

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 office or Headteacher the exact location / nature of the incident.

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 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.

Staff are made aware of the type and location of portable fire fighting 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 siren and all staff, pupils and other occupants of building must respond to alarm activations.

When the fire alarm is activated, the fire alarm company will call the 2 main contact numbers in order of preference – (1) Paul Viala (07855 455210), (2) ProForce Security (020 8275 1023) to inform them that the alarm has been activated.

The Office Manager will check the fire alarm panel 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 Office Manager will communicate this to the Headteacher /Senior member of staff. The office staff 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 supervise / affect the evacuation of pupils/visitors via their nearest available exit to the designated assembly point(s) listed below.

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 Headteacher 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, leaving in single file via the nearest available escape route. The last person to leave the classroom closing the door behind them.

ASSEMBLY POINTS

- Infant Building – assembly point on the KS1 playground
- Junior Building – assembly point on the KS2 playground

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

The office staff will have a walkie talkie to communicate between both assembly points.

On arrival at the assembly point pupils must stand in their class groups while staff check their registers.

Registers will be taken out to the assembly point by the office staff and given to the class teachers. One member of staff will go to the Infant assembly point, and one to the junior assembly point. The office staff will take their mobile phones, if available, to activate the InVentry evacuation log. This allows the office staff to account for all staff and visitors signed in at the time of the alarm. The result of this check must be reported to the Headteacher/Senior member of staff as soon as it is completed.

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 WARDEN

Fire wardens are responsible for ensuring areas allocated to them have been evacuated. Michelle Blakemore should ensure that in the event of absence, another member of staff is available to take over their duties:

Area of School	Fire Warden
Infant Offices, staffroom and staff toilets.	Michelle Blakemore
EYFS area	Sam Corr
KS1 corridor and pupil toilets	Natasha Stinson
KS2 corridor and pupil and d staff toilets	Mandy Edwards
	Iwona Olejniczak

Once their area has been checked fire wardens should report to Michelle Blakemore (Infants) or Amanda Barrett (Juniors) that their designated areas are clear.

Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated.

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 Headteacher or Office Manager 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/ Senior member of staff.

Pupils will then be dismissed class by class.

If the building cannot be reoccupied following an evacuation, pupils will be evacuated to Mount Grace Secondary School, Church Road, Potters Bar, EN6 1EZ.

EVACUATION PROCEDURES BEFORE AND AFTER SCHOOL

Breakfast Club

On hearing the fire alarm, staff and pupils should leave the building by the hall fire door and assemble on the KS2 Playground. Staff should take the register with them.

After School Club

On hearing the fire alarm, staff and pupils should leave the room by the fire exit and assemble on the KS1 Playground. Staff should take the register with them.

After School Activities and Clubs

KS1 Building - on hearing the fire alarm the activity leader and pupil should leave by the nearest exit and assemble on the KS1 playground. Activity leaders should taken the register with them.

KS2 Building on hearing the fire alarm the activity leaders and pupil should leave by the nearest exit and assemble on the KS2 playground. Activity leaders should taken the register with them.

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 using the Hot Permit to Work system.

LETTINGS

The Office 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 St John's Nursery Playgroup and the PB1 Centre. Occupants have been informed of the school's evacuation procedures and are expected to follow these. Their assembly point is:

Herts Catering Limited	KS2 Playground
St John's Nursery Playgroup	KS2 Playground
PB1 Centre	KS1 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 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 most senior member of staff available.

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

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

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

The normal evacuation procedure should be followed but the assembly points will be:

- Bottom of grassed area in Infant Playground
- Back of KS2 Field (by gate to house)

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 Site Manager or Office Manager.
- Check that all gas appliances are switched off
- Do not turn on / off any electrical switches
- Shut off the gas supply located in boiler room. A separate switch is in the Kitchen.
- 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

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

For substances used in the curriculum the relevant CLEAPSS hazards and advice will be followed. Where there is any doubt on how to proceed the CLEAPSS helpline will be called.

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.