



Fire & Emergency Evacuation Policy

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Changes and Amendments from previous policy highlighted.



GENERAL EMERGENCY PROCEDURES

FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Those discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. Where possible they should then notify the main office of the exact location / nature of the incident.

FIRE FIGHTING

- **The safe evacuation of all occupants is the absolute priority.** Only trained staff may attempt to deal with small fires (i.e. small waste paper bin size), using portable fire fighting equipment, **only if it is safe to do so without putting themselves or others at risk.**
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

ON HEARING THE FIRE ALARM:

- The fire alarm is a continuous ringing bell, and all staff, pupils and other occupants of building must respond to alarm activations.
- The office staff member who was notified of the fire will summon the emergency services and notify the other office staff.
- The other office staff will activate the alarm in the infant block, (if not already activated) and inform other blocks to activate alarms if necessary and start evacuation.

Whatever the circumstances surrounding the cause of the alarm all occupants must continue with the evacuation procedure as described.

- Staff will supervise / affect the evacuation of pupils/visitors via their nearest available exit to the designated assembly points (**Appendix A**).
- Bags and coats are **NOT** to be collected on the way out.
- Those members of staff without direct responsibility for a class / pupils, visitor etc. must leave the building by the nearest exit and report directly to the Admin Co-ordinators at the assembly point.
- Visitors who are not familiar with evacuation procedure must follow their host's instructions.





- Pupils should follow the instructions of their teacher/TA, leaving in single file via the nearest available escape route. **Toilets within the classroom should be checked. The last person to leave the classroom closing the door behind them.**
- If pupils are not in their usual classroom when the alarm sounds, staff must supervise their evacuation to the nearest assembly point (**Appendix A**), leaving the building by the nearest escape route.

A Calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- **Communication between the two assembly points (Appendix A) will be made via walkie talkies and mobile phones (taken out by admin team).**
- On arrival at the assembly area pupils must line up in their class groups while staff check their registers. The first class to arrive will line up furthest away from the building. - (Assembly point 1- in front of green fire assembly point sign) (Assembly point 2 – next to the gazebo), next class to arrive at assembly point, line up next to them and so on.
- **Pupil Registers** - EYFS & KS1 Registers will be taken out to the assembly point 1 (infant playground) by Miss Bullen and KS2 Registers will be taken out to assembly point 2 (Junior Playground) by Mrs Leadbetter.
- Once the class register has been taken and shows all pupils accounted for, the register must be raised in the air, so the assembly co-ordinator is aware that everyone in that class is accounted for.
- Once the assembly co-ordinator has seen all registers in the air for their assembly point they will inform staff their register can be taken down.
- **Staff and visitor registers will be accessed and checked via the Sign in app by the admin team and site manager via their mobile phones. The result of these checks must be reported to the assembly co-ordinator as soon as they have been completed.**





- Assembly co-ordinator for Assembly point 1 (KS1 playground) – Headteacher – Mrs Khangura (Deputy co-ordinator – Mrs Moore)
- Assembly co-ordinator for Assembly point 2 (KS2 playground) – Deputy Head – Mrs Barr (Deputy – Assistant Head – Dr Christie)

On no account must any individual remain in the school buildings during an emergency evacuation unless they are undertaking an official role identified by this evacuation procedure.

FIRE MARSHALS / WARDEN ROLE

The Fire wardens / marshals role duties include:

- **Responsibility for ensuring the communal/shared areas allocated to them have been evacuated.**
- Helping guide staff and pupils to the correct assembly points.
- When checking on toilet areas they should include a check on individual cubicles.
- They should never open a door if they suspect that there may be a fire beyond it. If in doubt, check the door with the back of their hand.
- Provide support to individuals who may require additional support to evacuate (such as in Fletcher or Strong Classrooms)
- In the event of absence, another member of staff has been allocated to take over their duties, see details below,:

Area of School	Fire wardens /marshals	Deputy
Nursery Block <ul style="list-style-type: none"> • Classroom All communal areas: <ul style="list-style-type: none"> • Toilets • Staffroom/office • Corridor area • Outdoor play areas 	E Balaban	L Stewart
Infant Block – All communal areas: <ul style="list-style-type: none"> • Meetings Room • Main Office • SENCO'S Office • Fletcher Classroom 	A Fonseca	S Clibbon





