



# St. Joseph's Catholic Primary School

## Fire Plan and Major Incident Plan

<b>Approved by:</b>	Governing Body	<b>Date:</b> July 2021
<b>Last reviewed on:</b>	January 2025	
<b>Next review due by:</b>	January 2028	

# Fire Plan

## Prevention

To prevent a fire occurring in the first instance we take the following steps:

- Ensure boilers are regularly serviced.
- Ensure fixed wiring tests are completed at statutory intervals.
- Ensure portable appliances are PAT tested.
- Ensure electrical intake and boiler rooms are clear of combustible materials.
- Undertake regular health and safety inspections which focus on “good housekeeping” and fire safety and record results.
- Ensure that rubbish bins are kept away from school building.
- Secure all external gates when the school is out of use.

## Mitigation

To mitigate risk once a fire occurs, we take the following steps:

- Test alarm system from different call points weekly and record results.
- We ensure that all fire exits are marked and clear of obstruction.
- Place Fire Action plans in all rooms.
- Test evacuation drills and record results.
- Close all doors as much as reasonably possible on hearing the alarm.
- Operate an off-site back-up of I.T. data.
- Ensure fire fighting equipment is regularly serviced.
- Implement recommendations from our regular fire risk assessment.
- Do not allow unsupervised fire doors to be blocked in the open position.

## Action in the event of a fire

Once a fire has been discovered:

- The fire evacuation process should be followed.
- The office staff must bring class lists, Inventory sign in sheets, and the welfare assistants must bring paper emergency contact folders for pupils and staff to the evacuation point.
- The senior member of staff will decide whether it is necessary to evacuate the site, our emergency rendezvous is Our Lady and St. Joseph’s Church/Parish Hall. Evacuation of the site will occur if instructed by a fire service officer.
- One member of staff will be designated to remain near the school site at a point determined by the fire service to direct parents to the church/hall to collect their children.
- No one will be allowed to re-enter the school site until permission is granted by a fire officer.

## Action after a fire

- The L.A. Health and Safety office is to be informed and their critical incident plan implemented.
- The Diocesan property officer should be informed.
- The Chairs of Governors should be informed.
- Pupil and staff welfare should at all times remain the priority.

# Major Incident Plan

**A major incident is one which involves a large number of staff or pupils or an individual or group in a severe manner.**

Major incidents can come in many forms; they might be a serious assault on the school property, or a serious infection affecting staff or children, a building disaster or serious accident affecting a child (e.g., school journey).

In all cases there needs to be a clear understanding of roles and responsibilities.

At St. Joseph's, we will adopt the standard emergency service command structure of GOLD, SILVER and BRONZE.

## **GOLD**

The role of the "gold" is to remain away from the major incident and provide strategic direction to the silver team. The gold in school may well be the Chair of Governors, or Headteacher where the incident has occurred away from school, but might also be a designated L.A. or Diocesan officer. The gold will be the designated person to liaise with authorities, particularly media, and their role will also be to begin to consider disaster recovery processes.

## **SILVER**

The school will designate two "silver roles".

**"Silver Incident" is solely responsible for managing the incident on site.** All decisions and actions regarding the incident must be passed through this person (normally Head, Deputy, School Journey leader). Silver Incident is responsible for liaising with emergency services on site and mitigating the effect of the major incident.

Silver Incident will determine, along with advice from emergency service personnel, whether evacuation, partial or fully from the school is required. If evacuation is required, the Fire Plan will be followed.

**"Silver School" is responsible for the on-going safe operation of the school.** In the event of a major incident Silver School must be relieved of any other duties (e.g., class teaching) in order to focus solely on the health, safety and welfare of those on site (or other members of the school party if away from school). Silver School will use resources such as the canteen telephone / mobiles for out-going calls so that Silver Incident can use published telephone numbers.

## **BRONZE**

Silver will appoint as many Bronze roles as necessary; these are individuals who have a specific responsibility, e.g. to be in charge at the evacuation point (Our Lady and St. Joseph's Church/Hall). Bronze appointments should act with full delegated authority within their role but must check any decision which has a wider implication with their relevant Silver.

## **Other staff**

In the event of a major incident all members of staff must act on instructions promptly and efficiently. Suggested actions are welcomed but must pass through the chain as described above. It is crucial that information to parents, children and the public is

managed carefully so as to ensure it is timely, factual and accurate. Staff members who break confidentiality will be open to employment disciplinary procedures.

### **Procedures**

Gold and Silver appointments will at all times work within the Ealing major incident / critical incident procedures.

The incident will not be deemed to be over until after the disaster recovery phase has been affected and the school is running as per normal. The Chairs of Governors should convene a debriefing meeting to ensure lessons are learnt and appropriate actions celebrated.

### **Code word Victor**

Victor indicates that we may need to “lock down” or evacuate the school for a reason other than fire. Senior staff will use the pager system on the school phones to declare a victor incident. Staff should then account for all their children, if possible lock their classes internally and external doors should be locked if safe to do so. Premises staff will attempt to lock external doors as well if safe to do so.

With classroom doors that cannot be locked teachers should plan but not necessarily implement how to block or barricade their classroom door. If an evacuation is determined to be necessary this might be partial, from one building to another or full in which case we go to Our Lady and St. Joseph’s Church/Hall, Teachers should avoid using their class phones so messages can be passed in a timely manner.

Staff can also use Victor to call for help in a discrete manner e.g., Mr Victor is needed at...(location). Not to be used for disciplinary cases, the class red card should be utilised for these.