

Fire Evacuation Plans

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Version date	May 2025	Next review	May 2026
Produced by	Director of Advancement and Operations	Approved by	Board of Governors
External reference points			

LCK Academy Combined Fire Safety and Evacuation Plan

Applies to: All LCK Academy delivery sites, including Harrow Weald Campus, Brent Start and the Bridge.

1. Introduction

LCK Academy is committed to ensuring the safety and wellbeing of all individuals across its learning environments. This plan outlines the fire safety procedures and responsibilities specific to our delivery sites at Harrow Weald Campus and Brent Start as well as the head office of LCKA; The Bridge in Harrow, ensuring compliance with LCKA's landlord and legal requirements. This document should be read in conjunction with LCKA Health and Safety Policy.

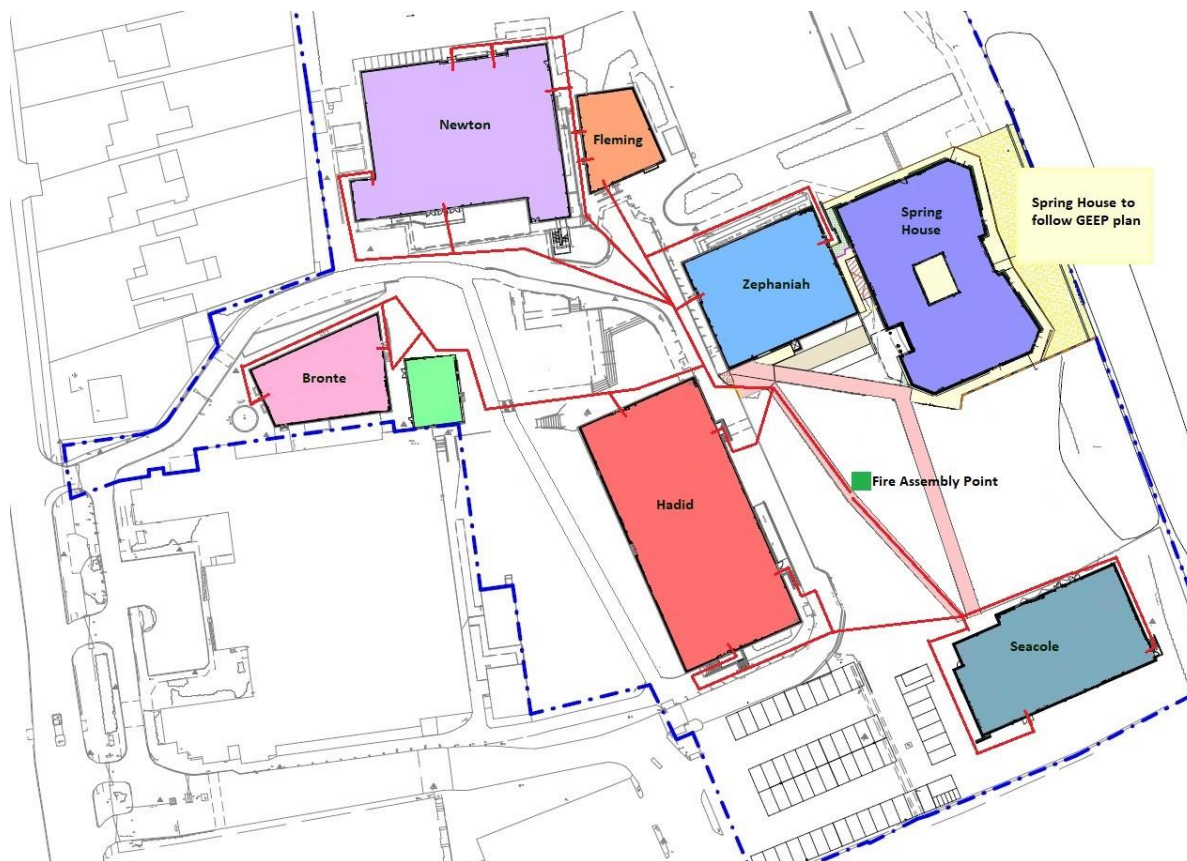
2. Responsibilities

Role	Responsibility
CEO	Overall accountability for fire safety.
Health & Safety Officer (Ala Uddin)	Day-to-day oversight, coordination with site managers, ensuring PEEPs, drills, and training.
Fire Wardens	Monitor evacuations, direct individuals to exits and assembly points, and report to the Campus Principal/Duty Manager
All Staff	Participate in drills, report concerns, support evacuation.

3. Site Overview

A. Harrow Weald Campus

- Alarm System: 3-minute delay for investigation before siren sounds.
- Assembly Point: *Grass verge between Zephaniah & Seacole Buildings.*
- Fire Wardens: Elizabeth O'Malley, Steve Gandhi, Aroos Ahmed, Namees Ibrahim, Ateefa Irshad, Dawood Ghaffar, Ali Hashmi, Ala Uddin, June Dennis
- Emergency Number: 020 8909 6668 / 6668 (reception).
- Refuge Points: Located on upper floor landings.



