



SEASON X • 2026/2027

Document	Emergency Procedure	Effective	September 2026
Owner	Black Ice Academy Directors	Review	September 2027
Premises	Woodford County High School, High Road, Woodford, IG8 9LA		
Alarm	Venue/school fire alarm.		
On discovering fire or smoke: raise the alarm immediately, begin evacuation and call 999. Do not put yourself or others at risk trying to fight the fire.			

Raising the alarm

Activate the nearest fire alarm call point in accordance with the venue/school procedure. Call 999 once clear/safe to do so.

On hearing the alarm

1. Evacuate from the hall using the nearest safe designated exit, following venue/school fire signage and venue instructions.
2. Coaches take responsibility for the athletes in their group and move them calmly to the assembly point. Do not stop to collect belongings.
3. The Head Coach or nominated person takes the attendance register/emergency information to the assembly point where this can be done without delaying evacuation, and accounts for athletes, staff and known visitors.
4. Give assistance to anyone who may need additional help to evacuate, following any agreed personal emergency arrangements. Do not use lifts unless specifically designated for evacuation.
5. A nominated adult calls 999, gives the premises name/address, contact number and known details of the fire. Do not assume someone else has called.
6. Only if it is safe, immediate and does not delay evacuation, designated staff may check nearby toilets/areas on their way out. Nobody should re-enter or carry out a search once evacuated.
7. Close doors behind you where possible. Do not tackle a fire unless you are trained, it is safe to do so and you have a clear escape route.
8. At the assembly point, report anyone unaccounted for to the Fire and Rescue Service. Nobody may re-enter until the Fire and Rescue Service or the person in control of the premises confirms it is safe.

Assembly point

The assembly point designated by Woodford County High School, unless venue staff/fire signage direct users to a different designated assembly point. Remain together for roll call.

Venue coordination

BIA will cooperate with the premises responsible person/venue operator and follow the venue fire risk assessment, alarm arrangements and evacuation instructions. Coaches must be briefed on any venue-specific changes before activity begins.

Legal and guidance framework

This document should be read alongside Black Ice Academy’s other safeguarding and safety procedures. It is aligned to the following legislation and guidance current at September 2026:

- Regulatory Reform (Fire Safety) Order 2005, as amended
- Fire Safety Act 2021 and relevant amendments where applicable
- Government fire safety risk-assessment guidance for places of assembly
- The venue’s current fire risk assessment and emergency plan

Approval and review

Approved by	Kathryn Thompson and Victoria Worley, Directors
Effective from	September 2026
Next scheduled review	September 2027
Earlier review	Following a serious incident, material legal/guidance change, or significant change to academy operations