals will be given the role of ensuring that there is no encroachment upon the road by any staff, pupils or visitors. All those evacuating will be directed east along the pavement and will then turn right through the school gate leading on to the school field where the roll call will be conducted.
  - **After 6pm**, evacuation from the studio will be via the car park, through the open playground gates to the assembly point.

## Evacuation during the course of Music Centre activities

- All of the above emergency evacuation procedures and plan will be observed.
- Staff must ensure prior to the start of each classroom lesson that they know their nearest designated means of escape. These are indicated on school floor plans, which should be located by the door of every room.
- All adults and children should leave in an orderly fashion.
- Group registers are held by ensemble leaders and should be taken by the adult in charge of the class to the assembly point.
- Teachers or adults in charge will take the roll call to make sure all pupils are present and they should be aware of the reason for any absences.
- A record will be maintained in each group/ensemble of the names of pupils absent on each day.
- A designated member of office staff will ensure that all staff, visitors and contractors recorded in the separate appropriate registers are accounted for during the roll call.
- Fire Marshals and other staff should ensure that no-one re-enters the building.
- Fire Marshals within the building will conduct their roles as above. There will be a sufficient number of Fire Marshals to ensure coverage of the premises.

## Contingency plan

**(Important: This is a DRAFT plan only. It is based on proposed future discussion with the Parish Church of St John, High Path.)**

- In the event of a fire or other emergency requiring an evacuation of the school which renders an emergency assembly point unsafe or results in those evacuated being unable to return to the building, then, provided that the route is not affected by fire, heat or smoke, the nearby premises at the Parish Church of St John, High Path will be used as a further, final assembly location. The further location may also be used if emergency assembly points are affected by severe inclement weather. This arrangement with the Church will be confirmed formally on an annual basis. The contact details for each student will be taken to the Church by a member of the office staff. Arrangements can then be made to inform the pupils' parents / carers and for them to be reunited at the Church.
- If access to the school building is restricted by the Fire Brigade Service, then the 'Critical Incident Policy' will become operative to provide security for the premises and property therein; a public response to the situation will be instituted and suitable steps will be taken to maintain care and safety and continue to provide for the children's education.
- Personal Emergency Evacuation Plans (PEEPs) for persons with a disability or special needs should be put in place by means of a separate risk assessment. PEEPs must take into account all elements of the emergency / evacuation procedures and plan as well as providing special measures to meet the specific needs of the individual.

## Specific Staff Roles During An Evacuation

### Monday, Tuesday, Wednesday & Saturday Music Centre

- Person In-Charge
  - General responsibilities as outlined above.
  - Direct staff, tutors and pupils to leave via nearest emergency exit
  - Collect the Emergency List from Front Desk or Office
  - Go to the assembly point on the field to lead the roll call, taking reports from staff, tutors and Fire Marshalls.
  - If necessary, delegate responsibility to a member of teaching staff to stop the flow of traffic onto site
  - Liaise with the competent person responsible for operating the Fire Panel.
  - Liaise with the Responsible Person (Michael Bradley) or his representative and MMF Senior Leadership Team.
  - Give the all-clear signal to return to the building if a false alarm
  
- Fire Marshalls:
  - Front Desk Steward:
    - Download report of persons on site via sign-in system
    - Collect Hi-Vis Jacket, Torch, Registers, Front Desk Laptop
    - Help evacuate the waiting area and studio via the car park entrance.
    - Monitor evacuation of all tutors / pupils using the rooms in the Northwest of the building
    - If safe to do so, close fire doors in corridors near reception desk to prevent spread of fire
    - If safe to do so, conduct a sweep of the studio, waiting areas and teaching rooms in Northwest of building
    - Leave via the Music Centre entrance door and close for security
    - Upon exiting building, unlock playground gate to allow evacuated persons to proceed to muster point (if before 6pm) then update the Person in Charge by radio and proceed to the main gate to stop the flow of traffic onto site and flag down the fire brigade
  
  - Floating Steward(s):
    - Conduct a sweep of the MMF teaching rooms between in the area of the building in which you are when the alarm sounds. If possible and safe to do so, one steward should conduct a full sweep of the building.
    - Proceed to the assembly point on the field and report to the Person in Charge, confirming which areas of the building have been cleared
    - Direct any vehicles in the playground to turn off engines and all occupants to gather on the field.
    - Liaise with the Person in Charge for additional responsibilities and support them to complete the roll call.

- MMF Staff / Tutors
  - Ensure that your pupils evacuate quickly and safely via the nearest emergency exit
  - If safe to do so, close all doors/windows in your teaching space before leaving
  - Lead your pupil(s) to the assembly point and complete a roll call – you must supervise your pupil(s) throughout the evacuation process
  - Inform the Person in Charge of the results of your roll call and provide any additional relevant information that may be of use
  - Do not return to the building unless directed to do so by the Person in Charge or Fire Brigade

### **Saturdays Only**

- FMYM Car Park Support (Various)
  - Direct any vehicles in the playground to turn off engines and all occupants to gather on the field.
  - Prevent any further vehicles from entering the site
  - Liaise with a Fire Marshall or the Person in Charge to inform them of your safety.

## **Key Persons**

### **Person in Charge**

Mondays: Frances Griffin

Wednesdays: Louisa Wansborough

Saturdays: Louisa Wansborough

### **Fire Marshalls:**

James Molloy

Hamza Rasool

Vanya Furber\*

Mya Douglas\*

\*pending full training (as at May 2026)

### **Competent Persons** (in the use of the Fire Panel)

David Rees

Martha Gibbons

Louisa Wansborough

## Use of St John's Church, High Path

Music Centre rehearsals and performances will also take place in **St John's Church**, High Path (next door to Merton Abbey Primary School).

Two-way communication will be maintained between staff in the church and staff in the school via the use of walkie talkies.

The church is equipped with fire extinguishers and illuminated exit signs. **All fire exits of the church must be kept unlocked when in use.**

## Evacuation of St John's Church during the course of Music Centre activities

If a fire is discovered in St John's Church whilst in use, the alarm will be raised and all occupants directed to exit via the nearest safe exit to the church courtyard.

MMF staff at Merton Abbey School will be contacted for assistance.

The fire brigade must be called.

If it is safe to do so, staff and pupils should assemble outside the church and a roll-call should be taken immediately after exiting the church.

Staff should then lead all pupils back to Merton Abbey Primary School where a further roll call should be taken before arrangements are made for pupils to be collected by a parent/guardian.

A member of staff must proceed to the church to liaise with the fire brigade.

## Action to be taken by MMF Staff at St John's Church during an emergency evacuation of Merton Abbey Primary School

In the event of an emergency evacuation of Merton Abbey Primary School whilst activities are also taking place in St John's Church, staff in the church will be made aware via radio communication.

All pupils at the church should be accounted for and readied for departure in case this is necessary.

Staff at the church should remain in contact with staff at Merton Abbey Primary School and provide remote assistance if necessary, including accounting for the pupils in their care to the person in charge via radio.

In most cases it would be advisable for staff and pupils to remain in the church until such time that the 'all clear' has been given by the Person in Charge or the Fire Brigade.

If required, the Person in Charge will signal for staff and pupils at St John's Church to proceed to the assembly point at Merton Abbey Primary School to be collected by parents/guardians.