

G2 Fire and Emergency Procedures/Emergency Action Planning

SEE POINT 14 – FIRE MONITORS PLUS SCIENCE NEW BLOCK??

It is the duty of all members of staff to carry out the procedures as follows which lead to an orderly and immediate evacuation of the school.

Fire Orders

These are found in each copy of the Staff Handbook and are posted in each Staffroom.

Fire Orders - Penarth

In the event of any emergency, the Fire Warning Bell will be used as a notice to evacuate the buildings.

- 1 A fire drill will be held at least once a term. Staff will not normally be informed in advance.
- 2 The fire alarm is given by a long continuous note of the fire bell.
- 3 When an alarm is sounded, each teacher should accompany his/her class out of the buildings in accordance with the instructions posted in each classroom and insist on complete silence throughout. Each teacher should familiarise himself/herself with these instructions and is requested to notify the Assistant Headteacher if any of these notices have been removed from the rooms. **It is vital that the pupils are counted out of the classroom so that a check for missing pupils can be made when the class assembles outside.**
- 4 Note carefully the fire exits clearly labelled for each room. **These must be followed** to minimise congestion at main exits from the building.
- 5 Do not waste time collecting possessions; these should be left behind, but doors and windows should be closed **and left unlocked** where possible. On leaving the building, proceed in **disciplined order** in complete **silence** to the **tennis courts** and assemble facing the **New Block/Swimming Pool**. The areas for each year group are indicated on the yard surface. N.B. Year 10 pupils are to assemble on the far side of the yard where their number is painted.
- 6 **Pupils will be taken to the assembly point by the subject teacher who will remain with his/her class THROUGHOUT the drill. No attempt should be made to re-arrange these classes into registration form groups.** The subject teacher will re-count the pupils present at the assembly point in order to ascertain that no pupils are still inside the buildings. In the event of a missing pupil, the subject teacher must inform the member of staff in charge of the drill immediately and inform them of the name of the pupil if they are able to.
- 7 **The subject teacher will maintain discipline during the stay in the yard. Colleagues who are 'free' at the time of the drill should assist in keeping good order.**

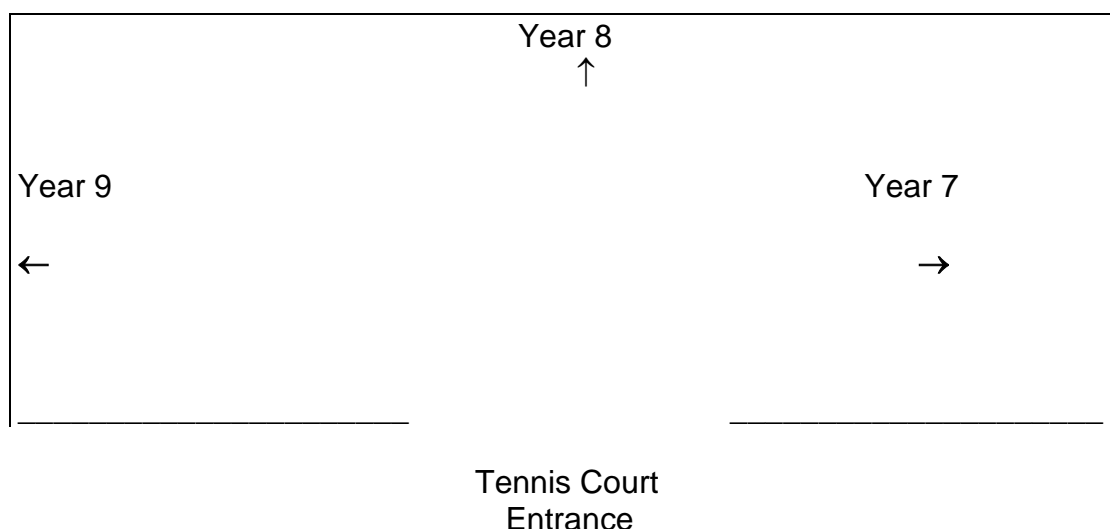
- 8 To avoid congestion in the Main Assembly Yard and near the exit doors **all** classes from the Science Block should assemble in the yard between the Science Block and the New Hall and not in the Tennis Courts. The Head of Science (or representative in the case of absence) must inform the member of staff in charge of the drill that the Science Block is clear as soon as this has been established.
 - 9 Any pupil, present in class but absent from the drill line-up, must be reported to member of staff **in charge of the drill**. In Penarth that person (usually a Deputy Head) will stand in the yard adjacent to the General Office window. In Dinas Powys, usually Head of School, at the entrance to the Tennis Courts.
 - 10 Non-teaching staff should evacuate the buildings and assemble in a safe place e.g. playground or car park.
 - 12 Where appropriate, teachers should check that the adjacent rooms have also been evacuated.
 - 13 For all known fire drills special arrangements exist to reassure and remove wheel chair children. These are outlined on individual Personal Emergency Evacuation Plans (PEEPS) which are updated annually each September. PEEPS and timetables for all affected students are circulated to all members of the Leadership Team when updated. Do not attempt to lift the pupils or bring them downstairs. To attempt to move them could cause serious impediment for the exit of all other pupils, especially on stair cases. In a genuine emergency, the wheel chair children will be moved at a later stage. Special arrangements are in place and key staff have been trained in the use of EVAC Chairs.
 - 14 In all Fire Drills, members of the leadership team will check buildings for complete evacuation. They will call the member of staff in charge of the evacuation via radio to inform that they are in position. They will be assisted by designated Fire Monitors who will check that specific areas of the building are clear. In the event of members of the Leadership Team being unavailable, one of the Fire Monitors will deputise.
These are:
New Block
Top floor: Mrs J Rowlands and
Second floor: Mr P Davis and Mrs A Gathergood
First floor: Mr E Davies and Miss K Tomley
Ground floor: Mrs B Kennedy and Mrs K Wookey
Old Block
First floor: Mr F Grasset and Mr S McDonald
Ground floor: Mrs J Thorne and Mrs R Hayward
Annexe: Ms H Williams and Mr P Whittaker
- NB. There is difficulty in hearing the alarm in the Drama Studio and in T3 and T4. The Heads of Faculties of SPA and Business and ICT must ensure that a member of faculty is always available to check that the alarm has been heard in these areas.

