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# The Mease Federation

Mary Howard St. Andrew's

## Fire and Emergency Evacuation Policy and Procedure

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**The Mease Federation** is a union of two, small, rural Primary schools in villages that lie on the River Mease. **Mary Howard CE Primary School** and **St. Andrew's CE Primary School** are both church schools that are connected not only by the river, but by the ambition they both hold for all the children within the federation.

## MOTTO

**The Mease Federation's** motto is **Believe** – believing in you, believing in each other and believing in our faith. *'I can do all things through Christ who strengthens me' (Philippians 4:13)*

## VISION

At **The Mease Federation** we are aspirational for the future of all our pupils in that they will learn how to grow and develop into physically and mentally healthy, successful, spiritual and moral citizens. In our inclusive Christian schools, we support each other to thrive together as *'One Family Under God'*.

## MISSION

At **The Mease Federation** we are a community of children, parents/guardians, staff, governors and neighbours who challenge and support each other to flourish. Our mission is to provide a safe space for our pupils to develop:

- A life-long love of learning
- Inquisitive, creative and critical thinking skills that they can use to solve problems
- A willingness and ability to communicate with different audiences
- Confidence and resilience in and out of school and their future workplace

## INTENTIONS

At **The Mease Federation** our intentions are to motivate, appropriately challenge and support all the pupils to experience enjoyment through academic, personal and social achievement. We enable this to happen by providing:

- High quality teaching
- A varied and relevant curriculum
- Collective Worship

## VALUES

**The Mease Federation** has a strong commitment to Christian and Human Values that underpin our decisions and drive the curriculum, teaching, collective worship and wider opportunities we provide.



This policy documents the fire and emergency evacuation procedures for the Mease Federation (Mary Howard and St Andrew's Primary Schools). All 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 staff, children, volunteers and visitors on our school premises'. This will ensure safety in the event of a fire or other hazard that would result in the evacuation or evacuation of the schools.

## **Fire Drills**

Fire drills are carried out termly and are logged in the fire books. Staff are not warned in advance in order to maintain authenticity and reduce complacency.

### **Sounding of the alarm**

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

- Fire Emergency
- Fire drill
- Testing of the alarm system (weekly – all staff are warned prior to this)

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly. Anyone discovering a fire should sound the fire alarm by breaking the glass on one of the emergency call points.

The alarm at Mary Howard automatically alerts the fire brigade. If it is a test, the test system should be called to put the system on test mode beforehand. St Andrew's does not automatically inform anyone so in the event of a fire, a designated member of staff would need to phone 999.

## **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. All fire exits are accessible to disabled persons. Children with a disability have a PEEP (Personal Emergency Evacuation Plan). This is shared with the relevant staff and updated annually or if any significant changes occur.

## **Roles and Responsibilities**

### ***Executive Headteacher***

The Executive Headteacher will ensure there is a Fire Safety Risk Assessment in place and that it is updated annually. They will check that all maintenance checks are carried out and that repairs are done immediately. The Headteacher (or Office Support Manager - MH/Assistant Headteacher - SA) will liaise with the emergency services upon their arrival. Depending on the site of the fire, the fire services will be met on the car park.

### ***Fire Marshalls/Office Staff***

- Familiarity with fire procedures, exit points/exit routes from the building.
- In the event of a fire, implementing the evacuation procedure including any actions assigned in the procedure.
- Supporting the responsible person during the evacuation and performing a supervisory/managing role in any fire situation.
- Helping those on premises to leave.
- Checking the premises to ensure everyone has left/taking roll calls as required.
- Not allowing persons to re-enter the building and taking responsibility for re-occupation when safe to do so.
- Using firefighting equipment such as fire extinguishers if safe to do so.
- Liaising with the fire and rescue services when they arrive alongside the responsible person.
- Participating in evacuation debriefs.
- Taking out the grab bag, class registers, visitors book, late book and signing out sheet.

### ***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.

Staff should ensure that their children line up quickly and safely and walk out of the building in the same way.

Once outside, staff are responsible for doing a roll call for the children in their care and informing the responsible person once this is complete.

Any missing children or staff shall be reported to the Executive Headteacher/Responsible Person detailing:

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

The staff member in charge of the class is then to supervise the class and await further instructions from the Executive Headteacher/Responsible Person. Under no circumstances is anyone to re-enter the building until the all clear is given.

### ***Staff must ensure the following:***

- No one goes back through the school.
- All classrooms are checked for people with a verbal shout and visual inspection before leaving
- Ensure fire doors are closed.
- Ensure any child with a PEEP is evacuated safely.
- Report anything suspicious to the Executive Headteacher/Responsible Person.

- They do not put their safety in danger at any time.
- Upon leaving the building, ensure the outside doors are closed and report to the Executive Headteacher/Responsible Person that the route has been checked.

### ***Non-Employees***

The Mease Federation will inform non-employees, volunteers, students or contract workers of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they are expected to play in the evacuation of children from the premises.

### ***What staff should do if they discover a fire:***

- Break the nearest break point on their way out of the building.
- Report the location of the fire as soon as possible after ensuring children in their care have evacuated to the school playground.
- Do not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient training to use fire equipment safely.
- Evacuate the building at the nearest possible exit.
- Do not stop to collect personal belongings.
- Do not re-enter the building unless told to do so by the Executive Headteacher or Fire Officers.

### ***What children and visitors should do if they discover a fire:***

- 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 their way out of the building.

### ***How the evacuation of the premises should be carried out (Mary Howard)***

In the event of a fire, the fire bell will ring. Everyone will evacuate the building. Class 1 will come out of their classroom, into the corridor and out of the closest fire exit. Class 2 will come out of their classroom into the corridor and out of the closest fire exit. Class 3 will use the back door of the mobile (fire exit). All classes, staff and visitors will gather on the playground. Anyone in the kitchen will use their back door and will gather on the car park. If an exit is blocked, the closest accessible exit will be used.

