

GEORGE GRENVILLE ACADEMY - Evacuation Procedures

(Extracts from Emergency Plan)

Appendix 6 - Evacuation Procedures in the Event of Fire

Fire drills

The fire drill will identify any weaknesses in the emergency plan, test the procedures following any recent alteration or change in practices, familiarise all occupants with the evacuation procedures and test the arrangements for disabled persons.

Evacuation plans, based on the fire action notices, are in place and rehearsed at least three times annually. After each drill recommendations are made and acted upon to improve efficiency. The evacuation process is timed and recorded in the log book. Fire drills should be carried out at different times of the day, so that all users of the premises are familiar with the correct evacuation procedures.

The action to be taken upon discovering a fire.

- The staff member witnessing or first discovering a fire will be responsible for initiating the immediate response. This means:
- Summoning help
- Securing the immediate welfare of pupils or staff near to the scene.
- Raising the alarm.

The correct method of raising the alarm

- The main fire bell to be activated by the Headteacher/Deputy Headteacher/Office Administrator if not already activated.

The action to be taken upon hearing the alarm

- On hearing the fire alarm bell, which sounds as one long continuous ring, staff (school, nursery and Family Centre), pupils and visitors will evacuate the building. Pupils will leave the building, accompanied by their teacher/TA, following the designated escape route.
- All staff, pupils and visitors will assemble on the Court at the front of the school, in accordance with the fire action notices displayed in school. A roll call will be taken, using the class registers and visitors book.
- Any pupils with mobility problems will be assisted by their TA to evacuate the building.
- Emma Killick, Clare Marshall and Caroline Ryan (Fire Wardens) will carry out a 'sweep' of the building to ensure there are no persons are left on the premises and that all doors are shut. (Additional fire wardens are Gemma Budimir, Lance Peacock and Jane Rush if cover is needed) At all times it must be emphasised that persons carrying out a 'sweep' should not put themselves at risk.
- The Office Administrator will take the Emergency Kit (which includes a mobile phone); registers and visitors book to the assembly point.

The correct method of calling the fire brigade and who is designated to call.

- The Office staff will call the emergency services

The location and use of the fire extinguishers and other fire equipment provided

See Appendix 9

COVID-19 SPECIAL ARRANGEMENTS

As staff exit during a fire alarm, close any doors that have been propped open. Only do this on way out and do NOT go back into the building or take any detours to close the doors.

Fire Wardens to close any doors still open as they check the building.

Appendix 7 - EMERGENCY LOCKDOWN PROCEDURES

RATIONALE

It is the responsibility of the head teacher, governors and staff to create an environment where the children are safe and secure in school. It is therefore necessary to plan for any situation where this safety and security may be put at risk. Identifying and planning for such an incident ensures that as much as possible the school can be prepared to protect the welfare of the children and staff. While it is not possible to plan for every eventuality, having a clear plan of roles and responsibilities is essential.

WHAT IS MEANT BY LOCKDOWN?

When referring to “lockdown,” the school is referring to any situation where the safety of the children and staff could be at risk. This might include an animal loose on the playground, an extreme weather event, a police incident nearby or an intruder on the school site.

ALERTING THE SCHOOL

When considering the need for a lockdown, all the staff should be aware of their professional and personal responsibility to the children in their care and the school community. If any member of staff feels that the safety of the children is at risk, then they can implement a lockdown. (In much the same way as a fire alarm) Where possible, a member of SLT should be informed of any threat so that the situation can be assessed.

LOCKDOWN PROCEDURE

An intermittent bell will be rung repeatedly to instigate lockdown procedures. These are practiced from time to time so that staff and pupils are familiar with them. During lockdown the following guidelines should be followed:

- Staff should ensure they, along with their pupils are moved into classrooms or safe areas.
- Lock doors, close windows and blinds.
- Keep pupils seated away from windows and doors. There may be circumstances when it is best to sit on the floor or under desks.
- No one should be allowed out of the classroom or safe area during a lockdown procedure.
- Pupils should, where possible be engaged in a quiet activity or game and should be kept calm.
- Non-teaching staff should, where possible, assemble in a pre-designated room (the main office) to form an Incident Response Team.
- If children or adults are outside when the signal for lockdown is given, teachers and supervisors should consider taking them into the nearest hall or building that can be secured. If this is not possible, pupils may be asked to hide, disperse or take cover if this will ensure their safety.
- The need to communicate with teachers in classroom – if it is safe to do so, ‘adult runners’ could be used for this task.

