

St. Joseph's Catholic Primary School

Emergency, Fire Safety and Evacuation Policy

Here at St Joseph's Catholic Primary School, we learn and grow through the love of Jesus. Our community is a safe, caring and happy place where everyone is supported and valued. We encourage and challenge everyone to achieve their full potential, spiritually, academically, morally and socially. We inspire others with a love of learning and aim for excellence in everything we do. Through our own faith, we treat one another the way we would like to be treated. We help every child to be gentle and fair: to always do their best.

'Learning through the Love of Jesus Christ'

Introduction

St Joseph's is committed to providing a safe and secure environment for its pupils and staff. The governors and staff are committed to promoting British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths, cultures and lifestyles. This policy should be read in conjunction with the other school policies particularly:

- Health and Safety Policy
- CCTV Policy,
- First Aid Policy,

All school policies are updated regularly or if there is a change of guidance from government or the Health and Safety Executive.

Fire Drills

There will be regular fire drills, usually once each half term, but not less than one every term, when the safe and orderly evacuation of the building will be practiced. Any problems in the procedure must be reported to the Head Teacher, who will ensure that all necessary steps are taken to eradicate it. Details of all fire drills will be kept in the appropriate log book. On some occasions fire drills will take place with only the Head Teacher and Caretaker being aware beforehand.

During all fire alerts doors must be closed shut by the last person out using that particular exit route, providing to do so does not put any individual into danger. All persons in school must be accounted for.

The Fire Warden is Mr Stephen Weekes (Caretaker) and when he is not on site Mrs Kim Hannon (Office Manager).

If you find a fire or one is reported:-

- Staff discovering a fire or other emergency for which the building should be evacuated should activate the alarm [using the nearest available break glass call point]. The fire warden will know the exact location of the fire from the alarm panel.

Firefighting:-

- The safe evacuation of the school is priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, and **that they know how to use the portable firefighting.**
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

St. Joseph's Catholic Primary School

Emergency, Fire Safety and Evacuation Policy

Fire Exits:-

- Where a room or classroom leads directly outside, that door should be used when the fire alarm sounds. This door will have a fire exit sign above it.
- Where a room is without direct access to outside, a fire notice by the door will give directions of the route to exit the building.

Fire Evacuation

On hearing the fire alarm:-

- All staff, pupils and other visitors to the school must respond to the alarm activation. Each classroom should be evacuated directly to the outside and where this is not possible should follow the instructions on the wall by the door.
- The fire alarm is a distinctive continuous ringing bell.
- The fire warden will check the fire panel (if safe to do so) and go to the zone where the alarm has been activated to investigate if there is a fire or a false alarm.
- The Office Manager or a member of support staff close to the office will bring outside:
 - School phone.
 - Pupil Contact details (Red Files)
 - Class registers,
 - Late book and Visitors book/signing in & out book
- If there is a fire the fire warden will ensure the building is empty and checking rooms that are accessible - and call 999.
- All staff will act as Fire Marshalls as they have responsibility for the safe evacuation of children in their charge to the designated assembly point – ***the ball court in the school field.***
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the Office Manager at the assembly point.
- Pupils should leave in single file when instructed by the teacher in the 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 with their class.
- Any pupil with limited mobility who may have difficulty in exiting the building will have been identified and a member of staff will have been allocated responsibility for that child.
- 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 point pupils must stand in silence in their groups while staff check their registers. Registers, visitor book etc. will be taken out to the assembly point by the Office Manager. Once each pupil has been checked against the register the teacher in charge raises the register to notify the head teacher.
- The fire warden is responsible for ensuring the school is cleared. The fire warden should ensure that in the event of their absence, another member of staff is available to take over.
- The Head Teacher 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/Head Teacher.

