



Caslon Primary Community School

GENERAL EMERGENCY PROCEDURES 18/01/2017

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 activate the alarm *using the nearest available break glass call point*. They should then notify *the school office* of the exact location of the incident.

FIRE FIGHTING

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

NB. Staff should be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.

ON HEARING THE FIRE ALARM:

- All staff, pupils, occupants of building must respond to alarm activations.
- The fire alarm is a *continuous ringing bell / siren*.
- The **Site Manager** will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- All Fire Wardens will meet in the area outside of the Deputy Head Teacher's office.
- **The Head Teacher or a Senior Member of Staff** will summon the emergency services (**DIAL 999**) as necessary (if smoke or flames are seen)
- Staff will supervise / affect the evacuation of pupils/ visitors to the designated assembly point(s)
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to *a member of the admin team* at the assembly point.
- *Whole School will assemble on the lower part of the playing field, facing away from the school.*
- *Beecher Bear Day-Care staff and children will also assemble on the lower part of the playing field.*
- *Kitchen Staff will assemble on the lower part of the playing field.*

- Pupils should leave in single file when instructed by the teacher in 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 or group and remain with their teacher at the assembly point.

A Calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area pupils must stand in their class groups, facing away from the building, while staff check their registers. Registers, visitor’s book etc. will be taken out to the assembly point by *the School Office staff*. The result of this check must be reported to the Head Teacher /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 Fire Warden
Kitchen. Hall & Community (ZONES 6,7,8 &9)	Mark Horan	Gareth Hill
Year 2 to Year 5 (ZONE 3,4 & 5)	Claire Warford	J Williams
School Office to Head Teacher’s office (Zone1 &2)	Tracey Hunt	Kathryn Burns

- All Fire Wardens should report to Head Teacher that corridors/buildings are cleared.
- The Head Teacher / Site Manager 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/ senior member of staff.
- If the building cannot be reoccupied following an evacuation, pupils will be evacuated to *Colley Lane Primary School* and arrangements made to contact parents.

EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

Those people 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.

Visual disability

People with a visual disability will usually require the assistance of one person, 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

People with a hearing disability should be escorted out of the building by staff.

In the event of staff with a hearing impairment joining then they may require additional means of being warned in the event of 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.

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

The signal for evacuation of the building, should this be necessary, will be the same as the Fire Alarm

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 facilities / site manager.
- Check that all gas appliances are switched off
- The Site Manager and/ or the Head Teacher will shut off the gas supply at the meter control valve.
- Evacuate part or all of 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.