



GENERAL EMERGENCY PROCEDURES

OAK LODGE SCHOOL

Adopted from Wandsworth

2021

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FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Staff discovering a fire should activate the alarm using the nearest available break glass call point. They should then notify reception staff in the main office of the exact location of the incident.

ON HEARING THE FIRE ALARM:

- All staff, pupils and other occupants of the building must respond to alarm activations.
- The fire alarm is a continuous ringing bell and red flashing lights.
- The person manning the reception will summon the emergency services by **DIALLING 999** as soon as the alarm is heard;
- The Premises Officer will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- The Headteacher (or, in her absence, the Deputy Headteacher or Business Manager) will go the front Assembly Point to act as the point of control and to liaise with the Fire Brigade on arrival.
- Registers, visitors books etc. will be taken out to the front Assembly Point by the school secretary or other member of office staff.
- Kitchen staff must evacuate immediately and, wherever possible, turn off the main gas supply to the kitchen.
- The Premises Officer will advise the senior member of staff at the front Assembly Point of the location of the fire following his interrogation of the fire panel.
- Wherever possible the Premises Officer and named members of the Senior Leadership Team should carry out a rapid sweep of the building to ensure staff and pupils are out of the building. This sweep should be communicated to the senior member of staff at the front Assembly Point.
- Staff will supervise / effect the evacuation of pupils/visitors to the designated assembly points. The shortest available route is to be taken, e.g. where doors from a classroom lead immediately outside then these should be used. Where there is a need to evacuate through internal escape routes the fire signs should be followed as these will indicate the shortest route to a place of safety. Should the presence of smoke be detected an alternative signed route must be taken.
- Staff not with pupils, visitors and contractors must immediately leave the building by the nearest exit, without stopping to collect personal belongings, and report directly to the senior member of staff at the Assembly Point. The last person to leave a room should close the door. If time allows windows should also be closed prior to leaving the room and non-essential equipment turned off.
- The assembly point is located at the:
 - Sports courts
- Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route led by the class teacher. The last person to leave the classroom must close the door. Pupils should walk in their year groups and remain with their teacher at the Assembly Point.

- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the nearest Assembly Point, leaving the building by the nearest marked escape route.
- On arrival at the Assembly Point pupils must stand in their year groups while staff check their registers. The result of this check must be reported to the senior member of staff at the front Assembly Point as soon as it is completed.
- Each teacher must report to the senior member of staff at the front Assembly Point the status of their class evacuation; e.g. all pupils out and accounted for, one pupil who may be at the toilet not accounted for, etc.
- The senior member of staff at the front Assembly Point will liaise with the Fire Brigade on their arrival and will notify them as to whether the building is completely empty or that there are persons unaccounted for. The location of the fire, where known, will also be communicated to the Fire Brigade.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade and the senior member of staff is satisfied that it is safe to do so
- If the building cannot be reoccupied following an evacuation, pupils will be evacuated to and will assemble at a point specified by the emergency services, arrangements to contact parents will be undertaken. A safe place is currently under negotiation.

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if they are trained and it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.

USE OF SCHOOL OUTSIDE NORMAL HOURS

- In the event of the school being used outside normal hours, the Premises Officer (or person meeting the user) is to ensure that the user of the school is aware of evacuation procedures including the sound and type of alarm, the requirement to call the fire service and means of escape.
- The Premises Officer (or person unlocking the school) is to ensure that sufficient fire exit doors are unlocked and available at all times during the external use of the school. Where any confusion may exist as to the quickest route out of the school **all** final exit doors should be unlocked and made available.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

Visual disability

People with a visual disability will usually require the assistance of one person, on stairways the helper should descend first with the persons hand on their shoulder, on level surfaces they should take the helpers arm and follow them.

Hearing disability

People with a hearing disability should be escorted out of the building by staff.

In the event of staff with a hearing impairment joining then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

Personal Emergency Evacuation Plan (PEEP)

The completion of a PEEP should be considered in consultation with the person with a disability.

BOMB THREATS

If a bomb threat is received staff must notify the head teacher/senior member of staff present, immediately giving as much detail as possible.

The police should be contacted for advice as to whether the building should be evacuated though this decision is ultimately the responsibility of the senior member of staff.

The signal for evacuation of the building, should this be necessary, will be by runners sent to each area.

The normal evacuation procedure should be followed subject to any route changes deemed necessary and the school will assemble at a point specified by the emergency services. [A safe place is currently under negotiation.](#)

GAS LEAKS

If you smell gas, or suspect there is a gas escape, you should immediately:

- Open all doors and windows.
- Notify the head teacher / senior member of staff of the incident.
- Call the Premises Officer.
- Check that all gas appliances are switched off
- Shut off the gas supply at the meter control valve
- Evacuate part or all of the premises as necessary.
- If gas continues to escape, telephone National Grid on 0800 111 999.