

Emergency Action Plan

Assembly Point

Once outside, year groups should line up away from the building on the far-left hand corner of the field. In the event of potential explosion and the field becoming unsafe staff should move pupils onto the community park as far from the building as possible.

Sound of the alarm

The sound of the alarm is a continuous warning siren which sounds throughout the building.

Action on Discovery of Fire

Staff members finding smoke, fire necessitating the immediate evacuation of the building should sound the fire alarm. The alarm can be sounded by breaking the glass within the emergency call points. These are situated at every exit point. If safe to do so, they should dial 999.

Action on Hearing Alarm

On hearing the alarm all persons on site should leave by the nearest safe exit. A map of these is by the fire exit and the light switch of each room.

Each class has a fire register which is located by the fire exit and marked for each session. This is taken out in the event of a fire and used to check all children are at the assembly point.

The Business Manager, Administrative Assistant, Inclusion Mentor, Head or Deputy (or other person in office at the time of the alert) will take the staff register, children's signing in and out book, visitor's book, first aid kit, emergency grab bag, fire safety manual (containing a building plan for the fire service) onto the field.

Action by Fire Wardens

All TAs who are not teaching the class, Admin, Premises, Inclusion Mentor and members of SLT who do not have teaching commitment are Fire Marshalls. Fire Marshalls must go to the nearest hi Vis jacket in the zone they are working in, put it on and check the area is clear.

Hi Vis jackets will be located in the following areas:

- Zone 1 – G06, G10, G16, G12, G09, G76 (reception and nursery classes and toilets)
- Zone 2 – G21 G17, G18, G38 (breakfast club, 2 x KS1 classrooms, toilets and cloakroom)
- Zone 3 – G33 G34, G35, G40, G41, G31 (1 x KS1 and 2 x KS2 classrooms, toilets and cloakroom)
- Zone 4 – G43, G49, G44, G48, G46, G47 (2 x KS2, library, toilet and cloakroom)
- Zone 5 – G03, G02, G24, G26, G27, G30, G51 (staff toilets, disabled toilet, Inclusion Mentor's room, calm room, Caretaker's office, staffroom and Headteacher's office)
- Zone 6 – G55, G68, G70 (hall, KS2 classroom and lobby)
- Zone 7 – G74, G75, G73, G72 (Business Manager's office, meeting room, main office and entrance lobby)

Fire Marshalls are also responsible for monitoring the building and reporting anything that is not right to the Headteacher or Business Manager i.e. fire exits blocked, fire extinguishers on the wall, general tidiness and house-keeping of the building.

Action to be taken at the Assembly Point

If at any point the Fire Marshall thinks they cannot get out they should leave without checking the areas.
A member of the administration team should be delegated to remain at the main gate to ensure no persons enter the building. Class teachers will initially perform a head count and follow through with a register check. Once completed teachers will raise their hand in the air to notify the Headteacher or other SLT member who is in charge.

The Headteacher (or in her absence the Deputy or Business Manager) will liaise with staff to account for all people known to be on site. This will be facilitated by reference to pupil registers, staff register and the visitor's book.

The source of the fire should be reported to the Head immediately at the assembly point. A staff member will be instructed to dial 999 (if not already done) and call the Fire Brigade.

If no-one can account for whom has sounded the fire alarm (usually by breaking a call point), a member of staff will be instructed to dial 999 (if not confirmed already done) and call the Fire Brigade. No one should re-enter the building to check.

If the alarm has been sounded and an adult can account for doing this accidentally, Fire Marshalls will re-enter the building nearest the broken call point, check this and report to a member of the SLT or caretaker who will deactivate the alarm.

Visitors

All visitors and contractors are taken to the assembly point by the person responsible for their visit.

Assist any disabled persons with their evacuation as necessary.

Escape Routes

All persons to leave via the nearest fire exit. Plans are placed at key points around the academy to aid visitors and staff.

Fighting fires Extinguisher use

If the fire appears to be a minor one, staff may attempt to deal with it using apparatus available, if trained to do so, but must never put themselves in danger. The fire service must still be called in case you are not able to extinguish the fire and it spreads. The priority is to evacuate the building.

Location of Services Isolation Points Number of Staff Needed to Carry Out Evacuation Plan

These can be obtained from the caretaker. A copy is also kept in the fire file and in the emergency grab bag.

Minimum of 2 trained members of staff.

Equipment Needed to Effect the Emergency Plan

Mobile phone,
Hi-visibility tabards,
Signing in book / Class registers

Variations to Plan

When employees are working early / late outside normal office hours at least one member of the Senior Leadership Team should be present at all times and they will then be responsible for ensuring that the building is evacuated safely.

Contingency Arrangements

In the event of a failure in the alarm system, the alarm should be raised verbally and special care should be paid to ensure that all

staff and pupils are informed of the need to evacuate.

Action to be taken in the event of a Bomb Alert

All pupils and staff must vacate the building as in a fire alert. The emergency services must be informed and no-one should re-enter the building until it is declared safe.

A member of the administration team should be delegated to remain at the main gate to ensure no persons enter the building and to give access to the emergency services if applicable.

No-one should re-enter the building unless it is declared safe by a senior member of the emergency services.

The Headteacher (or in her absence the Deputy, Assistant Head or Business Manager) will liaise with the senior emergency service officer on site to provide an update on any persons known to be unaccounted for. In the event of the building being unsafe to enter, he/she will also advise the emergency services as to the contingency plan for evacuation.

The Headteacher (or in her absence the Deputy, Assistant Head or Business Manager) will arrange for pupils to be escorted off site to St. Norbert's Academy. This will be done on a class basis. In the event of staff being injured or unaccounted for, pupils will be grouped into appropriate blocks and escorted by the staff available.

The first member of staff reaching St. Norbert's will inform senior staff of events and will lead pupils into the school hall. Pupils will be seated and arranged on a class basis.

Once all pupils have entered the school, the Headteacher (or in her absence the Deputy, Assistant Head or Business Manager) will nominate a member of staff to attend the local shop to obtain drinks and refreshments for children and adults. Purchases will be made on a credit basis as agreed with the shop owner.

In the event of there being casualties, the Headteacher (or in her absence the Deputy, Assistant Head or Business Manager) will liaise with the senior fire officer / police officer on site to ensure that emergency service protocols are followed.

In the event of a major incident, staff will not speak with members of the press. Speculation as to the cause of an incident will not be discussed.

The Emergency Response and Business Continuity Plan will then be followed.