

# Emergency Action Plan

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## Policy Statement

In the event of an emergency at St. Hugh's School the safety and preservation of life will override all other considerations. It is the duty of all staff to study and make themselves familiar with the school's emergency evacuation and follow-up procedures. As part of the regular review of safety and risk assessment this emergency policy will be kept under continual review by the governing body.

## The Aims of the Policy

The aims of this policy are to:

- identify those members of staff with specific responsibilities in the event of an emergency
- provide guidance on school routines aimed at reducing the risk of fire and other emergencies
- provide details of emergency evacuation procedures
- provide guidelines for dealing with unwelcome intruders
- confirm security procedures when school buildings are not in use
- confirm arrangements for dealing with the media after an emergency incident.

## Procedures

Whenever the school alarm is activated the school evacuation drill will be carried out to its conclusion. No time will be wasted debating if the alarm is a practice or not.

No attempt will be made to tackle a fire unless it is very minor and poses no significant threat to the occupants of the building.

## Staff Responsibilities

In the event of an evacuation, school personnel will have the following specific responsibilities.

- The Head or the most senior member of staff in school will call the fire brigade or police as necessary and be available to meet and brief the emergency services on arrival.
- The school site manager or most senior member of the administration staff will identify the zone where an alarm has been activated and provide this information to the most senior member of staff.
- Individual members of staff with direct responsibility for pupils will immediately ensure their safe evacuation to the designated place of safety.
- The school administration officer will collect the class registers from the designated central location and distribute them to the class teachers/form tutors.
- Class teachers and or form tutors will check the attendance registers and immediately communicate the names of any pupils who are unaccounted for to the Head or most senior member of staff.

- The school catering manager, or the person holding the equivalent post, will be responsible for ensuring the evacuation of all catering staff.
- Any contractors working on site will stop work immediately and assemble with the permanent staff.
- The senior administrative officer will check the visitors' book to ensure that all visitors to the school are accounted for.
- A nominated member of the administrative staff will ensure that the most recent computer back up disc or tape is removed from the building with an up to date list of contact telephone numbers and addresses.

## **Routine Precautions**

### ***The Alarm System***

The school will ensure that the alarm is clearly audible in all areas throughout the school.

The alarm will be tested weekly when the school buildings are not in use. The alarm equipment will be serviced annually. The site manager will maintain a written record of all testing and service procedures undertaken.

The alarm will be able to be activated from clearly marked call buttons located throughout the school. Call buttons will be tested on a weekly rotation by the site manager.

### ***Evacuation Routes***

Evacuation route ways and exit doors will be signposted and kept clear at all times.

A plan of the route way from every room in the school will be displayed by or near the doorway together with a plan of the designated safe evacuation assembly locations.

Members of staff will ensure that they are familiar with alternative escape routes in case the designated primary route is impassable.

### ***Fire Drill***

A practice fire drill and full school evacuation will be held during the first two weeks of every term without prior notice.

### ***Fire Fighting Equipment***

Fire fighting equipment will be located throughout the school.

Different appliances are designed for different applications and staff will receive training in the safe operation of portable fire fighting equipment and the appropriate application for particular items.

Fire extinguishers will be used mainly for the purpose of clearing a safe pathway to an exit.

## ***Other Emergencies***

In the event of any other form of emergency in a classroom or some other area in the school staff will inform the Head or next most senior member of staff immediately so that appropriate action can be taken.

## **Emergency Evacuation Procedures**

Individual members of staff will ensure the safe evacuation of all pupils for whom they are responsible, to the previously designated place of safety.

When an alarm sounds, pupils will be marshalled in an orderly fashion following the nearest available escape route and, if possible, all windows and doors should be closed as they exit the building.

Pupils and staff will assemble at the predetermined place of safety, on the yard designated standing in specific team base classes. On arrival, names will be checked against the attendance register.

If someone is missing the building will not be re-entered under any circumstances. The information will be given to the most senior member of the emergency services so that a search can be instigated.

Nobody will re-enter any building until given express permission to do so by the senior officer of the emergency services.

If weather conditions are inclement a decision to move pupils to other local buildings will be taken only after the role call has been completed. The buildings available for emergency occupation are Bushfield Infants School

## **Unwelcome Intruders**

All visitors to the school will be required to wear an identification badge. Any non-member of staff found in school without a badge will be challenged and accompanied to reception.

If an intruder refuses to co-operate, staff will inform the most senior member of staff immediately. The police will be called as a matter of routine if an intruder refuses to co-operate with school staff.

In the event of a hostage-type situation the members of staff involved will try to remain calm, avoid confrontation and concentrate on the welfare of pupils until the police or other emergency services can be summoned.

On no account will any member of staff attempt to use force to attack or evict an unwelcome intruder.

## **Building Security**

During holiday periods and at weekends all security doors will be locked for the welfare of staff and security of the buildings. Staff access will only be allowed through those doors with access control devices.

Staff will check with the site manager if they need access when the buildings are secured.

During term times security doors will be unlocked before 8.00 am and after 5.30 pm.

It is the responsibility of all members of staff who enter the school when it is secured to familiarise themselves with available emergency exits and to ensure that they do not compromise the security of buildings.

Any person is entitled to use reasonable force to defend him- or herself.

## **Dealing with the Media**

It is probable that some media interest will follow an emergency incident. Any media requests for information will be directed to the most senior member of staff in school.

No members of staff, or pupils, will give interviews or express an opinion or comment on any written or printed material without the express permission of the most senior member of staff in school.

Following a major incident the school will call on the support of the local authority press and public relations professionals.

## **Review of Emergency Policy**

As part of the regular review of safety and risk assessment this emergency policy will be kept under continual review by the governing body.

## **School being Out of Bounds**

Seek assistance from:- Kingsway Centre, Adult Education and St Luke's for alternative venues.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Policy review date: \_\_\_\_\_