



Churchtown Primary School
InVacuation and Evacuation Policy - Emergency Procedures 2020/21

Signed: The Chairperson of Governors

Headteacher

Date

Policy Review to be undertaken Autumn Term 2021.

The school has a duty of care to provide its children with a safe and secure environment. Evacuation or Invac (Emergency procedures) should be seen as sensible and proportionate responses to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Procedures may be activated in response to any number of situations, but some of the more typical might be:

- *A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)*
- *An intruder on the school site (with the potential to pose a risk to staff and pupils)*
- *A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc)*
- *A major fire in the vicinity of the school*
- *The close proximity of a dangerous dog roaming loose*
- *A hoax call into the school which potentially causes an immediate threat.*

Evacuation of the site

If it is necessary to evacuate the building, the fire alarm will be sounded and all personnel will follow the Emergency Evacuation Plan hereafter. This plan concerns incidents relating to fires within the school, fire drills or other emergencies requiring the building to be evacuated.

Once the building has been evacuated, the Leadership team will advise staff whether there is a need to evacuate to the field or the designated alternative site. In the event that an alternative site should be used, the Emergency Plans should be followed which identify responsibilities and actions that need to take place (Appendix 1).

Fire Procedure

If a fire is discovered on site, it is the responsibility of the person discovering the fire to set off the nearest fire alarm, so starting the evacuation procedures. In the event of the fire alarm being triggered, all people on site are to evacuate the building following the routes identified in the classrooms/hall areas/offices. Every person in the premises must follow the evacuation plan as set out in this document. Persons on site should evacuate in a calm and orderly manner to the Assembly Point on the main and EY playgrounds in the first instance.

Teachers are to accompany their class until they are safely out of the building. Key personnel are assigned a variety of jobs:

<u>PERSONNEL</u>	
PERSON OF AUTHORITY: (POA)	MRS HEALY – ASSISTANT HEADTEACHER (LEAD POA) MR NELSON – PREMISES OFFICER MRS TAYLOR – HEADTEACHER MRS PAYNE - HEADTEACHER
<u>FOR BUILDING SWEEPS</u>	
EARLY YEARS BUILDING:	MRS PAYNE - HEADTEACHER MR COCKS – RECEPTION TEACHER
MAIN BUILDING:	MRS TAYLOR – HEADTEACHER MRS HEALY – ASSISTANT HEADTEACHER MRS WILSON – ASSISTANT HEADTEACHER MR BATEMAN – LEAD LEARNING MENTOR

Personal Emergency Evacuation Plans (PEEP)

For classes where there is a person with a PEEP, the TA, or carer, will accompany the person to the designated area if they are on the first floor of the building at the time the alarm is raised.

There are currently 2 children on site that require a PEEP which is specifically tailored to the needs of the individual in evacuating them from the first floor of the main building. In the event of the fire alarm being activated, the individual will be escorted by their Teaching Assistant, or carer, to the specified stairwell as follows:

<u>CHILDREN REQUIRING ASSISTANCE - PEEPS</u>		
MUSIC ROOM STAIRWELL – AWAIT RESCUE		
GEORGE ALTY (2E)	ACCOMPANIED BY 1:1 TAS	AM – MRS BENNETT PM – MRS PARKES
BERTIE KAY (5SB)	ACCOMPANIED BY 1:1 TAS	M – TH – MRS MACDONALD F – MRS STEPHENSON

EMERGENCY EVACUATION PLAN – CHURCHTOWN PRIMARY SCHOOL 2020 / 21
MEMBER OF STAFF IN CHARGE OF PROCEDURES: MRS HEALY – ASSISTANT HEADTEACHER

FIRE ALARM SOUNDS SIMULTANEOUSLY IN BOTH BUILDINGS

EVACUATE THE BUILDING – SUPERVISED BY THE LEAD FIRE MARSHALL (MRS HEALY)

- Commence total site evacuation to the Early Years and Main playgrounds of all children and adults.
- Teachers to ensure that the red class first aid bags are taken with them.
- Mrs Pursall and Mrs Smith to collect medical boxes from main building and take them to the assembly point.
- Mrs Ruston to collect medical boxes from EY building and take them to the assembly point.
- Office Fire Marshall to print out registers and take them and Inventory logs to the playground.
- Office School Liaison to take radio and school mobile and wait outside the front of the building. They are to contact classes on the field by radio and ask them to account for all children/adults.
- Classes on the field should remain there, and assemble in a line until notified by radio that it is all clear.
- Other office staff to open Sunny Road Gate and manage passage through it.

