

St John Fisher Catholic Primary School

When You Love To Learn
You Learn To Love



Emergency Evacuation Plan Internal and External 2025

Introduction

All staff at St John Fisher Catholic primary School has a duty under the Health and Safety regulations to report anything that could affect their own or another person's health or safety.

The effectiveness of this plan relies on all staff sharing any successes and concerns of the plan with members of the Health and Safety Working Group.

The Emergency Plan is regularly reviewed as part of the role of the Health and Safety Working Group following termly testing of the plan with the whole school.

Key to the plan is the need to regularly train and update people and review the systems in place to ensure that they are robust in the face of a real emergency.

Sounding of the Alarm

- The alarm is only to be sounded on the following occasions:
- An emergency
- A planned rehearsal of the emergency plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly.

The alarm should be sounded for any emergency where the evacuation of the premises is needed. Examples include:

- Bomb threat
- Fire
- Flooding
- Gas leak
- Chemical leak
- Asbestos Alert
- Instructed by emergency services

Anyone discovering any of the above should sound the fire alarm by pressing one of the emergency call points.

Upon hearing the alarm, all staff should be aware of the role that they play in the safe evacuation of the building.

Role of Teaching Staff

All teaching staff are classified as 'Fire Wardens' as they have responsibility for the safe evacuation of children in their charge.

Upon hearing the alarm, staff members should follow the instructions posted in their classrooms/teaching areas (Fire action points) paying particular attention to the nearest route of escape. Office staff will need to take both the "Grab Bag", medical supplies and Walkie Talkies to their assembly point.

Teaching staff should ensure that their children line up quickly and safely and walk out of the building in silence and in single file. Teaching Assistants will check toilets/library, ICT suite and corridors for children before exiting the building. The teacher should ensure that the external door is closed behind them.

Once outside and at the Fire Assembly Point, the staff member in charge of the class shall take a register to check what children are missing. Any missing children or staff will be reported to the Fire Warden (KS1 - Kim Holloway KS2 - Angie Pooley/Laura Mc Laughlin) detailing:

- Name of missing person.
- Place and time last seen and by whom
- Any other information on the person. E.g. medical, behavioural.

The staff member in charge of the class is then to supervise the class and await further instructions from the Head teacher or the Assistant Head teacher.
Everyone is to be silent until given the all clear.

Under no circumstances is anyone to re-enter the building unless the all clear is given.

Role of designated Fire Wardens

Fire Wardens are Ms McLaughlin, Mrs Bennett, Mrs Sproat, Mrs Holloway, Mrs Pooley, Mr Davie, Mrs Brady and Mr Lloyd.

The main responsibility of a Fire Warden is to be a 'Last Person' check on the main escape routes out of the building ensuring the following:

- No one goes back through the school.

- All classrooms are checked for people with a verbal shout, 'Anyone there?' and a visual inspection through the glass.
- Doors are not to be opened unless people are seen or heard on the other side.
- Check that fire doors are closed.

- They do not put their own safety in danger at any time. If in doubt, leave the building by the nearest exit.

Upon leaving the building, ensure the outside doors are closed and report immediately to the head teacher that the route has been checked and anything observed.

Forest School Procedure

Forest school leader must ensure that they take a Walkie Talkie, First Aid kit and up-to-date Register to Forest School. Their Assembly Point is Base Camp 1. Upon hearing the alarm, they are to assemble in a circle and the Forest School Leader will take the register and inform the Chief Fire Warden (Laura Mc Laughlin) that everyone is present or if someone is missing:

- Name of missing person.
- Place and time last seen and by whom
- Any other information on the person. E.g. medical, behavioural.

Role of the Head Teacher /Deputy Head Teacher

The Head Teacher /Assistant Head Teacher is in overall charge of any evacuation until either relieved by a member of the Fire and Rescue Brigade or other emergency service, or until the all clear is given.

The Head Teacher /Deputy Headteacher will carry out the following checks:

- Check of registers for missing children, visitors or staff members.
- Check with Fire Wardens of safe evacuation and any relevant information related to the emergency.
- Possible reasons for alarm sounding.

