



# **Emergency Procedures Policy**

**Written by the Headteacher**

**December 2010**

**Agreed January 2011**

**Reviewed March 2015 & January 2017**

# **Durand Primary School**

## **Emergency Procedures Policy**

### **Introduction**

The safety of all the people who work or learn at our school is of prime importance. This policy outlines the actions to be taken in the event of an emergency.

### **Fire**

As soon as an outbreak of fire is discovered:

- The nearest Fire Alarm should be sounded
- The fire service must be called

When the alarm is sounded:

- Staff should immediately proceed with an orderly evacuation of classes through each class external door to their designated assembly point. Foundation Phase and Key Stage 1 to the rear of their yard next to the car park fence. Key Stage 2 to the rear of their yard next to the grass;
- Staff must close all doors and windows, if circumstances permit, in an attempt to prevent fire spreading;
- Children using the toilets, other rooms outside the classroom or on messages should be instructed to leave the building by the nearest exit and assemble with their classes in the appointed area

If any routes are impassable for any reason staff and pupils should exit through the nearest external door and make their way to the designated assembly point.

Once all pupils are lined up at the designated assembly point staff check that all class members are present and report to the Headteacher (or Deputy Headteacher in absence of the Headteacher).

On no occasion should anyone re-enter the building to fight the fire.

### **Emergency Exit Route from Hall**

Procedures to follow if pupils are assembled, for whatever reason, in the hall:

- Nursery to exit through the main entrance door
- Reception and Year 1 pupils to exit through the 'Severn' door
- Year 2 and Year 3 pupils to exit through the 'Monnow' door
- Year 4 to exit through the 'Usk' door
- Year 5 and Year 6 to exit through the 'Wye' door

All main school pupils should make their way back to their classrooms and exit through the external classroom door. Nursery pupils should be taken straight to designated assembly point. Once all pupils are lined up at the designated assembly point staff check that all class members are present and report to the Headteacher (or Deputy Headteacher in the absence of the Headteacher).

## **Lunchtime procedure**

Should the fire alarm be sounded at lunchtime, children assemble, as detailed above, with midday supervisors (MDS) following the same procedures as if children are based in their classrooms. The Senior MDS or School Administrator to take school meal registers with them to assembly point and check pupil numbers.

Should the alarm sound while children are in the hall eating their lunch, MDS will supervise evacuation procedures as follows:

- Infant children to exit through the 'Severn' or 'Monnow' door and make their way through the Infant external door
- Junior children to exit through the 'Wye' or 'Usk' door and make their way through the Junior external door

All staff should leave the building via the nearest emergency exit and make their way to the designated assembly points to assist with the checking of pupils.

Once all pupils are lined up at the designated assembly point MDS check that all class members are present and report to the Headteacher (or Deputy Headteacher in the absence of the Headteacher). The Headteacher will inform all staff when the premises can be re-entered.

## **Reverse Evacuation**

It may be necessary during some incidents for all pupils and staff to leave the school yards and enter the school building quickly, e.g. in the situation of an intruder on the yard or a hazardous atmosphere. If this is required the member of staff instigating this action should make three long blasts on a whistle. Pupils and all members of staff should swiftly return to school through the nearest door and make their way to their classroom. Doors should be closed by a member of staff when they are satisfied that everyone is safely indoors.

## **Bomb Alert**

In the extreme event that this situation should arise, the same procedures as detailed if the fire alarm is sounded must be followed but the designated assembly point is the far end of the school field next to the Meadow and Forest areas. The Headteacher will inform all staff when it is safe to return to the school building.

## **Monitoring and review**

The Headteacher implements the school's Emergency Procedures policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

This policy will be reviewed at any time on request from the governors, or at least once every two years.

**Headteacher:**

**Chair of Governors:**

**Date:**