REGISTER CHECK

- Teachers / TA to check their classes together and complete class register in red bag putting an X by those children not present. Full names of adults to be written in box.
- Sheet to be passed to Office Fire Marshall to be notified that all children/adults are present. This is the teacher's responsibility and Fire Marshalls responsible for specific groups.
- Ms Rimmer is to check on catering staff.
- Mrs Pursall to check on Welfare Assistants.
- Mr Leigh to check on cleaning staff.
- Mrs Anderson / other Fire Marshalls to check TAs not assigned to classes.
- All other members of staff and visitors are to report directly to Mrs Anderson / Fire Marshalls in centre of playground.

IDENTIFY FIRE ZONE (Persons of Authority / sweepers)

- Persons of Authority / sweepers to go to front office.
- First Person of Authority present is to identify which zone is activated on the alarm control pane and designate other Fire Marshalls to conduct building sweeps and check the zone responsible for setting off the alarm.
- Person at the indicated zone to confirm whether fire is present.
- Person of Authority is to radio the Office School Liaison / Lead Fire Marshall to inform them whether it is a fire or false alarm.
- The EY / Field and Sunny Road external gates are to be unlocked in case Emergency Evac plans need to be followed.

SWEEP OF BUILDING BY FIRE MARSHALL TRAINED PERSONNEL

- Lead Fire Marshall to inform Sweepers / Persons of authority of areas to cover.
- Commence sweep of the EY building and Ground and First floors of the main building.
- Close any doors that have been left open.
- DO NOT ENTER ROOMS TO CLOSE WINDOWS / CHECK STOCK CUPBOARDS IF DOOR IS CLOSED.
- **COVID 19: REMOVE AND DOOR WEDGES BEING USED IN SCHOOL.**

FIRE / FALSE ALARM OR OTHER EVENT REQUIRING AN EVACUATION OF THE BUILDINGS

- In the event of a confirmed or suspected fire, Office School Liaison to call 999 from school mobile and request the FIRE SERVICE.
- In the event of a false alarm, no-one should re-enter the building until instructed that it is safe to do so.
- **IN THE EVENT OF A THREAT TO THE SAFETY OF PEOPLE WITHIN THE BUILDING, THE EMERGENCY PLAN SHOULD BE FOLLOWED.**

RE-ENTERING THE BUILDINGS

- **Everyone is to remain outside until it is confirmed safe to re-enter.**
- If the FIRE SERVICE has attended site, a member of the Leadership Team will be notified when it is safe to re-enter by the Person of Authority.
- If it is a false alarm, a member of the Leadership Team will inform staff that they can re-enter the building **once the alarm has been turned off.**

EMERGENCY PLAN

- In the event of the Assembly Point becoming unsafe, the school field will be used - access via the gates in EY and / or the Sunny Road Gate.
 - If the field is deemed unsafe, staff will supervise the relocation of children to Larkfield School on Preston New Road following the routes identified on the Risk Assessments (through Botanic Gardens or via Sunny Road).
- STAFF WILL BE INFORMED OF THE NEED TO RELOCATE TO THE FIELD OR ALTERNATIVE SITE BY THE LEADERSHIP TEAM.**

Invac within the school – internal and external incidents

INVAC - Get and Stay In

Admin

Staff

SMT

Yard/Field

Internal or External Incident requiring Invac procedures to commence



Intermittent bell will sound for 30 seconds. This signals the start of Invac procedures.

When the office is informed of a potential issue, they will start the alarm and inform teachers of any instructions via email.

Telephone contact with the office should only be used in an emergency.

If you are the person who suspects an issue arising on site, then you should inform the office at the earliest point of the concern.

Staff should return within the building. Teachers should remain in class with the children and monitor their email for further instructions.

Monitor situation and take external advice eg police

Hold meeting to discuss how to manage home time if required.

Inform parents if necessary via parent text.

Staff will blow 3 whistles on the yard and children will be escorted into school in an orderly fashion.

Field informed by radio and children escorted back to school if appropriate

Lessons will continue as normal within the classroom if appropriate. Playtimes will revert to wet play procedures.



SERIOUS INTERNAL INCIDENT / INTRUDER WITHIN THE SCHOOL



Things to Note:

- Office notified of intruder or serious threat (Phone) at the earliest point.
- Staff will be responsible for safeguarding the children: this will require staff using common sense in ascertaining the safest route into any of the school buildings or off site for the children and themselves.
- Office or staff dial 999 [Note any staff may use their initiative to phone 999]
- Staff do not approach intruder unless confident to do so and no imminent danger.
- Staff and children make their way to the nearest classroom and secure the room.
- Classes on the field informed by radio as to what to do: if staying on the field, the gate will be locked.
- Consider: Access to First Aid / Defibrillator / Use of mobiles to dial 999 /

Staff to:
Reassure children
Sit on the floor out of view.
Blinds down/windows closed.
Secure / Wedge door.
Monitor emails if possible

Protocols

Pupils who are outside of the school buildings are brought inside as quickly as possible in an orderly manner, unless this endangers them and others. If there is imminent danger, pupils should be instructed to hide or disperse if this will improve their safety.

