



## **Evening and Weekend Sports Evacuation Procedures**

**January 2026**

In the event of the need to evacuate the Sports Centre out of school hours (During evenings and weekends) the following procedures are to be adopted:

- All hirers are to be briefed on the procedures by HHC prior to first use
- All hirers are responsible for the people attending their event and should have their own procedures for recording who is attending
- On the sounding of the fire alarm everyone is to evacuate the buildings immediately
- Everyone in the Sports Centre is to evacuate to the AWP
- The HHC Duty Staff is to assist the hirers in clearing the building
- Those hiring the buildings are to carry out their own number count to ensure everyone is present and advise the HHC Duty Staff accordingly
- Before going to the assembly point, the HHC Duty Staff member is to check the Fire Panel in the Sports Reception Lobby to establish where in the building the alarm has been activated and investigate (This is an addressable system and the panel will tell the staff where to look)
- If it is established that the alarm has been triggered inside the main building, the fire brigade is to be called immediately followed by Team BSS members
- If it is established that it is a false alarm, the panel is to be re-set and people can re-enter the building – Contact a member of Team BSS to arrange for one of them to attend site and carry out further checks if necessary (See below)
- If there is any doubt about where the alarm has been activated, the fire brigade should be contacted immediately followed by members of Team BSS to attend
- If a fire is discovered the HHC staff member is to telephone 999 immediately and ask for the Fire brigade

- The Address is:  
**Hodge Hill College**  
**Bromford Road**  
**Birmingham**  
**B36 8HB**
- Fire extinguishers are positioned around the school. Staff should only attempt to tackle a fire if they are confident it can be dealt with using the local fire extinguisher
- The easiest access to the sports facilities is via the rear entrance at the end of Asholme Close.
- Easiest access for the main building is the main Bromford Road entrance
- The Manual inner gate at the back of the school is to be opened by the staff member in preparation for the arrival of the fire brigade
- The Duty Staff member is to then telephone other members of the HHC Staff and arrange for one of them to attend the site in the following order:

Martin Przybylak

Garry Griffin

Scott Yarnall

In all cases Matthew Jamieson and Steven Farren are to be contacted immediately after a member of Team BSS has been contacted

**PEOPLE SHOULD ONLY BE ALLOWED BACK INTO THE BUILDING IF IT HAS BEEN ESTABLISHED THAT IT REALLY IS SAFE TO DO SO**