



Watchorn Christian School General Emergency Procedures Policy

FIRE EVACUATION

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

- Those discovering a fire or other emergency for which the building should be evacuated should activate the fire alarm using the nearest available break glass call point.

FIRE FIGHTING

- The safe evacuation of all occupants is the absolute priority. Staff may attempt to deal with small fires (i.e. small waste paper bin size), using portable firefighting 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.
- Staff are made aware of the type and location of portable firefighting equipment in their working areas and receive basic instruction on how to use it.

ON HEARING THE FIRE ALARM:

- The fire alarm is a *continuous ringing bell* and all staff, pupils and other occupants of the building must respond to alarm activations.
- *The head teacher* will check the fire alarm panel which is in the foyer and, **if safe to do so**, go to the zone indicated to investigate the cause of the activation. Once the cause of the alarm has been identified, *the head teacher* will communicate this to the other staff members.
- *The head teacher or deputy* will summon the emergency services (**DIAL 999**) as necessary;

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

- Staff will ensure the evacuation of pupils/visitors via their nearest available exit to the designated assembly point listed below.
- All occupants must leave the building by the nearest exit and report directly to *the head teacher/deputy* at the assembly point.
- Pupils should follow the instructions of their teacher, leaving in single file via the nearest available fire escape route.
- The adult at the back will do a sweep of the room, checking all children have exited the area.
- Checks on toilet areas should include a check on individual cubicles.
- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.
- The assembly point is located at the front of the building, behind the red welcome sign (see diagram).
- Children in the nursery (lower ground room) will exit through the back fire door and through the side gate. Or they will exit through the classroom door, into the sports hall, out via the fire exits and through the side gate onto the front of the building. (see diagram).
- The KS1 children in the upstairs classroom will exit down the back staircase, out through the back fire exit and through the side gate onto the front of the building. Or they will exit along the corridor, down the front staircase, into the sports hall and out via the fire doors (see diagram).

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

- On arrival at the assembly point pupils must stand in their class groups while staff check their registers.
- Registers, visitors book, staff signing in book etc. will be taken out to the assembly point by the head teacher/class teacher. The result will be reported to the Headteacher /Deputy as soon as it is completed.
- The Headteacher /Deputy will liaise with the Fire Brigade on their arrival.
- 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/ Deputy.
- Pupils will then be dismissed class by class.
- If the building cannot be reoccupied following an evacuation, pupils will be evacuated to *the Watchorn Playing Fields, Derby Road*.

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.

CO-ORDINATION WITH OTHER SITE USERS / OCCUPANTS

VISITORS

- All visitors to the school must sign in and out of the school and will be made aware of evacuation procedures on their arrival.
- Visitors to the school are the responsibility of their 'host' and must be escorted to the assembly point by the particular member of staff concerned.
- 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 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 location of fire-fighting equipment and fire alarm call points in relation to the area of their work.
- 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.

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 accessing upper floors or areas where egress is difficult then 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 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

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

Staff taking the initial phone call should try to record as much information as possible (see appendix 10 of schools emergency response plan at end of policy).

Contact the police (999) for advice as to whether the school should be evacuated.

The signal for evacuation of the building, should this be necessary, will be the fire alarm.

The normal evacuation procedure should be followed, however the evacuation point in the case of a bomb threat will be the Watchorn Playing fields on Derby Road.

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 /deputy of the incident.
- Call facilities / site manager.
- Check that all gas appliances are switched off
- Do not turn on / off any electrical switches
- Shut off the gas supply located in the third cupboard of the sports hall.
- Evacuate part or all of the premises as necessary.
- If gas continues to escape, telephone National Grid on 0800 2335323 and follow advice given.

CHEMICAL SPILLS

School staff must be familiar with the chemicals they use and how to deal with spills.

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 10 - BOMB THREATS

+ If you receive a telephone call from someone who claims to have information about a bomb, record as much information as possible.

Time of call:

Telephone number you were contacted on:

.....

.....

Exact wording of the threat:

.....

.....

+ Stay calm. Being cautious, and without provoking the caller, try to ask the questions below.

Where is the bomb right now?

What will cause it to explode?

.....

.....

When will it explode?

Did you place the bomb? If so, why?

.....

.....

What does it look like?

What is your name?

.....

.....

What kind of bomb is it?

What is your telephone number?

.....

.....

What is your address?

.....

.....

+ Try dialling 1471. You may get information on where the phone call was made from

Did dialling 1471 work?

.....
Time the call ended:

.....
Contact the Police (999) and headteacher / nominee immediately.

+ Carry out further actions based on Police advice.

What gender was the caller?

- Male
 Female

Approximately how old was the caller?

Did the caller have an accent?

.....
Did the caller use a codeword?

.....
Did the caller sound familiar?

.....
What sort of voice did the caller have?

- | | | |
|------------------------------------|----------------------------------------|-------------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Well spoken | <input type="checkbox"/> Impediment |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Poorly spoken | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Quiet | <input type="checkbox"/> Deep | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Whispered | <input type="checkbox"/> High pitched | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Hoarse | <input type="checkbox"/> Other |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Nasal | |

At what pace did the caller speak?

- | | | |
|---------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Quick | <input type="checkbox"/> Slow |
|---------------------------------|--------------------------------|-------------------------------|

What manner did the caller have?

- | | | |
|-----------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Upset | <input type="checkbox"/> Irritated |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry | <input type="checkbox"/> Muddled |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Rational | <input type="checkbox"/> Other |
| <input type="checkbox"/> Laughing | <input type="checkbox"/> Irrational | |

Were there any distinguishable background noises?

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