



## Introduction

From October 2006, all establishments are required to have a Fire Risk Assessment for the premises and the staff that work in those premises as part of the Regulatory Reform (Fire Safety) Order 2005.

The key to the plan is the need to regularly train and update people and review the systems in place to ensure that they are robust in the face of a real emergency.

The Emergency Plan will be regularly reviewed following termly testing of the plan with the whole school.

All staff have a duty under the Health and Safety regulations to report anything that could affect their own or another persons health or safety.

The continued effectiveness of this plan relies on all staff sharing any successes and concerns of the plan with members of the Senior Leadership Team.

The Headteacher and other persons responsible for the health and safety duties in school must have arrangements in place for effective planning, organisation control, monitoring and the review of preventative and protective measures.

## Sounding of the Alarm

The alarm will only be sounded on the following occasions:

- An emergency
- A planned rehearsal of the emergency plan
- A planned emergency evacuation
- Testing of the alarm system

In all cases, unless otherwise informed, all staff will treat the alarm as a real event and should respond accordingly.

The alarm will be sounded for any emergency where the evacuation of the premises is needed. Examples include:

- Bomb threat
- Fire
- Gas leak
- Chemical leak
- Asbestos Alert
- Instructed by emergency services

Anyone discovering any of the above should sound the fire alarm by pressing one of the emergency call points.

Upon hearing the alarm, all staff should be aware of the role that they play in the safe evacuation of the building.

Staff will lead all pupils and visitors to the designated assembly points in the main playground.

If further distance is required from the school building, once we have established that all staff and children have assembled, the chief fire warden will then lead the evacuation to the top of the school field.

### **Role of Teaching Staff**

All teaching staff are classified as 'Fire Wardens' as they have responsibility for the safe evacuation of children in their charge.

Upon hearing the alarm, staff members will follow the instructions posted in their classrooms/teaching areas paying particular attention to the nearest route of escape.

Teaching staff will ensure that their children line up quickly and safely and walk out of the building quietly and in single file. Teaching staff will take their class registers to the assembly point.

Teaching staff will be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). These will be in place for children who may experience difficulty in evacuating the building by the designated escape route due to physical barriers e.g. steps. The PEEP will clearly state what is to happen to those children

If a child or staff member has had to put a PEEP into action, this must be reported to the Chief Fire Warden upon reaching the Fire Evacuation Point.

Once outside and at the Fire Assembly Point, the staff member in charge of the class will take a register to check for missing children. Any missing children or staff will be reported to the Chief Fire Warden detailing:

- Name of missing person.
- Place and time last seen and by whom
- Any other information on the person. E.g. medical, behavioural.

The staff member in charge of the class is then to supervise the class and await further instructions from the Chief Fire Warden.

Under no circumstances is anyone to re-enter the building unless the all clear is given.

### **Role of designated Fire Wardens**

Fire Wardens are members of staff who have received additional training in the evacuation of the premises and fire training.

The main responsibility of a Fire Warden is to be a 'Last Person' check on the main escape routes out of the building. Fire Wardens will also check that all doors to the building are closed after everyone is accounted for.

Upon hearing the alarm, Fire Wardens are asked to wear high visibility vests (located in their own classrooms) to ensure they are easily identifiable.

Fire Wardens will ensure the following:

- No one goes back through the school.
- All classrooms are checked for people with a verbal shout, 'Anyone there?' and a visual inspection through the glass. Doors are not to be opened unless people are seen or heard on the other side.
- Check that fire doors are closed.
- Check that any child with a PEEP is evacuated safely.
- Report anything suspicious to the Chief Fire Warden.
- They do not put their own safety in danger at any time. If in doubt, leave the building by the nearest exit.

Upon leaving the building Fire Wardens will ensure the outside doors are closed and report immediately to the Chief Fire Warden that the route has been checked and anything observed.

### **Role of the Chief Fire Warden**

The Chief Fire Warden (CFW) is in overall charge of any evacuation until either relieved by a member of the Fire and Rescue Brigade or other emergency service, or until the all clear is signalled.

The Chief Fire Warden will carry out the following checks:

- Check of registers for missing children, visitors or staff members.
- Successful completion of any PEEPs.
- Check with Fire Wardens of safe evacuation and any relevant information related to the emergency.
- Possible reasons for alarm sounding.

The Chief Fire Warden will then decide whether to:

- Sound all clear and re-enter the premises
- Ring 999 from a mobile phone and summon Fire and Rescue Service, Police and Ambulance if required.
- Further evacuation from the Fire Assembly Point is needed. E.g. smoke blowing onto the playground.

### **Receiving a Bomb Threat Guidance**

#### **RECEIVING A BOMB THREAT**

Even the best contingency plan will not prevent bomb threats from disrupting normal daily activities. However, this disruption can be minimised if the recipient of the threat knows how to handle it.

#### **TELEPHONE THREAT**

Most bomb threats are delivered by telephone because the caller:

1. Knows or believes an explosive or incendiary device had been or will be placed and wants to minimise personal injuries and/or property damage;

**OR**

2. Wants to disrupt normal activities by creating anxiety and panic. (This caller may simply be a disgruntled employee wanting the day off).

#### **EVERY THREAT MUST BE TAKEN SERIOUSLY AND DEALT WITH IN SUCH A WAY AS NOT TO CREATE PANIC**

Staff will record everything being said, especially the exact wording of the threat. Any background noise may help identify the source of the call and it is also important to try and extract as much information as possible about the type, size and location of the device. In addition the recipient will indicate to the caller that the building is occupied and the detonation of the bomb could result in the death or serious injury of many innocent people.

#### **WRITTEN THREAT**

If a written threat is received all materials, including envelopes and containers, will be saved. Contact with these materials will be minimised as excessive handling might destroy valuable fingerprint evidence.

#### **CONCLUSION**

No solution can be offered to eliminate either bomb threats or planted bombs so organisations need to implement both good physical security and comprehensive bomb threat response plan.

### **EMERGENCY NUMBERS**

In the event of a fire/emergency or any suspicion of fire, ring **999** or **112**.

## **999/112 Guidance**

When you get through, the operator will ask which emergency service you want: fire brigade, police or ambulance service. Listen carefully and be patient. You will be put through to an emergency control room operator for the service you want. They will ask you a number of questions. Answer the questions clearly, and don't put down the phone until you are told to.

## **Southwold Primary School Staff**

Headteacher: Yolanda Salmeron

Deputy Headteacher:

Business Manager: Ann-Marie Williams

Premises Manager: Paul Williams

Chief Fire Warden: Sarah Whiley