<ul style="list-style-type: none"> • Family Liaison Office • KS1 Pupil Toilets (in corridor) • Ladies Toilets • Disabled Toilets • Headteacher's Office • Finance Office • Food Tech Room • Infant Hall • Exit via infant hall 		
<p>Year 2 Block</p> <ul style="list-style-type: none"> • Classrooms x 3 <p>All communal areas:</p> <ul style="list-style-type: none"> • Toilets • Corridor area 	K Moore	L Maisey/A Soule
<p>Year 3 Block</p> <ul style="list-style-type: none"> • Classrooms x 2 <p>All communal areas:</p> <ul style="list-style-type: none"> • Toilets • Corridor area 	J Garner	H Evans
<p>Junior Block – Area 1 –</p> <ul style="list-style-type: none"> • PPA Room, • Hub and Hub Toilets • Ladies Toilets • Deputy Head's Office • Disabled Toilet • Staff Room • Exit via doors next to the staff room. 	K Harlock	G Hildebrandt
<p>Junior Block – Area 2 –</p> <ul style="list-style-type: none"> • Assistant Head Office • Year 5 Toilets • Junior Hall • Strong Classroom • STEAM Room 	M Doherty	A Wood





<ul style="list-style-type: none"> • Music Room and all communal spaces in this area including pupil Toilets • Exit via the door next to the pupil toilets. 		
Year 6 Block <ul style="list-style-type: none"> • Classrooms x 3 All communal areas: <ul style="list-style-type: none"> • Toilets • Corridor area 	A Christie	H Luzzi
Pilgrims Way Pre School	B Logan	K Smith
Brighter Days Breakfast Club	M Devonshire	T Cullinane
Brighter Days After School Club	M Cullinane/S Andrew	M Cullinane/S Andrew
HCL Kitchen Staff	J Ferguson	P Milton
Hayward's Cleaning Staff	P Milton	M Small
Other Contractors	M Small	Admin Team

Once their area has been checked fire wardens / marshals should report to [the assembly co-dominator that their designated areas are clear.

- The Headteacher /senior member of staff will liaise with the Fire Brigade on their arrival and will give them details of any missing persons, the location of the fire and access points into the building.
- All staff and pupils must remain at the assembly point until instructed, do not re-enter the building until the 'all clear' has been given either by the Fire Brigade or Headteacher/ senior member of staff. **All alarms must be off before reinterring any of the blocks.**
- Pupils will then be dismissed class by class.





- If the building cannot be reoccupied following an evacuation, pupils will be evacuated to Round Diamond School and arrangements made to contact parents.

CO-ORDINATION WITH OTHER SITE USERS / OCCUPANTS

VISITORS

- All visitors to the school must sign in and out of the school via the Sign in app and will be made aware of evacuation procedures on their arrival via the app.
- Visitors to the school are the responsibility of their 'host' and must be escorted to the assembly point by a member of staff.
- In the event of an alarm activation during parent's evening etc. all members of staff are responsible for evacuating parents / pupils from their immediate area of responsibility.

CONTRACTORS

Contractors, including catering staff, contract cleaners etc. working on the premises, will be informed by the Site Manager of the school's emergency procedures that apply including:

- Action to be taken on hearing the fire alarm or discovering a fire.
- Fire evacuation procedures including means of escape, location of the assembly points and name of the person in charge of evacuation procedures.
- The risk of fire arising out of the work of any contractor on site will be assessed and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system.

LETTING

- The Site Manager will ensure that all hirers are provided with instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.





BUILDINGS ON SITE OCCUPIED BY OTHER USERS

- The alarm system of the school is linked to Pilgrims pre-school block. Occupants have been informed of the school's evacuation procedures and are expected to follow these. Their assembly point is assembly point 2 – Junior Playground.

GENERAL EVACUATION FOR PEOPLE WITH ADDITIONAL NEEDS

Mobility Impairment

Those individuals who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

For staff or pupils with significant mobility impairments where egress is difficult any additional measures to facilitate their evacuation will be identified through the PEEP process.

Visual disability

Person/s with visual disability may require assistance to safely evacuate, on level surfaces they should take the helpers arm and follow them.

Hearing disability

Person/s with hearing disability should be assisted out of the building by staff.

SEND Needs

The school has 2 SEND provision classrooms – Fletcher Classroom (KS1 block) and Strong Classroom (KS2 Block). Fire wardens have been allocated these areas and can support with evacuation if needed.

Any additional measures required to the alarm system or buildings will be identified in the school's fire risk assessment and the PEEP process e.g. additional means of raising an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.





BOMB THREATS

If a bomb threat is received notify the head teacher, or in their absence, the most senior member of staff available.

Staff taking the initial phone call should try to record as much information as possible (**Appendix D**).

Contact the police (999) for advice as to whether the school should be evacuated – this decision is ultimately the responsibility of the school.

Our routine assembly points would not be suitable for evacuation due to a bomb threat as they are too close to the building. The initial evacuation point for a bomb threat will be St Nicks Park along the back of the school gates. Once registers have been taken and all pupils and staff are accounted for, we would evacuate to Round Diamond School a short walk across the park.