The Head Teacher /Deputy Headteacher will then decide whether to:

- Sound all clear and re-enter the premises
- Ring 999 from a mobile phone and summon Fire and Rescue Service, Police and Ambulance if required.
- Further evacuation from the Fire Assembly Point is needed. E.g. smoke

blowing onto the playground. The Chief Fire Warden will organise all groups to go to the field or leave the premises via the Car Park.

Emergency Escape External

On hearing the alarm which is a constant siren sound - all children and adults are to go to designated fire safety areas which are clearly marked.

- KS1 to end of KS1 playground and their relevant fire point
- Reception - Assembly Point Rec
- Year 1 - Assembly Point 1
- Year 2 - Assembly Point 2

- KS2 to end of KS2 building.
- Year 3 - Assembly Point 3
- Year 4 - Assembly Point 4
- Year 5- Assembly Point 5
- Year 6 - Assembly Point 6

- All staff to go with classes.
- Additional staff to leave by nearest exit and report to Mrs Holloway on KS1 playground or Mrs Pooley/Laura Mc Laughlin KS2 playground.
- Registers are called and held in the air to show completion. Forest school raise register and communicate through Walkie Talkie to Kim Holloway/Angie Pooley/Laura Mc Laughlin
- Children and Adults wait for instructions from Head teacher or Deputy Head teacher or from an Officer in charge i.e. Police, Fire, Ambulance

- When all clear is given children and adults return to classrooms.
- Each term regular checks are carried out and times to ensure all children and adults can be evacuated within a two minute timeframe.

Emergency Escape Internal

On hearing the alarm – all children and adults are to go to designated safety area:

- Teachers take all children to main hall
- All other staff to secure all external doors and drop blinds in all rooms.
- The head teacher or Assistant head teacher will remain in the hall and decide if we need to move to stage 2 Lockdown Procedures. Stage 2 will be needed in the event of a breach of the external doors.
- Head Teacher /Deputy will announce "Stage Two", and children will move into stage two. In the event of a breach on the Key Stage Two side of the building, children will go to:
- Reception/Year 6 to reception Classroom
- Years 1 and 5 to Year 1 classroom
- Years 2, 3 and 4 to Year 2 classroom
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In the event of a breach on the Key Stage One side of the building, children will go to:

Reception/Year 6 to ICT

Year 1 and 5 to Year 5

Years 2, 3 and 4 to Year 4

- Staff will keep all pupils in their classrooms until given the all clear.
- Turn off lights if necessary.
- Keep pupils seated and away from doors and windows.
- There may be circumstances when it is best to sit on the floor or under desks.
- Teachers will maintain a calm atmosphere in the classroom and keep alert to the emotional needs of pupils.
- Try and keep pupils engaged in a quiet activity or game.
- Staff will not allow anyone out/or in of the classroom during a lockdown procedure in any circumstances.
- Teachers will remain with their pupils at all times.
- Using the internal phone system will enable all room to communicate with one another
- Staff and pupils have regular training in being able to move quickly and without fuss to initial internal evacuation and then to stage 2 evacuation.

Migration

In certain circumstances, it may be necessary to vacate the site and relocate pupils and staff to an alternative location for safety reasons.

For example, in the event of an evacuation of the buildings during bad weather, or in the event of smoke from a fire making the assembly areas untenable. If we need to leave the school site, we will evacuate the children to Parkway Primary School.

Reciprocal arrangements with a number of nearby "buddy" schools or other suitable organisations provide options for migration to safe havens. The locations are close by to enable migration on foot along safe routes, available during school hours, and provide suitable and safe accommodation. The designated safe haven is as follows:

- Evacuate to Parkway Primary School
- Move children from school toward Lesness Abbey - this is higher ground than the school site
- If practical stay at the Abbey
- If bad weather persists move towards Knee Hill and then make way to Youth Centre in Wickham Street.
- If journey is too far and weather is difficult - take shelter at Greenwich and Bexley Hospice until help can arrive to transport the children to a place of safety.

Attack on a Student or Member of Staff

In order to minimise the potential for violence, the school undertakes risk assessments to identify hazards and risks, and to identify mitigation and control measures which can be implemented. For example physical aspects and design of the environment, school security, working practices, training etc.

Following any incident, the school provides emotional and practical support for those involved as a follow up to any immediate medical treatment.