Date: March 2017

Date of next review: March 2018

St. Joseph's Catholic Primary School

Emergency, Fire Safety and Evacuation Policy

Lunchtimes

For health and safety reasons, it is imperative that children are never left alone in the classes, corridors or library during lunchtime. All staff including the Mid-day Meal Supervisors (MMS) 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, a Senior Member of Staff will go onto the playgrounds, and ring the bell. Upon which the MMS will assemble the classes at the designated assembly points. Each MMS will be responsible for a class. In the absence of the teaching staff, MMS should take responsibility for the roll call and counting the children.

Dry Lunchtimes

MMS to assemble their class at designated assembly points on the playground. If there are children in the hall, the designated members of staff on duty will take responsibility for evacuating the children via the hall fire exits. Staff in the building or class bases will check toilets, IT room, library, corridors and class rooms on their way out of the building.

Wet Lunchtimes

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

Lockdown Situation

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a real and significant threat to the safety of staff and pupils in the school. Lockdown procedures may be activated in response to any number of situations, some examples of which might be:

- A significant incident/disturbance in the local community which poses a potential risk to the safety and well-being of pupils and staff, e.g. incident at Sundridge Park Station
- An intruder on the school site which poses a potential risk to the safety and well-being of pupils and staff
- An identified, non-human local risk, e.g. gas leak, toxic cloud, major fire, dangerous dog on the loose

The school's lockdown plan comprises set procedures triggered by clear signals which, when followed promptly and exactly, should minimise risk to the safety and well-being of pupils and staff until the threat has passed.

The Critical Incident Response Team (CIRT)

This team will lead the school through any significant emergency. Each member of the team has specific responsibilities. In the event that a member of the team is not on site at the time of an incident they should be contacted immediately and should make their way to the school site. If they are unable to access the school site as a result of the incident then they should liaise with an officer of an attending Emergency Service.

Head teacher	Incident Manager	Lead responsibilities and point of contact for emergency services, media, insurance and outside agencies
Deputy Head teacher	Parent Liaison Officer & Information coordinator	Responsibility for contacting parents and families of those involved: responsibility for obtaining information and

St. Joseph's Catholic Primary School Emergency, Fire Safety and Evacuation Policy

		briefing and liaising with staff, pupils, and parents, scribe to log events
Office Manager	Administrative Officer	Maintaining a record of contacts and actions, managing telephone contacts and individuals coming into school.
Finance Officer	Pupil and Staff Support Officer	Making arrangements for pupil and staff support
Premises Officer	Operations and Facilities Manager	Maintaining the normal running of the school.
Senior Teachers	Stand in	To stand in for any of the above in their absence
Mrs Nash	IT technical support	To update the website to keep parents informed

The Critical Incident Room

The Critical Incident Room will be the Main Admin Office and the Headteacher's Office. The CIR is equipped with the following facilities:

- A telephone to receive incoming calls
- A separate dedicated telephone line for outgoing calls
- Computer
- Map of Bromley
- Radio

Emergency Services

It is important to keep lines of communication open with Emergency Services. This role will be fulfilled by on-site members of the CIRT. Depending on the nature and severity of the incident, the school site may or may not be cordoned off.

Full Lockdown

A full lockdown may be declared in response to a confirmed threat to or a direct attack upon the school which may pose a significant risk to the safety and well-being of pupils and staff. Appendix A gives the plan and record sheet to be used in the case of a lockdown, regardless of whether it is a drill.

A full lockdown will be signalled by continued ringing of the school bell or the words 'Full Lockdown'. This will be repeated across the site and any adults should pass on the signal as soon as they hear it. Any member of staff may initiate a full lockdown if they are aware of an immediate danger to staff or pupils from a person or persons entering the school site. Once a full lockdown has been initiated, all staff and pupils should make their way to their classroom. In the event of a full lockdown happening at lunchtime, Mid-day meal supervisors or Teaching Assistants may take charge of any class whose teacher is not on site.

- At the instigation of a full lockdown the CIRT takes charge and ascertain the nature of the incident.
- The emergency service should be informed.
- Once all staff and pupils are in the buildings, all external doors and windows must be shut and locked.
- Staff should check the register against the class list hanging in the classroom to ensure that all pupils are accounted for. As soon as possible, the office should be notified on any pupils unaccounted for but no attempt should be made to search for them.

