Heacham Junior School

Emergency Evacuation Procedure Policy

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1. **Fire Evacuation**

a) **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 main office of the exact location of the incident.

b) **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 firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

c) **On hearing the fire alarm:**

- All staff, pupils, occupants of building must respond to alarm activations,
- The fire alarm is a two-tone alarm,
- The most senior person in school 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,
- The office staff will summon the emergency services (**DIAL 999)** as necessary,
- Staff will supervise / affect the evacuation of pupils/visitors to the designated assembly point(s),
- Staff will collect the laminated class list of pupils from their classrooms upon exit.
- Staff will collect any medications upon exit from classroom.
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to senior member of staff at the assembly point.

The assembly point is the school field

- Pupils should leave in single file when instructed by the adult in charge of the class. Pupils should then leave by the nearest available escape route. Staff to sweep area close to their nearest exit to ensure all areas are clear (including back areas and toilets) if it is safe to do so.
- The last person to leave the classroom must close the door. Pupils should walk in their year groups and remain with their teacher at the assembly point, lined up.
- 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 area pupils must stand, in their year groups while staff check their class lists. Registers, visitors' log etc. will be taken out to the assembly point by the school secretary. The result of this check must be reported to the most senior member of staff as soon as it is completed.
- The most senior member of staff will liaise with the Fire Brigade/emergency services on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the most senior member of staff (after liaising with the emergency services).
- If the building cannot be reoccupied following an evacuation, pupils will be evacuated to Heacham Infant School and arrangements made to contact parents.

2. General Evacuation for People with Special Needs

a) Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. A responsible member of staff will be nominated to escort those who need assistance from the building.

b) Visual Disability

People with a visual disability will usually require the assistance of one person, on level surfaces they should take the helper's arm and follow them.

c) Hearing Disability

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

3. 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 of the school.

The signal for evacuation of the building, should this be necessary, will be the lockdown tannoy and. Depending on the circumstances, the normal evacuation procedure should be followed.

4. Lockdown

Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Government Guidance Action Plan	**School Response**
Sound Alert - Activate lock-down procedures immediately	*Leader and office staff to initiate a lockdown alert.*
Dial 999	*Reception or PA*
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)	*Lesson time – gather within each classroom* *Break time – gather in canteen or hall* *Toilet – remain locked in restrooms* *Internal security locks must be maintained to ensure none can enter.* *Lockdown drill to take place during register in the first instance.* *Second drill will take place during break time. In the event of an actual emergency everyone will lock themselves into the nearest safe room*
Secure rooms and act to increase protection from attack - Lock and barricade doors and windows	*Use door wedges to lock door to classroom* *Pull down blinds*

Close windows / blinds	*Blinds used, window film also used to block vision inside*
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	*Turn off all screens*
Hide, sit on the floor under desks, and away from windows	*Best endeavour to hide students and self*
Stay as silent as possible - put any mobile devices to silent	*Model silence to pupils – smiling and encouraging participation. Staff can comfort distressed pupils to maintain quiet as long as this does not cause disturbance or additional risk*
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	*Staff be reminded that fire doors open internally if it is deemed that exiting is the safest option.*
If possible, check for missing / injured students, staff and visitors	*Recall the number of pupils present and count cohort present. Report missing students to 999*
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	*Executive leaders to give the all clear*

5. 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 or most senior member of staff of the incident,
- Call facilities / site manager,
- Check that all gas appliances are switched off,
- Evacuate part or all of the premises as necessary,
- If gas continues to escape, telephone National Gas Emergency on 0800 111 999.

6. 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 and 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 or vape.