

Stockton-on-Tees Borough Council

Thornaby CE Primary School

Emergency Procedures Policy



Mission Statement:

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at Parish and Diocesan level.

The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

We work together to enrich learning, enhance life, to build a future of hope for everyone.



THORNABY CHURCH OF ENGLAND PRIMARY SCHOOL EMERGENCY PROCEDURES POLICY

At Thornaby Church of England School we accept responsibility to ensure the best quality education for our pupils and safety of all who enter our building. We take all reasonable precautions, review practice and procedures regularly and accept that accidents will occur, as may incidents beyond our control. This policy aims to anticipate some of the emergencies that may mean the school is unable to function effectively and the measures in place to mitigate any problems arising from such incidents. This policy should be read in conjunction with policies for Health and Safety, Child Protection and Business Continuity.

In the event of an emergency Thornaby Church of England staff will take as their primary concern, the safety of the children in their care. To this end, in all cases the evacuation of all children to a safe place takes precedence over all other concerns

Some incidents can be critical. These are as follows:

1. School closure due to weather / power cut / flood / similar
2. Fire procedures
3. Bomb threat / terrorist threat
4. Intruder on site during school opening times who may carry a potential danger to the school

1. School closure due to weather / power cut / flood / similar

In the event of a closure before school opening hours due to the above situation/s, the Head Teacher will ultimately provide a decision whether the school remains open / closed. The Headteacher will alert the Local Authority using the 'Tell us once, Tell us all' service by email. Text messages will be sent to team leaders to pass onto their team. The Head Teacher will also arrange for notice on the school website (www.thornabyce.org.uk). It is noted that staff should, when possible, still make every reasonable effort to come to school in the event of a closure, as children may still arrive at school and therefore need to be educated as normal. If staff are asked to stay away from school eg a heavy snowfall, it is expected that school work would be done based at home. Staff should expect to account for their use of time, unless they wish it to be unpaid leave.

Emergency procedures requiring evacuation of the building

In the event of an emergency occurring whilst children are at school, every effort to 're-house' children within the school will be taken. If an enforced closure during the day is required, children's parents will be contacted by office staff/teachers to be collected. If certain children cannot be collected and the school is unusable, contingency measures are in place. The Chair of governors will be informed of the situation once safe action has been taken. Contingency measures: Adults and children will be evacuated to Thornaby Academy across the road. The contact file, registers and visitors' book would be taken from school by the secretary, so that parent/carers could be informed. A copy of the children's contact details can be accessed electronically, off site, if needed. Alternative evacuation

destinations - St Patrick's Academy on Baysdale Road; Thornaby Pavillion. If it is not possible to make parental contact, children will remain in Thornaby Academy until it is safe to return to the building or the child is collected.

2. Fire procedures

Fire drills are held termly and recorded each time. All staff have received fire awareness training. All exit routes are marked and staff are aware of their responsibilities in such a situation. Arrangements for care of children in the event of a fire are listed below in Appendix A: emergency signals. The procedures for a fire drill are also contained in the Health and Safety Policy and displayed throughout the school. All staff are reminded of procedures as part of new school year.

3. Bomb threat / terrorist threat / explosion

Any warning Thornaby Church of England Primary School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

Incendiary Device

Incendiary devices are generally designed to ignite after a pre-determined time. Staff should not handle a suspected device, as it could kill or maim anyone nearby. The immediate vicinity should be evacuated and the police summoned.

Postal Bomb

If staff receive a suspicious package, which could contain an explosive device, they should put it down very gently and walk away. The package should not be immersed in water, nor should anything be placed on top of it. Staff should evacuate the immediate area and raise the alarm before calling the emergency services.

Bomb Treat

This should be taken seriously and the building evacuated as for a fire drill. No attempt should be made to close windows. Staff should follow a strict procedure in all of the above emergency scenarios:

- Alert everyone in the school by using the fire alarm system (except in incidents of suspected gas or chemical leak, where electricity may trigger an explosion) and evacuate the building.
 - All staff and pupils should assemble at the bottom of the school field, well away from the school car park and buildings.
 - Call the Police.
 - Neither staff nor pupils should attempt to search the school building.
 - If the Police request assistance from staff, it is an individual and voluntary decision whether to do so.
 - An overriding priority is the supervision of the pupils.
 - Pupils should not return to the building, until the police declare that it is safe.
- Pupils will be moved by staff to one of the venues mentioned in the evacuation of building section. Relevant emergency services will be contacted and at that point, directives will be taken from those services.