In a serious incident, all staff should take action to increase protection from attack:

- All doors and windows should be secured including classroom doors.
- Where possible, classroom doors should be secured / wedged using classroom furniture if necessary.
- Children and staff should sit on the floor, out of view.
- All blinds should be drawn on classroom windows.

Class Teachers will be responsible for their own class and will need to make decisions that ensure the safety of all children and adults in their care using the following to make that judgement.

During playtimes and lunchtime, all teaching staff should move quickly to their classroom to take responsibility for their class. All other adult staff should proceed to the nearest room, so that they can be accounted for.

Communication

Unless it is a serious incident, once in Invac mode, staff should complete a register of the children with them and alert the office by email immediately if any pupils cannot be accounted for. The Leadership Team will conduct a search for any children or staff who are not accounted for if safe to do so.

The telephones should only be used by staff where an email facility is not available. This is to ensure that lines from the office are free to make calls, where required, to instruct classrooms of any imminent danger.

The person who raises the alarm should phone the office to advise them of the concern.

Office staff should dial 9 - 999 to request assistance if required. They should also inform the Local Authority on the School Emergency Plan number.

The Senior Management Team will have responsibility for ensuring that external doors to the buildings are locked if there is a serious incident.

Staff and children should remain inside (or on the field if this is the case) until the all clear is given or unless told to evacuate the site by a member of the Leadership Team if the instruction is given to do so by emergency services.

Informing Parents/Carers

Communication between parents and the school concerning Invac / Evac procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

In the event of an incident that requires full evacuation of the site, the nature of the incident will be communicated to parents as soon as is practicable. Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare
- Understand that the school is doing everything possible to ensure his/her safety.
- They do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Parents/Carers should not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Parents/Carers should wait for the school to contact them about when it is safe for them to come and get their children, and where this will be from.

Parents will be told '...the school is in a lockdown situation. During this period, the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Risk Assessment

All situations are different and once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils using email, mobile phone or direct verbal communication which may include the use of the tannoy system.

APPENDIX 1 (RESPONSIBILITIES FOR FULL SITE EVACUATION)

Role	Responsibilities	Person identified for Role
Incident Manager	<ul style="list-style-type: none"> • Consider the need to alert other agencies and colleagues • Establish an incident response team • Collate relevant information relating to emergency • Co-Ordinate the emergency response strategy, liaising with relevant agencies • Monitor the emergency response • Provide regular staff/team briefings • Authorise any additional expenditure 	Leadership Team Jinnie Payne Belinda Taylor Jeanette Healy
Deputy Incident Manager	<ul style="list-style-type: none"> • Assists Incident Manager • Co-ordinates and manages staff in the incident Response team • Monitors staff welfare and organises staff roster 	Leadership Team Christine Wilson Sue Anderson
Parent Liaison Officer	<ul style="list-style-type: none"> • Advises parents and provides information • Provides point of contact • Arranges on site co-ordination of visiting parents • Maintains regular contact with parents where appropriate 	Sandra Jackson
Administrators	<ul style="list-style-type: none"> • Staff telephone lines • Help to collate information • Relay incoming and outgoing messages by telephone, fax, e-mail, etc in a prompt manner • Provide admin support to the incident manager and deputy incident manager • Maintain a master log of key events and decisions, including expenses occurred 	Office Staff
Communications Officer / media Spokesperson	<ul style="list-style-type: none"> • Acts as point of contact for media enquiries • Works with the councils communication team to prepare media statements / interviews • Assist with internal communications 	Chair of Governors Lisa Greenhalgh Vice Chair Colin Fenny
Teachers	<ul style="list-style-type: none"> • Maintain Supervision • Ensure the safety and security of pupils • Provide information and offer reassurance • Monitor pupils physical and psychological welfare 	All Teachers and Support Staff
Facilities Team	<ul style="list-style-type: none"> • Ensure site security at all times • Provide information about site facilities/layout/location of utility cut off valves/ switches as necessary • Assist with access/egress to the school 	Premises Officers Gary Nelson Ken Myerscough Infrastructure Manager Alistair West
First Aiders	<ul style="list-style-type: none"> • Providing basic medical aid where needed before the emergency services turn up 	Elaine Pursall Laura Cornish Helly Rimmer Tracy Rushton
Liaison Officer	<ul style="list-style-type: none"> • To represent the school at the council's Emergency Operations Centre • Communicate with colleagues at the school on a regular basis and receive updates/progress reports • Relay information to and from the council 	After event The Incident Manager