B. Brent Start

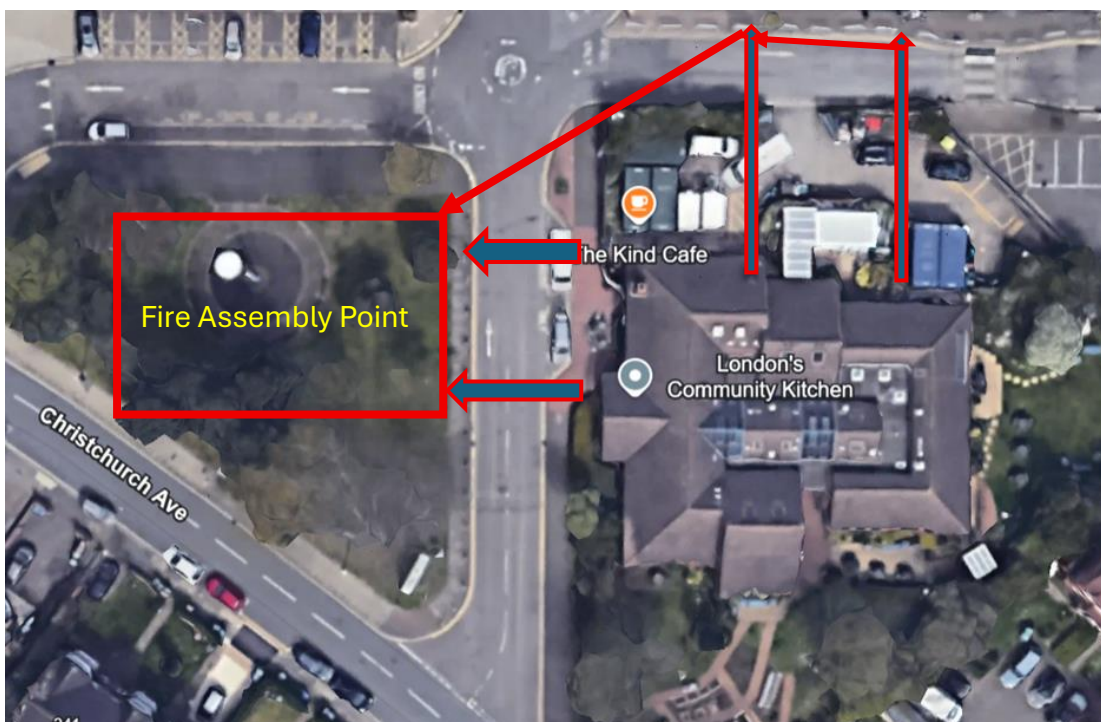
- **Alarm System:** Immediate alert (no delay); full site evacuation.
- **Assembly Point:** *Children's play area outside the main building.*
- **Key Contacts:**
 - Trevor Baxter – Centre Manager (trevor.baxter@brent.gov.uk)
 - Suzzette Williamson – Fire Warden / First Aider
 - Ala Uddin – Fire Warden / Health & Safety Officer (ala.uddin@lckacademy.org.uk)
 - Ateefa Irshad – First Aider / Fire Marshal (Mob: 07359 882437)

The children's play area is the assembly point for all building occupants.

The fire wardens will be stationed at key final exit points and direct all occupants to the safe assembly point.



C. London Community Kitchen (LCK). The Bridge. Christchurch Avenue. Harrow



- Alarm System: Instant siren sounds.
- Assembly Point: *Grass land opposite the entrance to the building.*
- Fire Wardens: Hasiba Rahmoune, Chetan Patel.
- Emergency Number: Chetan Patel: 07851 660588

4. General Fire Procedures

If You Discover a Fire

- Activate nearest fire alarm call point.
- Evacuate building using nearest safe exit.
- Alert others en-route.
- Report fire details to Security, Reception, or Campus Principal/Duty Manager
- Do not use lifts or return for belongings.

If You Hear the Fire Alarm

- Evacuate the building calmly and promptly.
- Supervise students or visitors under your care.
- Proceed to designated assembly point.
- All staff must proceed immediately to the designated fire assembly point upon evacuation. Managers will conduct a roll call and verify attendance against the sign-in log from each site to ensure everyone is accounted for
- Await clearance before re-entering.

5. Support for Individuals with Additional Needs

- PEEPs (Personal Emergency Evacuation Plans) are required and maintained.
- Refuge points (Harrow Weald) and assisted evacuation procedures (Brent Start) are in place.

6. Fire Drills and Training

- Fire drills conducted twice per year per site.
- Induction fire safety training for all new staff/students.
- Annual refresher training for Fire Wardens and First Aiders.
- All fire safety activities are recorded in site logbooks.

7. Post-Evacuation

- Do not re-enter the building until authorised by Fire Services or Senior Site Manager.
- Report any missing persons to the Centre Manager or designated Fire Warden.

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Next Review: May 2026
