

Date: August 2023  
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Responsibility: DR

# Bishop Challoner School



## Emergency Actions Policy



## **BISHOP CHALLONER SCHOOL EMERGENCY ACTIONS POLICY**

*As a school providing EYFS education for pupils the contents of this policy should be considered in this context.*

Relevant Acts:            Fire Safety (England) Regulations 2022  
                                 Regulatory Reform (Fire Safety) Order 2005  
                                 Health and Safety at Work Act 1974  
                                 Health and Safety at Work Regs 1992  
                                 Control of Substances Hazardous to Health (COSHH) Regs 1992  
                                 The Reporting of Injuries, Diseases and Dangerous Occurrences Regs  
                                 (RIDDOR) 1995

This policy should be read in conjunction with:

Fire Risk Policy  
Health & Safety Policy  
Risk Assessment Policy  
Critical Incident Plan

This policy helps to provide guidance in case of sudden emergencies such as:

- a serious accident involving pupils and staff where injury or fatalities may be involved
- where emergency evacuation is required

Copies of this document are available in the main office and staff room. It is each individual's responsibility to ensure that they have read the policy and understand its content. Telephone numbers will be updated as necessary by the Headteacher's P.A. and it will be subject to reasonable review.

### **Duties of the Headteacher:**

- i. To ensure all senior staff are informed immediately via reception using emergency broadcast via telephone system/walky talky system/personal contact;
- ii. To keep calm at all times, it is very easy to be overwhelmed by pressure in an emergency;
- iii. To calm fears by maintaining a well ordered, quiet, supportive and confident presence and environment;
- iv. To put the safety of the pupils first but not compromise our own safety;
- v. To work as a team and share the burden;
- vi. Only the Headteacher and/or Chair of Trustees are to talk to the press and/or attend a press conference;
- vii. To be aware of the differing needs of all groups and keep them fully informed:
  - parents whose children are involved
  - all parents
  - all pupils
  - all staff

- Chair of Trustees
- DfE

N.B. It is the responsibility of each member of the Senior Leadership Team to leave contact numbers with the Headteacher's P.A. when on holiday. The Headteacher will agree periods of responsibility during school holidays and the information will be circulated at the end of each term by the Headteacher's P.A. Access to the school will be via a key holder.

### **Specific Incidents**

In the case of specific incidents, it is the responsibility of staff on the scene/on duty to take appropriate action. The latter should be reasonable and responsive to the situation. Common sense is the guiding principle. All situations vary but it is hoped the following will provide some helpful guidelines. Possible incidents:

- a) Death of a pupil or member of staff
- b) Violence or assault in school
- c) Fire breaking out in school
- d) Destruction or vandalism of part of the school
- e) A pupil or member of staff being taken hostage
- f) Road, sea or air traffic accident involving pupils
- g) Natural disaster in the community
- h) Death or injuries on school journeys
- i) Civil disturbances or terrorism

### **For all incidents**

1. The Headteacher, the Senior Leadership Team, the Bursar and the Site Supervisors should be alerted immediately via the school office;
2. Emergency services should be telephoned and the Headteacher or Member of Senior Leadership Team alerted;
3. The Headteacher to be informed by their P.A. if off-site;
4. The fire alarm to be activated to get pupils into order if during break/lunchtime/after school;
5. Information to classrooms if pupils in lesson times by runners;
6. An emergency telephone line may have to be manned after normal closing time to field calls.

### **Fire**

On site evacuation - designated member of staff

Search procedures - Bursar

All fire marshals available on the site, where a fire alert occurs, should attend as quickly as possible the fire alarm panel to verify the location of the alert. The first member of the site team to arrive should immediately investigate the alerted location having left notice to the other team members by leaving the fire alarm panel open. Depending on the nature of the alert, one of the following actions should be taken:

## Fire - Major

- Leave the area immediately and call the Fire Brigade by dialling 999 on any phone in a safe area;
- Report to the Headteacher or senior member of staff the extent of the fire and leave the alarm sounding;
- If the alert presents a threat to any fire assembly points, the Headteacher or Deputy Head will direct all staff and pupils away from that point and if necessary off the premises altogether

Emergency evacuation of the school in cases of fire will depend on the location of the fire, with a swift but controlled evacuation by the nearest exit away from the fire. All exits are well marked and staff should be familiar with the location and operation of fire doors and extinguishers.

Any individual discovering a fire should raise the alarm immediately. The school fire alarm is activated by pressing the emergency button at any call point.

For fire, fire drills, bomb scares etc., the alarm bell is the same as the one which rings to mark lesson changes. However, a genuine alarm will easily be recognised as a long, continuous ringing. Office staff will bring out registers. Each teacher, having closed all doors, will direct the class to the nearest exit. Every person must vacate the building by their designated fire exit unless it is blocked. If an exit is blocked, they should leave by the nearest available exit and report the matter to the Health and Safety representative immediately.

Class teachers are responsible for ensuring that pupils in their charge leave the building in an orderly fashion and in silence.

Pupils assemble in their designated areas in register order and their form tutors must collect the registers from the appointed colleague for that area and register the pupils. Any pupils missing must be reported to the Head of EYFS/Head of Key Stage 1 and Head of Key Stage 2 /Deputy Headteacher who will then report to the Headteacher or, if the Headteacher is off site, the Deputy Headteacher.

All visitors to the site and non-teaching staff should report to the Office Manager by the statue on the grass at the front of the school (or on the senior playground if it is a shorter exit route). The only exceptions to this arrangement should be the office staff who will coordinate distribution of the registers from the senior playground. The Reception staff will therefore be responsible for taking out the visitors' book, staff and pupil signing in/out books.

All teaching staff without forms should report to the Deputy Head on the top playground.

The designated fire marshals will check the panel, sweep the building and report back to the Bursar. Pupils, Staff and Visitors may only return to the building when directed to do so by the Headteacher or Deputy Head after the Bursar has given the 'all clear'.

Exit notices are displayed in each classroom.

All pupils should lead out in an orderly manner, **in total silence**.

The senior school will assemble in forms (in alphabetical order) on the top playground.

The preparatory school will assemble in forms (in alphabetical order) on the ball court nearest the portacabins.

The pre-preparatory classes will assemble by the statue on the grass at the front of the school.

The form tutor should receive the register from the office staff and mark it. Any pupil missing, who had been marked present for that day should be reported immediately to the Deputy Headteacher or Head of Key Stage 1 or Head of Key Stage 2. Office staff to check both staff, pupils and visitors signing in and out books/Inventory system to check all are present.

### **ROUTINE EVACUATION OF SCHOOL:**

Labs, Gym, Ground Floor rooms - through their own doors or exits;

Rooms 3, 4 and 5 - through Room 5;

Rooms 8 and 9 - through Room 9;

Rooms 2, 6 and 7 - downstairs and past toilets to exit;

Tutorial T-Rooms - past Site Manager's flat and down iron staircase;

Other rooms in old building should be evacuated by the nearest exit, following signs;

Room 10 - through nearest exit;

Staff Room - down main staircase or through Bursary;

Pre-Preparatory - through "Chapel Quad" and assemble at front of school;

C1-C5 (St. Catherine's Cottage) – entrance or exit through single door opposite disabled toilet. Staff and students exiting the cottage must use the assembly point by the statue on the front lawn;

Preparatory classrooms – via main preparatory stairs or external iron staircase as appropriate;

Year 6 – down main stairs, exit using door by Dining Hall, walk across the grass to court 2;

Exit notices are displayed in each classroom.

The last person evacuating the room must shut the door behind them.

After School Clubs will be provided with details of exits and evacuation routes at the beginning of each term, once their club location has been agreed.

### **Fire - Minor**

1. Leave the area immediately and activate the alarm
2. Report to the Headteacher or Member of the Senior Leadership Team the extent of the fire and leave the alarm sounding.

### **Fire - False Alert**

If the alert is clearly a false one, report this to the Headteacher. Do not put yourself in personal danger at any time during a fire alert. If you have any doubts about the safety of any situation call the Fire Brigade immediately.

### **Off-Site Evacuation**

If an incident requires off-site evacuation (e.g. major fire / bomb scare), initially the standard evacuation of buildings should proceed as above with registration, where possible, at the usual assembly points. The Headteacher (or in their absence, another member of the Senior Leadership Team) may then make the decision to evacuate the site. Staff who are not directly responsible for a particular group of pupils must assist with escorting pupils.

The Bursar will inform the Pre-Preparatory and visitors of the decision to evacuate the whole site. Pre-Preparatory and visitors should proceed from the assembly point, via the pedestrian gate next to the cottage, to reassemble in the car park of Challoner Court (next door to the school towards Beckenham) and re-registered. If Challoner Court is deemed unsafe by its proximity, staff should supervise evacuation (across the busy Bromley Road at a safe crossing point, utilising the zebra crossing) to the main school off-site assembly point behind Laburnum House (exact location detailed in next paragraph).

