

# SUTTON CE (VC) PRIMARY SCHOOL



## **Fire and Emergency Evacuation Procedures**

Version 2018: v1

Approved by Governors: February 2018

**To be reviewed annually**

## FIRE AND EMERGENCY EVACUATION POLICY AND PROCEDURE

This document details the fire and emergency evacuation procedures for the following premises; Sutton CE (VC) Primary School. Staff should ensure that they are familiar with these procedures and act upon the requirements.

### **Aim**

The aim of this policy is to ensure the safety of all members of our school community in the event of a fire or other hazard that would result in the evacuation of the building.

### **Fire Drills**

Fire drills are carried out each term and logged in the Fire Log Book. There are four different kinds of fire drill:

- At the beginning of the school year an assembly is held to inform staff and pupils about the procedures for evacuating the building safely during which time the alarm is sounded to familiarise everyone to the sound. Within a week of this assembly a fire drill is held.
- Staff are informed that a fire drill will happen during an identified week. Pupils are not informed
- Neither pupils nor staff are informed when the fire drill will take place in order to maintain authenticity and reduce complacency.
- A fire drill takes place when pupils are engaged in a non-classroom based activities – eg playtime, assembly time. Prior to this event taking place there will be an assembly to explain to the children how they should leave the building/line up

### **Sounding of the alarm**

The alarm is only to be sounded on the following occasions:

- Fire emergency
- Planned rehearsal of the emergency plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly. The alarm should be sounded for any emergency where the evacuation of the premises is needed. Anyone discovering a fire should sound the fire alarm by breaking the glass on one of the emergency call points.

### **Disabled Persons**

If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way to the fire exit, and make their way to the relative assembly point.

## **Roles and Responsibilities**

The following persons have fire safety responsibility within the school:

### **Headteacher**

The Headteacher will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place. That all maintenance checks are carried out in line with the school's Health and Safety Policy and that repairs are done immediately. The Headteacher (or Deputy Headteacher) will liaise with the emergency services on their arrival. Depending upon the location of the fire this meeting will take place in on the top playground.

### **Office staff**

In the event of a fire, Office staff should telephone for emergency assistance if the alarm sounds (except when a scheduled practice is taking place.) They will check the adult toilets, staffroom and community room on the way out of the building.

Office staff will take out:

- Paper copies of class registers, the Late Book and Visitors book/signing in & out book
- Gate keys

### **Teaching Staff and Teaching Assistants**

All teaching staff have responsibility for the safe evacuation of children in their charge. Teachers have a responsibility to know the evacuation procedures. To take charge and ensure the children in their care evacuate the building in an emergency. They will also actively ensure that the means of escape in their classroom is never obstructed or blocked.

Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly and in single file. Designated members of staff may need to walk the opposite way along corridors.

Teaching staff should be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). These will be in place for children who may experience difficulty in evacuating the building by the designated escape route due to physical barriers eg. steps. The PEEP will clearly state what is to happen to those children. If a child or staff member has had to put a PEEP into action, this must be reported to the Headteacher upon reaching the Fire Assembly Point.

The staff member in charge of the class shall take a register to check what children are missing. Any missing children or staff will be reported initially to the Headteacher and then to the Chief Fire Officer upon their arrival detailing:

- Name of missing person
- Date and time last seen and by whom
- Any other information on the person eg. medical, behavioural needs

The staff member in charge of the class is then to supervise the class and await further instructions from the Headteacher/ Chief Fire Officer.

**Under no circumstances is anyone to re-enter the building until the all clear is given.**

## Designated Fire Wardens

Each area of the school will have an appointed members of staff to undertake a 'last person' check on the main escape routes out of the building:

- All classrooms are checked for people with a verbal shout, 'Anyone there?' and a visual inspection.
- Doors are **not to be opened** unless people are seen or heard on the other side.
- Ensure fire doors are closed.
- Report anything suspicious to the Headteacher who will pass this information onto the Chief Fire Officer.
- **They do not put their own safety in danger at any time. If in doubt, leave the building by the nearest exit.**

Upon leaving the building, the appointed members of staff will ensure the outside doors are closed and report immediately to the Headteacher that the route has been checked and anything observed.

