

## St Nicholas CE VA Primary School

### GENERAL EMERGENCY PROCEDURES

Adopted: November 2016

Review date (Annual): November 2017

#### FIRE EVACUATION

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

- Staff 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***. They should then notify *the main office* of the exact location of the incident.

##### ON HEARING THE FIRE ALARM:

- All staff, pupils, occupants of building must respond to alarm activations **IMMEDIATELY**.
- The fire alarm is a ***continuous ringing bell***
- Mrs Hanson or a member of staff will summon the emergency services (**DIAL 999**) as necessary; or they will be notified by our service monitors – Southern Monitoring.
- Staff will supervise / affect the evacuation of pupils/visitors to the designated assembly point **at the front of the school**. **If access to this designated assembly point is blocked or cannot be accessed the assembly point in the recreation ground should be used.** ( **See Appendix A for all evacuation points** .
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to our Fire Warden (*Mrs Hanson*) or a senior member of staff at the assembly point. (**See Appendix A : *Fire Exits and assembly points***)
- Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should walk in silence and remain with their teacher at the assembly point.
- **If the alarm is raised during lunchtime**, pupils should leave the hall through the Fire Exits leading to the playground.
- The whistle should be blown to get the children to stop.
- A member of the Lunchtime Staff should open the gate at the front of the school.
- Lunchtime staff to call a class at a time to leave through the gate and line up in their classes. Older classes to lead.
- If the alarm is raised during WET LUNCHTIMES pupils should leave in single file when instructed by the Lunchtime supervisor in charge of the

class. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should walk in silence and remain with the lunchtime staff at the assembly point.

- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

**A calm orderly exit is essential**  
**Walk quickly – DO NOT RUN or stop to collect belongings**

- On arrival at the assembly area pupils must stand in their classes while staff (Teachers / TAs/ Lunchtime Supervisors) check their registers. Registers, visitors book etc. will be taken out to the assembly point by [Mrs Hanson](#)
- The result of this check must be reported to the Headteacher /Senior member of staff (Mrs Salisbury / Mrs Sanders) as soon as it is completed.
- Fire wardens are responsible for ensuring corridors/buildings are cleared. Fire wardens should ensure that in the event of their absence, another member of staff is available to take over their duties.

<b>Area of School</b>	<b>Fire Warden</b>
➤ KS1 / KS2 Toilets /Art Room	Mrs Tracy Maley or Mrs Salisbury
➤ Canteen/ Hall	Mrs Tracy Maley or Mrs Salisbury
➤ Reception Toilets	Reception Staff ( Miss Ireland / Mrs Brewer )
➤ Open playground Gates	Mr Adey or member of staff in room ( ACERS )
<b>Evacuations during lunchtime</b>	
<b>Area of School</b>	<b>Staff responsibility</b>
➤ Reception /KS1/KS2 Toilets / Art Room	Mrs Tracy Maley or Mrs Salisbury
➤ Canteen / Hall	Lunchtime Staff working in the kitchen at the time the alarm is raised.
➤ Open playground Gates	Member of the Lunchtime Team or member of staff occupying class ( ACERS)

- All staff with the above responsibilities should report to the Headteacher or senior member of staff that all corridors, toilets and hall are cleared.
- The Headteacher /senior member of staff will liaise with the Fire Brigade on their arrival.

- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade / Headteacher/ senior member of staff.
- If the building cannot be reoccupied following an evacuation, pupils will be evacuated to *the community hall* and arrangements made to contact parents.

## **GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**

### **Mobility Impairment**

Those people 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.

If staff or pupils with significant mobility impairments access the upper floors then additional measures such as Evac-chair's may need to be provided for the site. (These are specially designed chairs for bringing a person down a stair.)

### **Visual disability**

People with a visual disability will usually require the assistance of one person, on stairways the helper should descend first with the persons hand on their shoulder, on level surfaces they should take the helpers arm and follow them.

### **Hearing disability**

People with a hearing disability should be escorted out of the building by staff.

In the event of staff with a hearing impairment joining then they may require additional means of being warned in the event of 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.

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

The signal for evacuation of the building, should this be necessary, will be **BT**.

The normal evacuation procedure should be followed. **The Evacuation point in the case of a Bomb Threat will be the Community Hall.**

### **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 facilities / site manager.
- Check that all gas appliances are switched off  
Shut off the gas supply at the meter control valve located at *the rear of the Pre School (The Ark)*
- Evacuate part or all of the premises as necessary.
- If gas continues to escape, telephone National Grid on 0800 111 999.

### **CHEMICAL SPILLS**

If it is safe to do so identify the substance spilled and take necessary action to minimise contamination if trained to do so.

It may be necessary to evacuate the room and ensure windows are opened.

If spill is severe, evacuate part or all of the building, using fire drill procedures if necessary.

Move all persons to a safe location, and call the emergency services. The Fire & Rescue Service are the lead agency in dealing with chemical / toxic / hazardous spillage incidents.

If severe spill is immediately outside the building:

- Follow procedures to contain all persons within the building.
- Ensure all doors and windows are locked.
- Switch off fans or air conditioning
- Avoid using electrical equipment in case sparks are produced.
- Do not smoke.

Drafted: September 2016 by Tracy Maley Headteacher and Jenny Hanson – Fire Warden

Review Date: November 2017