The senior school should proceed from the assembly point, via the flattest part of the bank alongside the hedge by the scout hut, to the pedestrian gate at the front of the scout hut (fire marshals must carry the key to the padlock for this gate at all times). They should then exit the site by the pedestrian exit next to the vehicle exit, turning left on to Bromley Road. The secondary assembly point is almost immediately opposite the junction of Bromley Road and Scott's Avenue between Laburnum House (Flats 1-6) and Hazel House (Flats 1-6). Staff should hold pupils until it is safe to cross Bromley Road, utilising the zebra crossing. Supervising staff should bear in mind vehicle stopping distances, particularly around the blind bend coming from Beckenham towards Shortlands. If possible, a marshal in a hi-visibility jacket should stop the traffic before the bend. If necessary, pupils should be crossed in batches to allow the safe flow of traffic. Pupils should proceed along the access road between Laburnum House (Flats 1-6) and Hazel House (Flats 1-6) and be lined up in classes for registration in front of the garages.

The preparatory department should proceed from the assembly point, via the exit gate next to the Art portacabin on to Scott's Avenue (fire marshals must carry the key to this gate on to Scott's Avenue). They should turn left towards Bromley Road. The secondary assembly point is almost immediately opposite the junction of Bromley Road and Scott's Avenue between Laburnum House (Flats 1-6) and Hazel House (Flats 1-6). Staff should hold pupils until it is safe to cross Bromley Road, utilising the zebra crossing. Supervising staff should bear in mind vehicle stopping distances, particularly around the blind bend coming from Beckenham

towards Shortlands. If possible, a marshal in a hi-visibility jacket should stop the traffic before the bend. If necessary, pupils should be crossed in batches to allow the safe flow of traffic. Pupils should proceed along the access road between Laburnum House (Flats 1-6) and Hazel House (Flats 1-6) and be lined up in classes for registration in front of the garages. Staff and Visitors may only return to the school site when directed to do so by the Headteacher or Deputy Head after the Bursar has given the 'all clear' in liaison with the emergency services.

### **Bomb scare/suspect packages**

Pupils should, as far as is practical, take out coats (possibly bags). Senior staff should have mobile numbers stored in their phones as well as numbers for police and fire service.

The site is to be checked and a strategy for organising pupils agreed. A megaphone that works properly to be available and an evacuation pack which is brought out by office staff. The pack would contain things such as: mobile phone, plans of all the rooms, powerful torch, comprehensive first aid kit, waterproof jackets warm blanket, asthma inhaler, etc. Car descriptions / registration numbers to be checked and an up to date list kept (revise termly).

### **Armed intruder/hostages**

Evacuation of appropriate rooms/buildings – Headteacher/SLT

Suspend break times for pupils – Headteacher/SLT

### **Intruder somewhere on site**

- Search procedures – Bursar to manage
- Suspend break times – Headteacher/SLT
- Site team available on the site where an intruder alert occurs, should meet as quickly as possible by the School Office. If possible a description of the intruder and the place where the intruder was reported should be provided by the School Office. Assess the risk of danger using the available information and if necessary call the police for assistance. The available premises staff should commence a search of the immediate and surrounding areas to try and locate the intruder. Mobile phones should be taken and used if they are available. Depending on the nature of the intruder alert, one of the following actions should be taken:

### **Suspicious or Armed Intruder**

Upon discovering an intruder, if there is any suspicion that the intruder is armed or that there is any other apparent danger, or if the intruder refuses to leave, do not approach them or attempt to use physical force. In these circumstances use any phone in a safe area to call the Police on 999 or ring a panic button.

### **Unarmed Intruder**

If the intruder appears to be unarmed and presents no threat, contact the site team and ask them to leave the site. Providing the intruder complies with this request, accompany the person off site keeping an appropriate distance between you and the intruder. Do not put yourself in personal danger at any time during contact with an intruder. If you have any doubts or suspicions call for help or contact the police immediately.

**Sniper on roof**

- Suspend break times/all playground activities
- All staff/pupils to remain in the building
- Headteacher to deal with police
- Keep all away from window visibility

**Disaster on School trip**

- Senior Leadership Team alerted and come to school if outside school hours
- Incident room/parents' room/communications all set up
- Office staff to assist

**Disaster in local community**

- Register all pupils in form rooms if out of teaching hours
- Liaison with emergency services - Headteacher
- Set up incident room as above – Bursar

**Death of pupil/teacher**

- Liaison with family – Headteacher and Chair of Trustees
- All groups informed
- Support services in school
- Attendance at funeral - School to be represented as appropriate
- Memorial Service - School to be represented as appropriate

Reviewed by: David Rolls/Mark Wallace

Review Date: August 2023

Date of Next Review: August 2024