BOMB THREAT PROCEDURES

- If a bomb threat is received the Headteacher will decide whether the school should be evacuated, and the police will be informed.
- The signal for evacuation will be the fire alarm.
- Admin staff will bring out the evacuation boxes with registers etc.
- Fire wardens will be responsible for ensuring the areas allocated to them have been evacuated.
- As classes arrive at the routine assembly points on the infant and junior playgrounds, Fire Marshals will be directing them to the bomb threat evacuation point in St Nicks Park at the back of the school.
- Those classes that have evacuated to the infant playground will be guided through the side gate next to the infant play equipment and follow the path to St Nicks Park.
- Those classes that have evacuated to the junior playground will be guided through the side gate located within the fencing that runs alongside the football pitch and follow the path to St Nicks Park.
- Class registers should be taken once the pupils have lined up in their classes at the park and registers must be raised in the air to show that all pupils have been accounted for.



- Once all staff and pupils have been accounted for the Headteacher will signal for the walk to Round Diamond School to begin or for all clear and a return to school.
- Pupils will walk in column by class group with adults evenly spaces out to supervise pupils.
- Most of the walk is through the park with only a minor road to cross. When walking on pavement areas pupils will always walk on the left-hand side of the adults supervising them. One adult is to walk at the front and lead the group to their destination, a second adult will walk at the back.
- A member of staff will have gone ahead and notified Round Diamond that we are on our way.
- The class registers must be taken again once we reach Round Diamond.
- A decision will be made whether to remain at the safe haven until it is safe to return to school or whether parents will be contacted to collect their child from Round Diamond.

GAS LEAKS

If you smell gas, or suspect there is a gas escape, you should immediately:

- Open all doors and windows.
- Notify the head teacher / senior member of staff of the incident.
- Call the site manager who will check that all gas appliances are switched off and shut off the gas supply at the meter control valve located in the following places – **Nursery** – Mounted on front external wall by main entrance, **Year 2** – Mounted on front external wall, **Infant Block** – Internal boiler room rear of hall gated area between hall and year 3, **Junior Block** – Internal gas cupboard in year 4, contains 2 meters one for block and one for kitchen. Keys to these cupboards kept in key cupboard in main office.
- Do not turn on / off any electrical switches.



- Evacuate part or all of the premises as necessary.
- If gas continues to escape, telephone National Grid on 0800 111 999 and follow advice given.

CHEMICAL SPILLS

The Site Manager is responsible for all the storage of all hazardous substances on site and is familiar with the chemicals and how to deal with spills. He has the relevant CLEAPSS hazards and advice paperwork for the products, which will be followed if it is spilled.. Where there is any doubt on how to proceed the CLEAPSS helpline will be called- 01895 251496.

If it is safe to do so (evaluating the amount spilt and degree of hazard), staff will isolate the area and, wearing the appropriate protective equipment take necessary action to clear up the spill, ventilating the area and evacuating the immediate vicinity where required.

If spill is severe and/or fumes are causing distress then the school's evacuation procedures will be followed. In extreme cases Fire & Rescue will be called (dial 999) as the lead agency in dealing with chemical / toxic / hazardous spillage incidents.



Appendix A

Assembly Points 1 and 2

Assembly Point 1 – KS1 Playground

Assembly Co-ordinator – Headteacher – Mrs Khangura (Deputy Assembly Co-ordinator – Mrs Moore)

Nursery

Reception Classes

Year 1 Classes

Year 2 Classes

Visitors to KS1 and EYFS

Miss Bullen will bring out KS1 Evacuation Box (Appendix C)

Mrs Reeves to call staff & visitor registers.

Assembly Point 2 – Junior Playground

Assembly Co-ordinator – Deputy Head - Mrs Barr (Deputy Assembly Co-ordinator – Dr Christie)

Year 3 Classes

Year 4 Classes

Year 5 Classes

Year 6 Classes

Visitors to KS2

Mrs Leadbetter will bring out KS2 Evacuation Box (Appendix c)

Mrs Fonseca to check staff & visitor registers.

Brighter Days Breakfast & After School Club

Assembly Point 2 – Junior Playground

Assembly coordinator –

After School Club - M Cullinane (Deputy - S Andrews)

Breakfast Club - M Cullinane (Deputy – M Devonshire)



Appendix B

Duties and Responsibilities of Delegated Staff

Site Manager – Carries out an immediate risk assessment of the situation, will be responsible to ensure all contractors on site are accounted for and report any absences to the School Business Manager. He will shut off the gas supply at the meter control valve if gas leak suspected.

Headteacher – Assembly co-ordinator for assembly point 1 (infant playground) - Deputy Assembly Co-ordinator – (Mrs Moore) and will liaise with the Fire Brigade on their arrival.