After any incident, information is recorded (with the use of the accident and violent incident forms) in sufficient detail to devise appropriate preventative strategies and to share with others.

Staff and students are encouraged to report all incidents so that a true and accurate picture can be developed.

Bomb Threat/Suspect Packages

RECEIVING A BOMB THREAT

Even the best contingency plan will not prevent bomb threats from disrupting normal daily activities. However this disruption can be minimised if the recipient of the threat knows how to handle it.

TELEPHONE THREAT

Most bomb threats are delivered by telephone because the caller:

- Knows or believes an explosive or incendiary device had been or will be placed and wants to minimise personal injuries and/or property damage;

OR

- Wants to disrupt normal activities by creating anxiety and panic. (This caller may simply be a disgruntled employee wanting the day off).

EVERY THREAT MUST BE TAKEN SERIOUSLY AND DEALT WITH IN SUCH A WAY AS NOT TO CREATE PANIC

Carbon Monoxide Leakage e.g. from gas fired plant or equipment

Carbon Monoxide is colourless and odourless. It combines more readily with haemoglobin in human red blood cells than oxygen, and inhalation can make people feel sleepy, fall unconscious, and where there is prolonged exposure, to die from oxygen starvation. Inhalation of carbon monoxide can also turn the skin pink.

In the case of suspected carbon monoxide leakage:

- Inform Head Teacher/ Deputy Headteacher
- Open all doors and windows
- Switch off and isolate the appliance that is suspected of causing the leak.
- Report the appliance/matter to the LA and the Diocese
- If you are unable to identify the source of the leak, evacuate all or part of the building.

Chemical/Toxic/Hazardous Material Spill

Inform Head teacher /Deputy Headteacher / Business Manager

If it is safe to do so identify the substance spilled and take necessary action to minimise contamination if trained to do so.

If spill is severe, evacuate the building using fire drill procedures, move all persons to a safe location, and call the emergency services. The Fire & Rescue Service are the lead agency in dealing with chemical/toxic/hazardous spillage incidents. If severe spill is immediately outside the building, follow lock-down procedures, keeping all pupils inside and all doors and windows locked. Switch off fans or air conditioning and avoid using electrical equipment in case sparks are produced.

Closure

The school has a closure plan in place for use in the event of severe weather, an emergency or unforeseen situation.

- Inform Parent/guardian via text/phone/email ASAP.

Containment or Shelter

Emergencies may very occasionally arise when it is safer for the members of a school to remain within the school building beyond normal school hours. These would be very rare indeed, e.g. a factory fire with hazardous fumes or a terrorist attack.

In these situations it is essential that all doors and windows be kept shut. All appliances, such as extractor fans and air conditioning, will be switched off. Senior staff will wait for the all clear from the emergency services.

If telephone lines are down or busy, listen to the radio or TV. It may be necessary to maintain this situation for several hours, or even overnight. In very extreme circumstances it will be safer for children to be kept in the school for a long period even without food and blankets.

The emergency services will advise on appropriate public warning/informing messages to be considered for advising parents and guardians. The emergency services will provide assistance.

Earthquake

A major earthquake is not likely to happen in the UK, but after small tremors in the Midlands and Manchester, here are some important points to consider:

- If one or two people are in the room, the safest place to be is under the door frame.
- With a class of children, ask them to take cover under their desks and cover their faces with their arms to protect against falling objects.

Once initial shocks have ceased check the building for damage

If the building appears to be damaged carry out a risk assessment and consider evacuating part or all of the building and contact the LA and the Diocese.

Severe Weather

Upon receipt of a severe weather warning from the LA or on their own initiative the Head teacher will consider the following possible actions:

- Circulate the warning or situation to key staff including teachers
- Decide to close the school in advance where this seems sensible
- Monitor the weather conditions as they deteriorate
- Ensure salt bins/sand bags are fully stocked, shovels are available and working parties are notified

The Head teacher, in consultation with the Chair of Governors if possible, will decide to close the school when the weather conditions make it dangerous or impossible for people to travel to school, at which point they will initiate the school closure procedures.

Flooding

Inform Head Teacher / Deputy Headteacher / Business Manager

If the flooding comes from leaking or burst pipes or tanks, switch off the stop-tap, isolate the tanks and switch off any heating and hot water plant e.g. boilers and hot water cylinders that are fed from it.

In the event of mains water pipe burst, call the water company. If water threatens electrics, switch off the power at the incoming mains.

Monitor the situation. If necessary, evacuate the area - follow **MIGRATION STEPS**

If flooding worsens, evacuate the whole buildings. During heavy rain, find a suitable building to house the staff and pupils.

In situation of major flooding, the LA/Diocese will provide guidance and assistance.

Heatwave

There are no prescribed maximum temperatures for school premises, however uncomfortably high temperatures can hinder effective teaching and learning and affect health, safety and welfare.

A heatwave will be declared when the temperature is expected to be or has been recorded for the South East as:

During the day	31 degrees centigrade
During the night	16 degrees centigrade

There are certain groups that are particularly at risk during a heat wave.

- older people, especially those over 75 years of age and/or living on their own
- babies and young children, especially under 4 years old
- people suffering from mental ill health, those with dementia, and those who rely on help from other people to manage day-to-day activities
- people taking certain types of medication
- people suffering from chronic ill health
- people with an already raised temperature from an infection
- people using psychoactive drugs, including alcohol or illicit drugs
- people who are bed-bound
- people who have previously experienced problems in adapting to extreme heat

The LA/Diocese will notify all schools when a heatwave is anticipated or has been declared.

The school will take precautions to ensure that those at risk are protected from the effects of the sun including:

- Mitigating/minimising exposure
- Providing access to clean drinking water
- Encouraging the wearing of sun hats/sun block
- Communicating this to parents

Lightning Strikes

If pupils and staff are outdoors, avoid water, hilltops and trees. Stay away from any metal objects and avoid contact with others.

If you think pupils are at risk of being struck, inform them to drop to their knees and bend forward. DO NOT LAY FLAT.

If in a building, instruct the pupils to move away from windows and do not touch metal structures or phones and computers.

Heating Failure

The Education (School Premises) Regulations 1999 require that each room or other space in a school building must have a system of heating which is appropriate to its normal use. The heating system must be capable of maintaining the temperatures specified below when the external air temperature is -10 C. For the purpose of the Regulations, temperatures should be measured at 0.5m above floor level.

Areas where there is a lower than normal level of physical activity because of sickness or physical disability. These areas include sick rooms and isolation rooms, but never other kinds of sleeping accommodation = 21o C

Areas where there is a normal level of physical activity, such as classrooms, exam rooms, libraries and areas for private study = 18o C

Thermometers should be available to enable temperatures to be measured throughout the school, but need not be provided in each room.

In the event of a failure of the heating system the Head teacher will alert the Site Controller who will ascertain the cause of the failure and try to get the system working.

Where schools buy into the LA's reactive/planned maintenance service The Principal Building Surveyor should also be notified. The Principal Building Surveyor may decide to nominate a professional heating engineer to help resolve the problem.

Where the above temperatures cannot be maintained in the occupied parts of the school, then the Head teacher will consider whether any of the following actions may be appropriate:

- Take the affected areas out of use
- Provide temporary heaters (N.B. this should be subject of a risk assessment by the Head teacher as there may be hazards such as high surface temperatures, naked flames or fumes from bottled gas depending on the types of heaters to be used.
- Close the school

Hostage Situation in School

- Do not try to intervene or be a hero
- Co-operate and follow the instructions of the hostage taker
- Alert emergency services and LA/Diocese
- Try to remain calm and spread calmness. The children are likely to copy your behaviour
- Isolate the hostage area by evacuating other pupils or through lock-down procedure
- If possible, account for everyone in the school, including all pupils, staff, visitors, contractors etc. in order to identify who might be being held hostage

It remains the ultimate responsibility of the Head Teacher or in her absence the Deputy Head Teacher to decide upon the action to be taken following guidance in this emergency plan.

In every situation the safety of children and staff is paramount - Migration of all children is used as a last resort and only in exceptional circumstances.

Reporting of timings for both internal and external evacuations are reported to the Health and Safety Committee termly and then to the Full Governing Body.

St John Fisher aims:-

External Evacuation - KS1 and KS2 2 minutes or less

Internal Evacuation - KS1 and KS2 4 minutes or less to move to Stage 2