



**St Stephen's C.E.
Voluntary Controlled
Primary School**

Fire and Emergency Evacuation Policy

Date policy last reviewed: February 2023

Signed by: _____

Headteacher

Date: _____

Chair of governors

Date: _____

Next date for policy
review:

February
2024

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

Aim

The aim of this policy is to ensure the safety of all members of our school community in the event of a fire or other hazard that would result in the evacuation of the building. Fire Drills Fire drills are carried out each term and logged in the fire log book. Staff are not warned of the specific time in advance in order to maintain authenticity and reduce complacency. During a fire drill, Office staff / Caretaker are to notify the fire brigade as the alarm is not monitored.

When a practice evacuation is taking place.

Sounding of the alarm. The alarm is only to be sounded on the following occasions:

- Fire emergency
- Planned rehearsal of the emergency plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly. The alarm should be sounded for any emergency where the evacuation of the premises is needed. Anyone discovering a fire should sound the fire alarm by breaking the glass on one of the emergency call points.

Disabled Persons

If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school. A PEEP plan will be written for pupils with significant needs who require physical assistance when leaving the building in an emergency.

Roles and Responsibilities

The following persons have fire safety responsibility within the school:

Head Teacher

The Head Teacher will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place. That all maintenance checks are carried out in line with LCC's Health and Safety advice and that repairs are done immediately. The Head Teacher (or Deputy Head Teacher) will liaise with the emergency services on their arrival. Depending upon the site of the fire the (HT or DHT) will meet the fire services on the car park.

Office staff

In the event of a fire, office staff should telephone for emergency assistance if the alarm sounds (except when a scheduled practice is taking place.) They will check the adult toilets, staffroom and headteacher's office on the way out of the building. Office staff will take out:

- Mobile phone.
- I Pad – this has the fire evacuation app & access to dojo (a contact app for parents)
- Gate keys

Teaching Staff and Support Staff

All staff are classified as 'Fire Wardens' as they have responsibility for the safe evacuation of children in their charge. Staff have a responsibility to know the evacuation procedures. To take charge and ensure the children in their care evacuate the building in an emergency. They will also actively ensure

that the means of escape in their classroom is never obstructed or blocked. Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly and in single file. Staff should be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). These will be in place for children who may experience difficulty in evacuating the building by the designated escape route due to physical barriers e.g. steps. The PEEP will clearly state what is to happen to those children. If a child or staff member has had to put a PEEP into action, this must be reported to the Headteacher upon reaching the Fire Assembly Point, the staff member in charge of the class shall take a register on the Evac app to check what children are missing. Any missing children or staff will be reported to the headteacher detailing:

- Name of missing person
- Date and time last seen and by whom
- Any other information on the person e.g. medical, behavioural needs

The staff member in charge of the class is then to supervise the class and await further instructions from the headteacher. Under no circumstances is anyone to re-enter the building until the all clear is given. No-one goes back through the school. All classrooms are checked for people with a verbal shout, 'Anyone there?' and a visual inspection. Doors are not to be opened unless people are seen or heard on the other side. Ensure fire doors are closed. Ensure that any child with a PEEP is evacuated safely. Report anything suspicious to the headteacher. They do not put their own safety in danger at any time. If in doubt, leave the building by the nearest exit. Upon leaving the building, staff will ensure the outside doors are closed and report immediately to the headteacher that the route has been checked and anything observed.

Non-Employees

The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises through the presentation of this policy in the induction file. The information will include any part they will be expected to play in the evacuation of children from the premises.

What staff should do if they discover a fire

Staff should break the nearest break glass point on their way out of the building and report the location of the fire to the headteacher/Deputy Headteacher/Bursar as soon as possible after ensuring children in their care have evacuated to the school playground fire assembly points. Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire fighting equipment safely.

Staff should evacuate the building by the nearest available fire exit. Staff should not stop to collect personal belongings on their way out. Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher or Fire Officers.

What children or visitors should do if they discover a fire

Children should inform the nearest adult of the location of the fire and leave the building by the nearest exit. Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire. How the evacuation of the premises should be carried out: All occupiers of the premises should exit by the nearest available fire exit. These are clearly marked near the fire exit doorways. Staff responsible for children should ensure that all children in the class have left the room before exiting themselves. The last person out of an area should be an adult. Staff should close the door behind them on leaving the room. Staff and children should move quickly and quietly but do not run.

Whole School Assembly

There will be one adult per 'unit' in the hall with the children at all times. Adults working in class bases in assembly time, will leave via nearest exit.

Kitchen staff will evacuate via the side kitchen door.

Assembly Point – junior playground area at the front of school. Hall

Community Room- Main community room entrance Assembly Point is the Infant Playground. When the room is used for classes in the evening, the exit to the path should be used and users should assemble outside of the entrance gate to the school. The procedure is explained to the hirer of the room on each occasion.

If the designated exit is blocked by the fire, you will need to use the nearest exit. All children to line up, staff to count and check pupils present. All children, staff and visitors will go immediately to the assembly points and children should join their class line.

Fire Evacuation Plan – Lunchtimes

For health and safety reasons, it is imperative that children are never left alone in the classes during lunchtime. All staff including the Lunchtime Supervisors (LS) should be extremely vigilant during lunchtimes in ensuring children are not in the classes, without an adult present. If an evacuation is needed at lunchtime, a Senior member of staff will go onto the playgrounds, sound a whistle and call 'Emergency Evacuation!' Upon which the LS will assemble their classes at the designated assembly points. In the absence of the teaching staff, LTS should take responsibility for the roll call and counting the children – the parentpay lunchtime register will be used to account for the children. 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 exit to the junior playground. Staff in the building or class bases will check toilets, computer suite/ cloakrooms and classes on their way out of the building. They will then assist LTS with registering pupils and accounting for children and other adults. Walkie Talkies will be used by the senior LS and other supervisors. Gate keys will be given to the senior LS to ensure that external gates can be opened to exit pupils from the building if required in an emergency. The Headteacher will ensure the barrier gate is open for this purpose, should it be required.

Wet Lunchtimes

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

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;
2. 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 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. CONCLUSION No solution can be offered to eliminate either bomb threats or planted bombs so organisations need to implement both good physical security and comprehensive bomb threat response plan.

The Lancashire Critical Incident Team and the Police should be telephoned in the event of any threat being made to school.

Critical Incident Support Team:			
Stephen McCoy	CIST Coordinator	Stephen.mccoy@lancashire.gov.uk	01772 531597
Lancaster, Fylde and Wyre	David Middleton	David.middleton@lancashire.gov.uk	01524 581200
South Ribble/West Lancashire	Stephen McCoy	Stephen.mccoy@lancashire.gov.uk	01772 531597
Chorley/Preston			01772 531818
Burnley/Pendle			01254 220553
Hyndburn, Ribble Valley and Rossendale			01254 220561

Date accepted by the governing body:

