

Emergency Plan

Premises Name: WHINNEY BANKS PRIMARY SCHOOL

Premises Address: FAKENHAM AVENUE
MIDDLESBROUGH
TS5 4QQ

Tel: 01642 817713

Fax: 01642 828621

e-mail: whinneybanks@mcschools.org.uk

website: www.whinneybanks.org.uk

Name of Responsible Person: MRS S THORPE
Tel: 07963 405268

Chair of Governors: Mrs L Green
Tel: 01642 297177

On-site Caretaker: Mr S Wilson
Tel: 07984 486461

Building Manager: Mr S Liddle
Tel: 07769 212533

School Operating Hours: Nursery - 08:45 – 15:30
School - 08:50 – 15:00

Age range of pupils: 2 – 11 years' old

Approximate number of staff: 55
Approximate number of pupils: 416 full time pupils
+ Nursery - 39 children a.m.
- 39 children p.m.
+ 2 Year Old Nursery (a.m. & p.m.)

Local Authority: Middlesbrough Borough Council
Tel: 01642 245432

Middlesbrough Borough Council
Health & Safety Adviser
Tel: 01642 727419

Middlesbrough Borough Council
Asset Management
Tel: 01642 729513

Department for Education: Tel: 0370 000 2288

Gas & Electrical Meters: External – Boiler room
(Keys available from school office)

INITIAL ACTION

Immediately inform Head Teacher.

If Head Teacher not available (may be involved in the incident) the senior person should follow the instructions below.

- Assess the situation and establish a basic overview of the incident
- Take immediate action to safeguard pupils, staff and visitors
- Attend to any casualties and administer first aid, if appropriate
- If appropriate, dial 999 for the emergency services.
If in doubt – dial 999
- Log all communications and actions

FIRE

Preventive Control Measures are in place to reduce the likelihood of a significant fire occurring to as low a level as is reasonably practicable. These control measures are detailed in the premises fire risk assessment, which should be read in conjunction with this plan.

However, it is recognised that a fire may still occur and therefore this Emergency Plan is to ensure that all people in the premises know what to do if there is a fire or another emergency and that the premises can be safely evacuated.

The Emergency Plan applies to all users of the premises and should be used as the basis for training and information on the action to be taken in the event of fire or other emergency.

The people with specific responsibilities during evacuation in the **event of fire** are:

Duty	Name	Responsibilities
Fire Evacuation Co-ordinator	Head Teacher	To co-ordinate evacuation of the premises. Ensure information is collected and processed on evacuated persons and those still missing. Ensure the Fire Service is called.
Fire Wardens	Teaching Staff	Ensure their respective class evacuates the building a role call is taken. Report findings of role call to Evacuation Co-ordinator (i.e. Head Teacher)
Co-ordination of visitor evacuation	School Clerk	Role call of visitors and ancillary staff. Report findings of role call to Evacuation Co-ordinator (i.e. Head Teacher)

The Fire Evacuation Co-ordinator, fire wardens, and others with specific responsibilities will control the evacuation of the premises in the event of fire.

If a fire occurs, it will be discovered by a person or by actuation of an automatic fire detector provided in the building.

It is expected that the alarm will be raised by actuation of a break-glass alarm point if an automatic detector has not already raised the alarm.

On hearing the alarm people will begin to evacuate the building.

Teaching staff will be responsible for the class they are teaching and will evacuate it in an orderly fashion by the nearest available exit.

As far as possible teaching staff will ensure that any pupils who have temporarily left their classrooms are accounted for.

School clerks and members of the senior leadership not teaching at that time will, if it is safe to do so, carry out a "sweep" of teaching areas, group rooms, W.C.'s and other ancillary areas to ensure that everyone has evacuated. They will assist anyone having difficulty in leaving the building.

Where designated, staff will assist people who have a personal emergency evacuation plan [PEEP] and ensure that they get out of the building safely.

Where possible doors and windows will be shut as people exit to confine the fire and stop it spreading.

The nearest available fire exit will be used to exit the building and people will then make their way to the fire assembly point.

The clerical staff will take the class absence report, visitor report and staff absence register to the fire assembly point.

The Head Teacher, or in her absence the Assistant Head Teachers, will take the emergency fire pack and deliver this to the fire crew.

Teaching staff will line their class up in the position previously designated, collect their absence report from the clerical staff and proceed to undertake a role call.

A member of the clerical staff will undertake a role call of visitors to the school and teaching staff.

The results of the role call will be reported to the Fire Evacuation Co-ordinator together with information [if known] on the location of fire areas that are clear and people that are still in disabled refuges.

The Fire Evacuation Co-ordinator or their Deputy will ensure that the Fire Brigade has been called by phoning 999.

The Fire Evacuation Co-ordinator will direct fire wardens as appropriate to prevent re-entry into the premises, assist anyone in a disabled refuge and to carry out any other duties as designated.

The Fire Evacuation Co-ordinator or a person designated by them will meet the Fire and Rescue Service on their arrival and pass relevant information to them. This will

include but is not restricted to persons missing, location of people in refuges who need assistance, the location and extent of the fire and details of utility shut offs.

No one will re-enter the building until given the all clear by the Fire and Rescue Services.

The Fire Assembly Points are:

- **Nursery, small hall, Reception classrooms – front of school in front of clock tower**
- **Y1 classrooms, small dining hall & oval room – Early years playground**
- **Y2 and KS2 corridors, Oakland Hall, Main dining hall – far area of main playground.**

Control Measures

All staff [including ancillary staff] and regular visitors receive fire awareness training including the action to take in case of fire, on induction, annually and when significant changes, which might affect fire safety, occur in the premises.

A copy of this emergency plan is available to all staff and is located in the Policy and Procedures Manual, which is kept at main reception.

Teaching staff are provided with appropriate training and written instructions on what to do in case of a fire emergency.

Fire action notices containing condensed information on what to do in the event of a fire are provided at the visitor's signing in point and in each teaching area.

Personal Emergency Evacuation Plans [PEEP's] are prepared for identified visitors and service users with the school who have a disability. A copy of the plan is held by the person it relates to, or in the case of a service user, the teacher or teachers and other people who have responsibility for the individual's evacuation.

Signs in Reception ask visitors to inform staff of any special needs they may have which may mean they require help to evacuate the building.

The fire alarm is tested weekly for audibility and operability using a different call point each week and is serviced every three months by a competent person.

Strobe lighting and additional alarms linked into the fire alarm system have been installed in the area used by the HI and VI services.

Defects found with any fire safety equipment within the building are reported and rectified as soon as practicable.

Internal fire exit routes are indicated by suitable signage, which is illuminated by general and emergency lighting.

As far as is reasonable fire exit routes are maintained clear of combustibles, ignition sources, obstructions and trip or slip hazards.

All doors on fire exit routes can be manually released or, where they have electronically operated locks, these "de-energise" on breakage of a "break glass" becoming immediately available for evacuation purposes

Electronic locks are tested weekly on a rotational basis at the same time as the school's fire alarm.

A fire drill is carried out each term to test procedures.

A debrief is carried out following evacuation drills and any issues are rectified and discussed with staff.

The emergency plan is reviewed annually or when required to ensure that it remains adequate.

The people with specific responsibilities during **Shelter or Lockdown** are:

Duty	Name	Responsibilities
Co-ordinator	Head Teacher	To co-ordinate warning to all staff on the premises by means of a whistle. Ensure information is collected and processed on any persons missing. Ensure Emergency Services are called.
Fire Wardens	Teaching Staff	Ensure their respective class are inside the building and a role call is taken. Report findings of role call to Head Teacher.
Co-ordination of visitors	School Clerk	Role call of visitors and ancillary staff. Report findings of role call to Head Teacher

SHELTER

- Ensure all pupils, staff, visitors are inside the school building
- If appropriate, move pupils away from the incident (e.g. to the other side of the building)
- Dial 999
- If sheltering from an environmental hazard ensure all doors and windows are closed and ventilation systems are switched off
- Check for missing or injured pupils, staff, visitors
- Remain inside until all clear has been given

LOCKDOWN (e.g. in the event of dangerous dog on the loose, intruder, etc)

- In the event of a lockdown Mrs Thorpe will sound the agreed alarm – whistle.
- Site Supervisor (Mr Liddle) and Caretaker (Mr Wilson) will alert Hearing and Visually Impaired and ensure their staff & visitors are inside the building.
- Mrs Cattermole, Mrs Stephenson, Miss Allan will ensure all pupils, staff, visitors are inside the school building
- Mr Liddle and Mr Wilson will lock / secure entrance points (doors, windows) to secure the building.
- Mrs Thorpe will dial 999.
- All staff will block access points; ensure children sit on the floor under tables or against a wall.
- All staff, visitors and children will keep out of sight, close windows, close curtains & blinds, turn off lights, stay away from windows.
- Ensure all pupils, staff, visitors are aware of an exit point in case we need to leave the building.
- Remain inside until all clear has been given – whistle or verbal instruction from Head Teacher or member of Senior Leadership Team.