

West Tytherley CE Primary School

Emergency Evacuation Plan (instances other than fire e.g. bomb, gas leak)

1. Introduction

This emergency plan has been developed following completion of a risk assessment. The plan will specify action that staff and other people need to take in the event of an emergency such as a bomb threat, gas leak, chemical threat. It will cover all operational phases of the school.

2. Alarm system

Type: Hand bell will be rung in order to differentiate from the fire alarm. Handbell will be kept in reception.

Maintenance: Caretaker will check handbell during the monthly inspection.

3. Means of escape and emergency exits.

Emergency exits are shown on the fire safety plan, located outside the school office and designated routes are displayed in each class. Adequate means of escape depending on levels of risk will be available in all operational phases. When the school is in session the designated exits can be opened from the inside without the use of a key. At other times staff will be responsible for assessing the level of risk and maintaining adequate means of escape.

4. Evacuation procedures

See Appendix A for information.

5. People with special needs.

Discussions will be held with people with special needs to see how their individual needs can be met and a PEEP drawn up if applicable.

6. Contractors

The Headteacher, supported by the caretaker, will liaise with contractors working at the school so that safety is not compromised during their activities. Contractors are expected to comply the school's health and safety policy and any instructions in work orders/specifications issued by the county council.

7. Staff training

As per fire evacuation training

8. Records and monitoring

Records will be kept of routine safety checks, drills, maintenance of equipment and staff training. The Headteacher will monitor these once a term.

9. Review

The plan will be reviewed biannually by the Finance and Staffing committee and approved at the same time as the 'Fire Safety management plan' or if changes in layout or use of building are made.

Appendix A – Evacuation procedures in the event of a bomb threat/gas leak

All staff

- If you receive the phone call alerting us to a danger that may require emergency evacuation, report this immediately to the headteacher and Admin Officer. If they are not available, alert emergency services by ringing 999 (unless emergency services contacted us)
- Await advice from the police or emergency services before evacuating.
- If required to evacuate, a handbell will be used (kept in reception) and will be rung throughout the school.
- On hearing bell, leave building immediately using the nearest exit.
- Do not stop to collect personal belongings
- Close all doors and windows behind you
- Proceed to the usual assembly point for a roll call and upon instruction from the headteacher, walk away from the school grounds and down the track or other agreed location.
- Do not re-enter building until told it is safe to do so by Emergency Services or Headteacher.
- Walkie talkies should always be taken to village hall or dining hall to enable contact with main building.

Finance Officer – Fire Co-ordinator

- Ring 999 to alert emergency services and await advice.
- If required to evacuate, ring handbell throughout the school
- Take registers, staff in/out board, visitors book and pupil signing out book to assembly point and hand to teachers.
- Check toilet and food technology room in lower corridor and take occupants to assembly point.

Teachers – Fire Marshalls

- Ensure children evacuate calmly to designated assembly point
- Take register (if it is still in class)
- Call register and report outcome to Headteacher

Support staff – Willow and Oak Class

- Check toilets, work area, library and ICT suite on upper level and take occupants to assembly point through nearest exit.

Support staff – Beech and Chestnut Class

- Check infant toilets and quiet reading area and take any occupants to assembly point through nearest exit.

Lunchtime Supervisors/Kitchen staff

- Ensure children evacuate calmly if inside the building during wet play
- Proceed to assembly point
- Await instructions from senior member of staff.
- If in playground, blow whistle, line children up, when teachers arrive, evacuate to assembly point.
- If in dining hall or village hall, evacuate the building and proceed to the assembly point.
- Use walkie talkies to contact other members of staff on other side of road.

Students/helpers/visitors/contractors

- Leave building by nearest exit following instructions given to you.
- Proceed to assembly point.

Headteacher (or in their absence, Deputy Head)

- Proceed to assembly point
- Account for all children, staff and other persons.
- Liaise with emergency services.
- Assume responsibilities of Finance Officer in their absence.

The above arrangements apply when the school is in session.