### ***How the evacuation of the premises should be carried out (St Andrew's)***

In the event of a fire, the fire bell will ring. Everyone will evacuate the building. Class 1 will come out of their classroom through the Class 1 outdoor area. Class 2 will come out of their classroom through the boy's toilets. Class 3 will use the back door of their classroom. All classes, staff and visitors will gather on the playground. Anyone in the kitchen will use the hall fire exit. If an exit is blocked, the closest accessible exit will be used.

### ***Fire Evacuation Plan – Break/Lunchtimes***

For health and safety reasons, it is imperative that children are never left alone in the classes at break/lunchtime. All Staff including Lunchtime Supervisors should be extremely vigilant during break/lunchtimes in ensuring children are not in the classes without an adult present. If an evacuation is needed at break/lunchtime, the same procedure will ensure where the Lunchtime Supervisors will assemble the children at the designated assembly points. In the absence of the teaching staff, Lunchtime Supervisors should take responsibility for the roll call.

### **Receiving a Bomb Treat 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 via telephone because the caller:

1. Knows or believes an explosive or incendiary device has been or will be placed and wants to minimise personal injuries OR
2. Wants to disrupt normal activities and cause 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.

#### ***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.

### **Guidance on Suspect Packages**

The likelihood of a school receiving a postal bomb or suspected biological/chemical package is very low, however, you should be aware of the immediate steps to be taken if you receive a suspect package or come into contact with a biological or chemical substance.

Postal bombs or biological/chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope/wrapping
- An unusual odour including but not restricted to almonds, ammonia or marzipan

- Discolouration, crystals on surface or any powder or powder like residue on the envelope/wrapping
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place
- A package may have excessive wrapping
- There may be poor handwriting, spelling or typing
- It may be wrongly addressed, or come from an unexpected source
- No return address or postmark that does not match the return address
- There may be too many stamps for the weight of the package

If you suspect that a letter or package may contain a bomb:

- Stay calm
- Put the letter or package into anything (including water) and do not put anything on top of it
- Ask everyone to leave the area (including classes if necessary)
- Notify the police and the Executive Headteacher immediately
- Do not use mobile phones or sound the alarm using the break glass call points

If you suspect that a letter or package may contain a biological or chemical threat:

- Stay calm
- Do not touch the package further or move it to another location
- Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination
- Notify the Executive Headteacher immediately
- Notify the police immediately
- Ensure that all doors are kept closed
- Evacuate the building, keeping people away from the contaminated room as far as possible
- Keep all persons exposed to the material separate from others and available for medical attention
- If anyone is experiencing symptoms of chemical exposure seek medical attention immediately

If anyone believes they have been exposed to biological/chemical material, they should be encouraged to:

- Remain calm
- Do not touch eyes, nose or any other part of the body
- Wash their hands with ordinary soap where facilities are provided

## **Lockdown**

The purpose of a lockdown is to prevent an intruder from causing harm to pupils and staff.

- Entrances to the school must be secured in an effort to prevent the intruder from entering the premises and staff/pupils must find a suitable place to protect themselves.
- It is important to ensure that rooms have an exit route in case the intruder does gain access to the premises.
- The signal for a lockdown is a whistle call. Any member of staff finding the need for a lockdown will begin blowing their whistle. They will do 3 long blows. All staff and children will then know to come into the premises and shut all of the doors. This procedure is rehearsed termly.
- If outside when the signal for a lockdown happens, children will go to the closest possible building. They may be asked to hide if this will aid their safety.
- During a lockdown, staff might find it difficult to obtain a clear view of the situation. In this instance, and if available, mobile phone or laptops/ipads can be used. These can also be used to contact parents via ClassDojo if needed.
- When the lockdown is over, a member of staff will do one long blow on the whistle. Everyone can then resume to normal.

The emergency services should be contacted immediately. Depending on the nature of the incident, it can be difficult for them to provide an estimation of how long it will be necessary to shelter for. Every effort should be made to ensure pupils return home but only as long as it is safe to do so. In very rare cases (such as exceptionally heavy snowfall) pupils and staff may become stranded at school.

## **Business Continuity**

In some severe circumstances, the Business Continuity Plan may need to be instigated. The Business Continuity plan is the process involved in ensuring that a business or organisation can continue with its critical functions after a disaster or emergency (**see plan**).



## APPENDIX 1 – BOMB THREATS AND SUSPECT PACKAGES

### Bomb Threat Prompt Card

Action to be taken	Tick when complete
<p>Firstly, stay calm and make a note of:</p> <ul style="list-style-type: none"><li>- The exact time of the call</li><li>- The caller's sex and approximate age</li><li>- Any accent the person has, or any distinguishing feature about their voice e.g. speech impairment, drunkenness etc.</li><li>- Any distinguishable background noise</li></ul>	
<p>When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller:</p> <ul style="list-style-type: none"><li>- Where is the bomb?</li><li>- What time is it due to go off?</li><li>- What kind of bomb is it?</li><li>- What does it look like?</li><li>- What will cause it to explode?</li><li>- Why are you doing this?</li></ul>	
<p>Dial 1471 – you may get the details of where the phone call was made from, especially in the case of a hoax caller.</p>	
<p>Report the call to the police and the Executive Headteacher immediately. In the extremely unlikely event that there was a codeword with the message, and the location of the bomb was given as a location other than the school, follow the same procedure – report the call immediately to the police and then notify the Executive Headteacher.</p>	

## Invacuation Drill Record

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