



GENERAL EMERGENCY PROCEDURES

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 without hesitation activate the fire alarm [using the nearest available break glass call point]. They should then notify the main office of the exact location of the incident

FIRE FIGHTING – TRAINED FIRE WARDENS ONLY

- The safe evacuation of persons is an absolute priority. **Only trained staff may attempt to deal with small fires, if it is safe to do so without putting themselves or others at risk**, using portable firefighting equipment.
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

ON HEARING THE FIRE ALARM:

- All staff, pupils, occupants of building must respond to alarm activations
- The fire alarm is a continuous ringing bell
- The office staff member who was notified of the fire will summon the emergency services and notify the other staff in the office. The other office staff will activate the alarm in the infant block (if not already activated) and inform other blocks to activate alarms and start evacuation.
- Staff will supervise / affect the evacuation of pupils/visitors via the safest nearest exit to the designated assembly points (appendix A)
- Bags and coats are **NOT** to be collected on the way out
- Staff not with pupils, visitors and contractors must leave the building by the safest nearest exit and go to the nearest assembly point (appendix A) and report to Lisa Hoskins or Ann-Marie Fonseca
- Pupils should leave via the nearest escape route in single file when instructed by the teacher/staff in charge of the class.
- **The last person to leave the classroom must close the door.** Pupils should walk in their class group and remain with their teacher at the relevant assembly point.
- If pupils are not in their usual classroom when the alarm sounds, staff must supervise their evacuation to the appropriate assembly point (appendix A), leaving the building by the nearest escape route.

A Calm orderly exit is essential so that instructions can be heard

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Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area pupils must line up in their class groups while staff check their registers. First class to arrive, 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.
- 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 McGregor
- All visitors books, SpLD sign in book etc. will be taken out to the assembly point 1 (infant playground) by Mrs Hoskins.
- 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.
- Assembly co-ordinator for Assembly point 1 (KS1 playground) – Headteacher – Leigh Humphries (Deputy – Alison Barr)
- Assembly co-ordinator for Assembly point 2 (KS2 playground) – Deputy Head – Davinder Khangura (Deputy – Alison Barr)
- Once the assembly co-ordinator has seen all registers in the air for their assembly point your register can be taken down
- The assembly co-ordinators will communicate via walkie- talkies that will have been taken out to the playgrounds along with the registers
- The result of this check must be reported to the Headteacher /Senior member of staff 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:

Area of School	Fire Warden	Deputy (to cover absence)
Nursery Block	Ewa Balaban	Leanne Stewart
Infant Block	Ann-Marie Fonseca	Sally Clibbon
Year 2 Block	Marie Doherty	L Webb/L Maisey
Year 3 Block	Rhiannon Parry	Sarah Goodson
Year 5 Block	Nick Blanch	Joannie Garner
Junior Block	Andrew Christie	Hayley Whittaker
Pilgrims Way	Karen Smith	Chloe Payne
Contractors	Martin Small	Office Staff

- The Headteacher /senior member of staff will liaise with the Fire Brigade on their FGB 27 May 20 – Appendix Corona Virus Added





arrival and give them details of any missing persons, the location of the fire and access points into the building.

- 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 Round Diamond School and arrangements made to contact parents.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Teachers who have a disabled child in their class, line managers who have a disabled member of staff and staff members with a disabled visitor should contact the School Business Manager if they have concerns that the person in question will have difficulty evacuating the building. A personal emergency evacuation plan will then be developed.

BOMB THREATS

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.
- 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 new 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.

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- 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 the 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.

HCC Guidance June 2016 - seven key instructions applicable to most bomb threat incidents:

1. **Do not touch suspicious items**
2. **Move everyone away to a safe location**
3. **Prevent others from approaching**
4. **Communicate safely to staff, students, visitors and the public**
5. **Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover**
6. **Notify the police**
7. **Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.**

GAS LEAKS

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

- Open all doors and windows.

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- Notify the head teacher / senior member of staff of the incident.
- Call 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.
- Evacuate part or all 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.