RADIOS TO BE USED IF POSSIBLE AS INSTRUCTIONS WILL BE COMMUNICATED THROUGH THIS CHANNEL.

Emergency Response for specific incidents

Below are examples of the procedure to be followed for specific incidents. This list is not exhaustive but shows how this emergency plan would be activated and followed for these events.

These are discussed and rehearsed with staff.

Bomb Threat	<p>Raise fire alarm Evacuate building giving instructions to staff via radios to evacuate to buddy school – Royal Latin School Emergency services to be rung immediately – police to co-ordinate response Head/Deputy on gate to count students as leaving premises Upon arriving at RLS – full role call Contact County Emergency Planning From this point follow the procedures in the emergency plan.</p>
Gas Leak	<p>Raise fire alarm Contact emergency services Evacuate building – muster point the court for a role call Walk the children to Royal Latin School Contact County Emergency Planning From this point follow procedures in the emergency plan</p>
Severe Injury or Death	<p>Call emergency services Remove children from area Instigate lockdown procedures to ensure all children are accounted for and in a secure location away from incident Contact parents of child involved in incident Contact County Emergency Planning Head or deputy to accompany injured party to hospital Parents to be contacted if school site needs to close Follow procedures outlined in emergency plan with regard to dealing with media</p>
Civil Disturbance	<p>Raise lockdown alarm (Pulsating Alarm) Instigate lockdown procedure ensuring all children are accounted for in a safe place away from windows and doors Contact emergency services Contact County Emergency Planning Head/Deputy to monitor situation in case evacuation is required. Follow instructions given by emergency services</p>
Death or injury on school visit	<p>Contact emergency services Ensure that other children are evacuated away from incident to a safe place Role call Contact County Emergency planning Contact the school Adults (roles assigned before trip) to stay with other children, stay at scene of accident, travel with injured child/children to hospital. Follow the emergency procedure regarding speaking to press and ensuring lines of communication are open with the school and county emergency planning</p>

Appendix 8 - Emergency contacts list

THIS SHOULD BE UPDATED IN RESPONSE TO CHANGES AND REVIEWED ANNUALLY

School staff identified for incident response

Keyholder	Name	Status	Mobile Number
✓	Lance Peacock	Site Supervisor	07934 810813

Other school contacts

Keyholder	Name	Status	Mobile Number
✓	Emma Killick	Head	07795 502612
✓	Caroline Ryan	DH	07546 575580
✓	Jane Rush	Supply Caretaker	07709 812464

External contacts

County Council's duty Resilience Officer	01183 589 332
BCC Duty Comms Officer	07825 430 978
BCC Back up Emergency Number	07738 501 318
BCC Educational Psychology Service and Welfare Service:	01296 383219/ 01296 386187
BCC Contact Centre	0845 370 8090
BCC Counselling Service	01296 310459
BCC Customer Service Centre	01296 395000
Royal Latin School	01280 813065
Buckingham School	01280 812206
George Grenville Academy	01280 813273
Bourton Meadow School	01280 823374
Lace Hill Academy	01280 823747
Maids Moreton CofE School	01280 812058
School's usual bus company – Langston & Tasker	01296 730347
Jefferies Coaches	01295 768292
BCC School travel assistance	01296 383956
BCC Property Service Desk	01296 383 238
BCC Corporate Communications Emergency Number	07825 430978
BCC Corporate Communications (Press Office)	01296 382673
BCC Risk & Insurance Section	01296 382551
ACE Europe (off-site insurance) emergency number	020 7173 7798
The Foreign Office (links with British Consulates etc)	020 7008 1500
Local radio – Mix 96 password ROSEBUD	01296 399396
Met Office Weathercall (60p/min local forecast)	09014 722062
The Samaritans	08457 909090
Teacher Support Network (trained support / counsellors available 24hrs)	08000 562 561

Appendix 9 - Location of Fire Doors, Extinguishers and Blankets

George Grenville Academy

