



YSGOL GYNRADD ROGIET PRIMARY SCHOOL

POLICY FOR EMERGENCY PROCEDURES

April 2016

FIRE

As soon as an outbreak of fire is discovered:

- the nearest Fire Alarm should be sounded
- the Fire Service must be informed. The school alarm system (provided by CHUBB) will automatically call the Fire Service but, if safe to do so, the school administrator should also contact them.

When the alarm is sounded:

- teachers should immediately proceed with an orderly evacuation of classes, through each class external door, to their designated assembly point on the school yard (see attached plan);
- teachers must close all doors and windows, if circumstances permit, in an attempt to prevent fire spreading;
- children using the toilets, library or on messages should be instructed to leave the building by the nearest exit and assemble with their classes in the appointed area.

Once all pupils are lined up at the designated assembly point, teachers check all class members are present and report to the Head Teacher (or Deputy Head teacher in absence of Head Teacher). If both HT and DHT are absent, another teacher will assume the role of 'person in charge.' *See Appendix 1 for procedure.*

As soon as the safety of pupils and staff is assured, an attempt should be made to put out the fire using the fire extinguishers provided, if it is deemed reasonable to attempt this. If an attempt is made, staff should not expose themselves to undue risk or harm. If in doubt, do not attempt.

EMERGENCY EXIT ROUTE FROM HALL

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

- Infant pupils will exit by the right hand hall door from the hall into the school car park and, if possible, make their way to the school yard via the community garden and reception play area.
- Junior pupils will exit by the left hand hall door from the hall into the school car park and, if possible, make their way to the school yard via the community garden and reception play area.

Once all pupils are lined up at the designated assembly point, teachers check all class members are present and report to head teacher (or deputy head teacher in her absence).

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. MDS or School Administrator to take school meal registers with them to the 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:

Sandwich children exit by the right hand hall door from the hall into the school car park and, if possible, make their way to the school yard via the community garden and reception play area.

School Dinner children exit by the left hand hall door from the hall into the school car park and, if possible, make their way to the school yard via the community garden and reception play area.

All staff should leave the building via the nearest emergency exit and make their way to the school yard.

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

REVERSE EVACUATION

It may be necessary during some incidents for all pupils and staff to leave the school playing yard 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. The whistle will be kept inside the door frame of the central yard door. Pupils and all members of staff should swiftly return to school through the ***nearest classroom or other school door***. Door locks should be applied 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 Sports Pavilion Car Park outside of the school boundary for all pupils. The head teacher will inform all personnel when it is safe to return to the school premises. The Head teacher, Deputy Head teacher, School Administrator and Caretaker/s have keys for the school padlocks.

APPENDIX 1

'Person in Charge' information

ON HEARING THE FIRE ALARM

(The monitoring centre, CHUBB, will ring both the school and the Fire Service)

Follow evacuation procedures from school policy and Evacuation Notice. All pupils and staff to leave building via classroom/back doors or doors at front hall.

School Administrator/Head Teacher will unlock the gates at the side (east) of the school to allow access for pupils who have evacuated at the front of the school and the Fire Service, if necessary.

(In absence of Administrator or Head Teacher, use emergency keys from fire cabinet)

PERSON IN CHARGE

1. Ensure pupils and staff are leaving the building.
2. Open Fire Cabinet and press 'SILENCE ALARM.'
3. **Do not press** 'RESET.'
4. Read display panel to locate fire trigger area.
5. IF SAFE TO DO SO – check indicated area. The fire sensor should show a red light.
6. Check with staff on yard that all pupils and staff have evacuated.
7. If Fire Service are attending, meet with them to discuss area/evacuation.
If Fire Service are not attending, when confident that there is no danger, press 'reset' button.