Appendix A – Please see Appendix D for variation of assembly points during Corona Virus Outbreak

Assembly Points 1 and 2

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Assembly Point 1 – KS1 Playground

Assembly Co-ordinator – Headteacher – Leigh Humphries (Deputy Assembly Co-ordinator
Alison Barr)

Nursery
Reception Classes
Year 1 Classes
Year 2 Classes
Visitors to KS1 and EYFS
Julia Bullen will bring out KS1 Evacuation Box (Appendix C)
Lisa Hoskins to call staff & visitor registers

Assembly Point 2 – Junior Playground

Assembly Co-ordinator – Deputy Head Davinder Khangura (Deputy Assembly Co-ordinator
Alison Barr)

Year 3 Classes
Year 4 Classes
Year 5 Classes
Year 6 Classes
Visitors to KS2
Ros McGregor will bring out KS2 Evacuation Box (Appendix c)
Ann-Marie Fonseca to call staff & visitor registers.

Appendix B

Duties and Responsibilities of Delegated Staff

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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

Leigh Humphries - Head Teacher – Assembly co-ordinator for assembly point 1 (infant playground) - **Deputy Assembly Co-ordinator – (Alison Barr)** and will liaise with Fire Brigade on their arrival

Davinder Khangura - Deputy Head – Assembly co-ordinator for assembly point 2 (junior playground) (**Deputy Assembly Co-ordinator – Alison Barr**)

Teachers 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/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.

PSB teacher - will take out PSB staff signing in book and ensure all PSB staff are accounted for and report any absences to the School Business Manager

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 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 registers, signing in books, walkie talkies, and first aid box and contact details to relevant assembly points

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.

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Denise Milner (After School Club Manager) – will be responsible for the evacuation of both her staff and the children attending the club ensuring they are all accounted for. She will report any absences to the Fire Brigade, the Site Manager and a member of SLT (if they are still on site).

Pauline Milton (Cleaners) - 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).

Karen Smith (Pilgrims Way Playgroup) - 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 Fire Brigade, the Site Manager and a member of SLT.).

Fire Wardens: are responsible for ensuring corridors/buildings are cleared and will help guide staff and pupils to the correct assembly points. Fire wardens should ensure that in the event of their absence, another member of staff is available to take over their duties

Area of School	Fire Warden	Deputy (to cover absence)
Nursery Block	Ewa Balaban	Leanne Stewart
Infant Block	Ann-Marie Fonseca	Sally Clibbon
Year 2 Block	Marie Doherty	L Webb/L Maisey
Year 3 Block	Rhiannon Parry	Sarah Goodson
Year 5 Block	Nick Blanch	Joannie Garner
Junior Block	Andrew Christie	Hayley Whittaker
Pilgrims Way	Karen Smith	Chloe Payne
Contractors	Martin Small	Office Staff

All delegated staff should ensure that in the event of their absence, another member of staff is available to take over their duties.

Appendix C

Evacuation Boxes

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Evacuation Boxes contain the following:

- Relevant Key Stage registers
- SIMS – Fire Drill Report
- Pupil Medical Conditions Report
- Staff Register
- Pupil Emergency Contacts
- Staff Emergency Contacts
- School Plan
- First Aid Supplies
- Walkie Talkies

Appendix D – Addendum during Corona Virus Outbreak

MEASURE TO TAKE	✓
<p>The school has followed the guidance below from the DFE Managing School Premises During the Corona Virus Outbreak see details below:</p> <p>You must review and if necessary, update your fire management plans and ensure any changes to fire escape routes are clearly identified and communicated.</p> <p>During the reduced occupancy period you must:</p> <ul style="list-style-type: none"> ● Carry out weekly checks of alarms systems, call points and emergency lighting ● Carry out regular hazard spotting to identify escape route obstruction ● Check that all fire doors are operational ● Fire drills should continue to be held as normal <p>School Review of Assembly Points</p> <p>To try and maintain social distancing between pods the following will be implemented:</p> <ul style="list-style-type: none"> ● New assembly points will be allocated to each pod ● Assembly points will be arranged to try and avoid pods having to cross paths with other pods 	

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The Leys Primary & Nursery School

★ Accelerating progress ★ Enriching Wellbeing ★ Promoting partnerships

<ul style="list-style-type: none">• The school field and grassed areas will be used to help with social distancing• See attached site map indicating fire assembly points• During the phased return of pupils to school 2 drill drills will be practiced	
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