4. Intruder on site during school opening times who may carry a potential danger to the school

In the event of the above occurring, the safety of the pupils and staff will be the overriding priority. Entrance to the school building is through the front entrance doors only opened from inside door, which minimises such a situation arising in the interior. However, access to the playground and field is, as with all schools, more accessible. All gates are closed and locked during the day although main access gates need to be unlocked for delivery and emergency service access. If the intruder does not appear to show any visible signs of physically endangering anyone, he or she (at a distance) should be asked to leave by the Head Teacher / Senior Teacher. If a response is not immediate, a further request will be made and the administrator should make immediate contact with the police. If an intruder presents any physical danger, or there is any slight concern, he or she should not be approached by staff unless it is in direct protection of a pupil. The police will be contacted immediately. In any case, all children should immediately be removed to the interior of the school where they should remain until safe to be outside again. The emergency signals as listed in Appendix A should be used.

Children with offensive weapons

It is a criminal offence to carry an offensive weapon or knife onto the site. Offensive weapons are defined as 'any article made or adapted for causing injury to the person, or intended by the person having it with him for such use by him or some other person.' It is accepted that, despite the fact that such incidents would occur extremely rarely, staff should be vigilant for offensive weapons on site. If it is judged that the circumstances are innocent, the matter should be dealt with following the school behaviour policy. If there is any doubt, the police should be summoned and they would assess the seriousness of the incident. Staff are under no obligation to search a pupil whom they suspect is carrying an offensive weapon. If the child agrees to co-operate, a search might be the least inflammatory way to prevent violence. When a child refuses to co-operate, only the police can carry out the search. Parent or guardian would be notified immediately, so they can be present during the search and subsequent investigation. Possession of an offensive weapon will lead to automatic short term exclusion in the first instance. These situations are of course highly unlikely. Highly detailed procedures could hinder the speed and success of dealing with such a situation but the outlined plans and procedures contained in this policy will ensure appropriate action is taken to safeguard pupils and staff should any emergency situation arise.

Receiving services

If an ambulance/fire engine needs to attend the school in an emergency, the full address must be given. A named adult would ensure the school gates are open and wearing a high visibility jacket (kept in the office) would wait to direct the ambulance eg to any injured party.

Reporting Incidents

All incidents of crime and losses are recorded in the Incident File, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police are notified. A review of incidents over the year should be distributed to the Governors.

Appendix A

EMERGENCY SIGNALS

The Emergency Warning Signal will be a continuous ringing of the fire bell. Upon hearing the Emergency Warning Signal, all teachers must follow the full Evacuation Procedure

The signal will be checked as arranged by the headteacher at regular intervals

The fire bell is only to be operated by an adult

EMERGENCY PROCEDURE FOR SAFE EVACUATION

If an emergency occurs and there is the possibility of risk to the safety of children or staff, the following steps will be taken:

- Take immediate steps to ensure the safety of any children or staff in the vicinity of the emergency
Notify the office staff who will then raise
- Evacuate all buildings
- Notify the Fire Brigade or Police
- The first procedure is to ensure the safety of children and staff in the immediate evacuation to the designated **EVACUATION SAFETY AREA**.
- When **EVACUATION** occurs, the teacher must accompany all children taking with them
- Office staff will bring registers
- Teacher and students are to move to the **EVACUTION SAFETY AREA** i.e. EY and KS1 to KS1 playground, KS2 to KS2 playground
- Once the **EVACUATION SAFETY AREA** is reached the register for specific class must be called to ensure all students are present or accounted for.
- Under no circumstances are children to be left unattended in any location, scene of the emergency or the Safety area
- Staff should not attempt to fight a fire unless it is necessary to do so to enable the safe evacuation of the students
- On hearing the alarm all classes will proceed in an orderly and safe manner, under the supervision of a teacher to the **EVACUATION SAFETY AREA**
- Communication between areas will be via Headteacher
- The teacher/TA in each class should check toilets
- The office staff will be responsible for checking all rooms in the administration area and hall

EMERGENCY LOCK IN PROCEDURE

A lock in will occur when it is necessary for the community to remain indoors or, if outdoors, to return indoors quickly.

WARNING

The warning will be a continuous blow of the whistle if outside to bring children into the building or three distinct rings of the fire bell if the children are inside the building.

PROCEDURES

- All staff are to remain in the building

- If it is playtime or lunch time all staff and children must return immediately to their regular classroom
- Lock all external exterior doors
- Close and secure all windows.
- Teachers to check adjoining rooms to ensure that doors and windows are locked. Any internal doors that do not lock must be barricaded with heavy furniture.
- Close all blinds and curtains. All children to be kept in safe place, out of sight, preferably under tables
- Teachers are to call the register and note any absentees. Account for those missing
- All teachers must notify the office of roll call and report missing children to office by email. No members of staff or children should leave their classrooms.
- Missing persons must not be searched for
- The Critical Incident Officer (Headteacher/Deputy Headteacher) will be responsible for this
- Do not open the door to any person unless they are recognised as accredited staff or Police.
- Do not permit anyone to leave the building.
- Remain calm
- Those who are outside when this emergency signal is given must go immediately to the building and follow the same procedure.

ALL CLEAR

The 'all clear' to the above emergency will be the Headteacher or police.

To be reviewed January 2020