Date: March 2017

Date of next review: March 2018

St. Joseph's Catholic Primary School Emergency, Fire Safety and Evacuation Policy

- Any child that has ended up in a classroom other than their own should be noted on the list. This list will be brought with the class when they transfer to the hall.
- Lights, computers and interactive boards should be switched off and i-pads should be set to silent. Children should be told to sit on the floor and as far away from the windows and doors.
- It may be necessary to move the school into the hall if the situation demands it. This will be directed by a member of CIRT.
- Communication with parents will initially be via Parentmail. This will say, '**The school is in a full lockdown situation. During this period there will be no access to the school. The telephones will not be manned, external doors will remain locked and nobody will be allowed in or out of the school. This is for your children's safety. At this time parents should not attempt to access or contact the school. Further information will follow as soon as it becomes available.**' The purpose of the message is to reassure parents that the school and the Emergency Services are doing all that they can to ensure the safety of all pupils.
- As the incident unfolds further communication with parents may be made via Parentmail but the CIRT will be operating under the guidance of the Emergency Services.
- Parents need to know that there is no point coming to the school as no child will be released to parents during a full lockdown.
- The end of a lockdown will be signalled in person by a member of CIRT.
- At the end of a lockdown situation a final Parentmail will be sent. This will say, '**The school is no longer in full lockdown**'. There will then be details of when and how parents should collect their children.
- A full lockdown drill will be carried out once a year so that everyone knows what to do. This will include a Parentmail which will be entitled 'drill'. At the end of the drill the final e-mail will inform parents that the school day will continue as usual and parents are to collect their children at 3:00 pm.

Planned Evacuation

It may be necessary to evacuate the school following a lockdown situation or as a result of a fire. In the event of such a situation, the school, having liaised with the Emergency Services, will follow the fire evacuation procedure. Staff will proceed to St Joseph's Catholic Parish Hall where parents will be able to collect their children. Staff will take the class list with them and record who has taken each child.

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.

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

St. Joseph's Catholic Primary School
Emergency, Fire Safety and Evacuation Policy

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

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.

St. Joseph's Catholic Primary School Emergency, Fire Safety and Evacuation Policy

Appendix A

Full Lockdown Plan

Incident Management and Control	
Nominated Person	Responsibility
Headteacher	Incident Manager: key decisions, contact with Emergency Services, declaration of lockdown
Deputy Headteacher	Information Coordinator: manage communication with staff and parents
Office Manager	Admin & Liaison Officer: manage sending/receiving information
Site Manager	Operations/Facilities Manager: maintain running of key facilities, advise re site matters

Signals	
Full lockdown	Verbal: Full Lockdown, full lockdown
	Non Verbal: Continual ringing of the school bell

Full Lock Down Plan				
Step	Action	Check	Time	Initial
1	Communication: verbal/non-verbal signals			
2	All outside activity ceases, all pupils and staff return to classrooms			
3	CIRT assembles, contact emergency services			
4	All external doors and windows are locked			
5	Communication: <i>secure classrooms</i> <ul style="list-style-type: none"> • Lock external doors from classroom and corridors • Lights, laptops, boards turned off; phones/iPads set to silent • Sit out of sight • Stay away from windows and doors • No movement around the school 			
6	Head/Office Manager to call 999 and report the incident			
7	Communication: <i>head count</i> - <ul style="list-style-type: none"> • Head count in each room • Check against class list in the room • Note any additional children and their year group • Numbers reported as classes move to the hall 			
8	All staff to record communication using the 'Critical Incident Pack'- head counts to be recorded on site map			
9	Check for missing/injured staff/pupils if it is safe to do so			
10	CIRT liaises with Emergency Services, risk assessment, action plan			
11	Communication: inform parents			
12	Regular review of the situation			
13	Communication: update staff, update parents			
14	All clear			
15	Debrief meeting- staff/ children/ parents			

Date: March 2017

Date of next review: March 2018