FIRE ORDERS - DINAS POWYS

(General procedure as with Penarth)

In the event of any emergency the Fire Warning Bell will be used as a notice to evacuate the buildings.

- 1 A fire drill will be held at least once a term. Staff will not normally be informed in advance.
- 2 A fire alarm is given by a long continuous note of the fire bell.
- 3 When an alarm is sounded, each teacher should accompany his/her class out of the buildings in accordance with the instructions posted in each classroom and insist on complete silence throughout. Each teacher should familiarise himself/herself with these instructions and is requested to notify the Assistant Headteacher if any of these notices have been removed from the rooms. **It is vital that the pupils are counted out of the classroom so that a check for missing pupils can be made when the class assembles outside.**
- 4 Note carefully the fire exits clearly labelled for each room. **These must be followed** to minimise congestion at main exits from the building.
- 5 Do not waste time collecting possessions; these should be left behind, but doors and windows should be closed **and left unlocked** where possible. The assembly point for staff and pupils will be the Tennis Courts. Pupils will line up in year groups as indicated below, but as in Penarth, they will be with subject teachers.



- 6 The Senior Staff responsible are requested to impress upon pupils the importance of an orderly and silent evacuation of the premises. As fires are emergencies, emergency laws prevail. Those breaking them will be dealt with severely.

7. Subject teachers must
 - (a) accompany their classes to the tennis courts where their classes will line up with the Year Group.
 - (b) remain with their class, maintaining good order until the Headteacher, Deputy or Head of School orders dismissal or gives further orders.
- 8 **Pupils will be taken to the assembly point by the subject teacher who will remain with his/her class THROUGHOUT the drill. No attempt should be made to re-arrange these classes into registration form groups.** The subject teacher will re-count the pupils present at the assembly point in order to ascertain that no pupils are still inside the buildings. In the event of a missing pupil, the subject teacher must inform the member of staff in charge of the drill immediately and inform them of the name of the pupil if they are able to.
- 9 Teachers not engaged in teaching when the alarm is sounded should report to the senior member of staff present; in most cases this will be the Assistant, Dinas Powys.
- 10 Non-teaching staff should evacuate the buildings and assemble in a safe place e.g. playground or car park.
- 11 Where appropriate, teachers should check that the adjacent rooms have been cleared.
- 12 In all fire drills Appropriate staff (for example, the Assistant and/or Head of Year Tutors will check buildings for complete evacuation.

Footnote:

Recent drills have emphasised the need for the following essential requirements to be met.

- 1 Pupils must evacuate the buildings in a quiet, orderly manner. No noisy running!
- 2 Staff should remain with classes and maintain discipline/silence in the assembly areas.
- 3 All staff - including admin and support staff and those 'free' in staff rooms must leave the building.
- 4 Staff must check the rooms allocated on the enclosed sheet.
- 5 Any pupils missing should be reported to the teacher i/c drill.