Deputy Head – Assembly co-ordinator for assembly point 2 (junior playground) (Deputy Assembly Co-ordinator – Dr Christie)

Teachers, Cover TAs and Club Leaders – Lead the immediate evacuation of their class by the safest, nearest route. Toilets within classrooms should be checked and teachers must ensure the last person to leave closes the exit door. Teachers/Cover TAs/Club Leaders will call the register once they reach the assembly point. They must inform the relevant assembly co-ordinator of any absences. **Teachers will also actively ensure that the means of escape in their classroom is never obstructed or blocked.**

Lunchtime Manager – Will be responsible to ensure all MSA staff are accounted for and report any absences to the School Business Manager.

School Business Manager – Will be responsible to ensure all staff and visitors are accounted for and report any absences to the assembly co-ordinators.

Office staff – Will summon the emergency services, activate infant block alarm (if not already activated) and inform other blocks to evacuate if necessary. They will also take the evacuation boxes which include - registers, Chromebook, walkie talkies, and first aid box, emergency inhaler, emergency **EpiPens** and contact details to relevant assembly points (**Appendix C**).

HCL Kitchen Manager - Will be responsible to ensure all the kitchen staff are accounted for and report any absences to the School Business Manager. **They will also ensure all appliances are switched off.**



Breakfast & After School Club – Brighter Days managers will be responsible for the evacuation of both the staff and the children attending the clubs ensuring they are all accounted for. They will report any absences to the Fire Brigade, the Site Manager, and a member of SLT (if they are still on site).

P Milton (Cleaning Manager) - Will be responsible to ensure all the cleaning staff are accounted for and report any absences to the Fire Brigade, the Site Manager, and a member of SLT (if they are still on site).

B Logan (Pilgrims Way Playgroup Manager) - Will be responsible for the evacuation of both her staff and the children attending the playgroup ensuring they are all accounted for. She will report any absences to the assembly coordinator.

Fire Marshals/Wardens are responsible for ensuring that their allocated areas are fully evacuated during an emergency and will support with guiding staff and pupils to the designated assembly points.

In the event that a Fire Marshal/Warden is absent, it is their responsibility to ensure that another member of staff is prepared to fulfil these duties.

For detailed information, including the list of fire marshals, their deputies, assigned areas, and specific duties, please refer to pages 4-6 of this document.



Appendix C

Evacuation Boxes

Evacuation Boxes contain the following:

- Relevant Key Stage registers
- Staff & Visitor Register via Sign in app
- Pupil Emergency Contacts
- Staff Emergency Contacts
- Arbor Fire Drill Report
- School Plan
- First Aid Supplies
- Emergency Inhaler
- **Emergency EpiPens**
- Walkie Talkies
- Chromebook
- Admin staff will also take their mobile phones



Appendix D

Bomb threat checklist

Actions to be taken on receipt of a bomb threat

1. Remain calm and talk to the caller
2. Note the caller's number if displayed on your phone
3. If the threat had been sent via email or social media, see appropriate section below
4. If you can, record the call
5. Write down the exact wording of the threat:

ASK THESE QUESTIONS AND RECORD ANSWERS AS ACCURATELY AS POSSIBLE:

1. Where exactly is the bomb right now?
2. When is it going to explode?
3. What does it look like?
4. What does the bomb contain?
5. How will it be detonated?
6. Did you place the bomb?
7. What is your name?
8. What is your address?
9. What is your telephone number?
10. Do you represent a group or are you acting alone?
11. Why have you placed the bomb?

Record time completed:





INFORM HEADTEACHER (OR MOST SENIOR MEMBER OF STAFF ON SITE).

Name and telephone number of person informed:.....

DIAL 999 AND INFORM POLICE Time informed.....

This part should be completed once the caller has hung up and police / building security / coordinating manager have all been informed.

Date and time of call:

Duration of call:

The telephone number that received the call:

About the caller:

MALE

FEMALE

AGE

NATIONALITY

Threat language:

WELLSPOKEN

IRRATIONAL

FOUL

INCOHERENT

TAPED





Caller's voice:

CALM CRYING ANGRY SLURRED

EXCITED RAPID SLOW LISP

STUTTER HOARSE DISGUISED LAUGHING

DEEP NASAL

Familiar voice?

If so who did it sound like?

Accent? If so what accent?.....

Other sounds :

Street noises House noises Animal noises Other voices

PA System Static Motor Clear Factory noises

Office machinery Other (please specify).....





Additional notes:

.....
.....
.....
.....
.....

Signature:

Print name:.....

Date:

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA

1. Do not reply to, forward or delete the message
2. If sent via email, note the address
3. If sent via social media, what application has been used and what is the username/ID?
4. Dial 999 and follow police guidance
5. Preserve all web log files for your organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

SAVE AND PRINT – HAND COPY TO POLICE AND SECURITY OR COORDINATING MANAGER Retention period: 7 years