## Other members of staff

All other members of staff, including CCS Catering Staff will support the evacuation of the building by following the emergency procedures in event of a fire.

## Volunteers and other non-employees including contractors working on site

The school will inform volunteers, such as students on placement/work experience and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of children from the premises.

## What staff should do if they discover a fire

- Staff should break the nearest break glass point on their way out of the building and report the location of the fire to Headteacher or Deputy Headteacher as soon as possible after ensuring the children in their care have evacuated to the designated assembly point on the school playground.
- Staff **should not** attempt to tackle a fire.
- Staff should evacuate the building by the nearest available fire exit.
- Staff should not stop to collect personal belongings on their way out.
- Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher or Chief Fire Officer.

## What children or visitors should do if they discover a fire

- Children should inform the nearest adult of the location of the fire and leave the building by the nearest exit.
- Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

### **How the evacuation of the premises should be carried out**

- All occupiers of the premises should exit by the nearest available fire exit. These are clearly marked near the fire exit doorways.
- Staff responsible for children should ensure that all children in the class have left the room before exiting themselves.
- The last person out of an area should be an adult.
- Staff should close the door behind them on leaving the room.
- Staff and children should move quickly and quietly but do not run.

### **Evacuation Exits and Assembly Points**

- These are clearly identified in each individual classroom/area of the school
- If the designated exit is blocked by the fire, staff will need to direct the children to use the nearest exit.
- All children to line up, staff to count and check pupils present.
- All children, staff and visitors will go immediately to the assembly points and children should join their class line.

### **Fire Evacuation Plan – Lunchtimes**

For health and safety reasons, it is imperative that children are never left alone in any part of the school building. All staff including the Midday Supervisors (MDSAs) should be extremely vigilant during lunchtimes in ensuring children are not in the school building without an adult present.

If an evacuation is needed at lunchtime, the teaching staff upon hearing the fire alarm will go directly on to the playground and stop the children asking them to line up in their class lines. Once the children are all gathered in one place a register check will take place

### **Dry Lunchtimes**

Each MDSA will take responsibility for the class they are allocated to during a wet playtime – see Appendix A.

If there are children in the hall, the MDSAs on duty in the hall will take responsibility for evacuating the children via the hall fire exits (side door to car park and main entrance).

Staff in the building or class bases will check toilets, computer suite / library, cloakrooms and class bases on their way out of the building.

### **Wet Lunchtimes**

MDSAs and pupils to leave through designated exits and assemble at the designated assembly points within this plan.

## **Emergency Evacuation Following a Bomb Threat**

### **Receiving a Bomb Threat Guidance**

Even the best contingency plan will not prevent bomb threats from disrupting normal daily activities. However this disruption can be minimised if the recipient of the threat knows how to handle it. There are usually two different ways a bomb threat is received:

#### **Telephone Threat**

Most bomb threats are delivered by telephone because the caller:

1. Knows or believes an explosive or incendiary device had been or will be placed and wants to minimise personal injuries and/or property damage; **OR**
2. Wants to disrupt normal activities by creating anxiety and panic

#### **EVERY THREAT MUST BE TAKEN SERIOUSLY AND DEALT WITH IN SUCH A WAY AS NOT TO CREATE PANIC**

- Record everything being said, especially the exact wording of the threat.
- Any background noise may help identify the source of the call and it is also important to try and extract as much information as possible about the type, size and location of the device.
- In addition the recipient should indicate to the caller that the building is occupied and the detonation of the bomb could result in the death or serious injury of many innocent people.

#### **Written Threat either by letter or email**

If a written threat is received all materials, including envelopes and containers, must be saved. Contact with these materials should be minimised. Excessive handling might destroy valuable fingerprint evidence. Handle as little as possible.

#### **Conclusion**

No solution can be offered to eliminate either bomb threats or planted bombs so organisations need to implement both good physical security and comprehensive bomb threat response plan.

Further advice and guidance regarding this issue can be found at:

<http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>

<http://www.cpni.gov.uk/documents/poster%20and%20checklists/bomb-threat-checklist.pdf?eslanguage=en-gb>