FIRE ORDERS: BREAK AND LUNCH 1 & 2

1. When an alarm is sounded, each member of staff on site should accompany any pupils present in the building out of the buildings in accordance with the instructions posted in each room and insist on complete silence throughout.
2. On leaving the building or other areas of the site, staff and pupils should proceed in **disciplined order** in complete **silence** to the **tennis courts** and assemble as stated previously.
3. **Pupils should assemble in their form groups.** All available teaching staff should collect a register from the **reception team assembled at the entrance to the tennis courts** (Penarth and Dinas Powys sites).
4. **The supervising teacher will maintain discipline during the stay in the yard. Colleagues who are 'free' at the time of the drill should assist in keeping good order.**
5. Any pupil, present on the form list but absent from the drill line-up, must be reported to member of staff **in charge of the drill**. In Penarth that person (usually a Deputy Head) will stand in the yard adjacent to the General Office window. In Dinas Powys, usually Head of School, at the entrance to the Tennis Courts.

EMERGENCY PROCEDURES

In the case of emergency, staff, in addition to the caretakers, should know where the mains cut off switches/tap are located.

PENARTH

GAS MAINS -

The gas mains for the entire Penarth site are located in the red brick construction at the entrance to the car park (underneath the school sign). Keys are held by the caretaker.

Each boiler house has its own clearly labelled gas switch-off valve.

There is a further gas cut-off which, for the New Block buildings only, is located on a grey pipe in the kitchen store room.

Science staff and lab technicians are aware of further cut-off valves. These are shown on a map in each laboratory. Science technicians regularly check safety facilities and report deficiencies where found.

WATER MAINS -

These are located, for the whole school, on the ground adjacent to the Gas Mains building.

ELECTRICITY -

The main isolation switch for the entire Penarth site is clearly labelled in the switch room in the lower school crush hall.

An isolation switch for the New Building is located in the switch room next to the boys' toilets.

EMERGENCY PROCEDURES

DINAS POWYS

GAS MAINS -

These are located in the brick construction on the lower field area beyond the car turning circle in front of the school.

A further cut-off valve is located in the boiler room.

ELECTRICITY

The main electricity supply cut-off is located in the 'Electricity' building next to the caretaker's house. A main cut-off switch is located in the boiler house. Further switches to isolate parts of the school are found in the electricity switch room at the front entrance to the main hall, room 8 storeroom and in the Technology block.

WATER MAINS

These are located on the floor outside the main gates at the entrance to the school.

LABORATORIES

There are detailed maps in each lab to show the location of gas, electricity and water cut-off points. Each lab has an electricity isolation switch at the entrance to each room. The emergency gas cut-off is in the corridor outside the prep room. The spanner to operate this is on the wall inside the prep room.

CONCLUSION

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (e.g. Factories Inspector or Environmental Health Inspector), the Head should immediately advise the Governing Body. If a prohibition notice is issued with immediate effect the activities should cease forthwith.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the authority or Head in pursuance of the safety policy should immediately report the circumstances to the Head. The Head should then initiate appropriate remedial action. If it proves impossible for the Head to resolve the matter, he should then report the matter to the Chairman of the Governing Body. If no action is seen to be taken, the Head should be consulted again and if still no action is taken the member of staff should report the circumstances to the safety representative at the school or one of the officers mentioned above.

Hazardous situations should also be reported immediately and the same procedure followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head.

July 2010

Emergency Action Planning

Definition of an *emergency*:

An ***emergency*** or "***serious occurrence***" is an event which will disrupt the normal functioning of the school and a return to normal routine cannot be achieved by the use of the school's own resources. The Headteacher will exercise discretion in deciding whether an event is an emergency.

Examples of exceptions:

- closure due to severe weather (the school has a procedure for such an occurrence)
- full or partial failure of the heating system(s)
- burglaries
- acts of criminal damage
- routine repairs

(The school has a procedure for critical incidents involving the death of a pupil(s).)

Introduction

In the rare event of a serious occurrence in St Cyres School, the role of the Headteacher and the Leadership Team, working in conjunction with the Site Manager, is to :

- Ensure the safety of staff, pupils and visitors
- Contain and minimise damage to buildings, facilities and equipment
- Return the school to normal operation as soon as possible

Procedure – Immediate Actions.

Leadership Team Responsibilities

Responsibility for each task will be taken up by the member of the Leadership Team most closely responsible for this area in the day to day running of the school e.g.:-

Health and Safety Aspects - Student Support Deputy

Decisions regarding lessons and alternative site timetable - Curriculum Deputy

Staff Management and Incident Centre - Business and Admin Deputy.

THE RESPONSIBLE OFFICER WILL BE THE HEADTEACHER OR THE MOST SENIOR MEMBER OF STAFF ON SITE AT THAT TIME.

