



Winterton Junior School Fire Safety and Bomb Scare Procedures Policy

All staff, both teaching and ancillary, should be aware of the siting of fire extinguishers throughout the school and know how to operate these. Training in fire awareness is provided regularly.

Fire drills will take place each term. In September pupils will be instructed, and practice, how to evacuate their classrooms, the hall and the dining room in an emergency.

Every room must have displayed instructions on the nearest route out of the building. Teachers must make pupils aware of this at the beginning of the school year and issue reminders at the beginning of all other terms.

All staff must be aware that because of the make up of the building, in the event of evacuation of the building, all pupils will not be in the same place. In fact depending where they are in the building at the time, will determine which yard they evacuate to. Teachers should be aware at all times where in the building their pupils are so that after evacuation they can be accounted for.

All teachers should take their class register, on the iPad, and a walkie-talkie with them if they change classrooms at any time during the day.

Once the class teacher has marked the lunch register slip it is taken, by a pupil, to the office where they will collect a charged walkie-talkie, to take back to the classroom.

It is essential that all staff sign in and out of school at all times - even when only leaving the premises for a few minutes to ensure that everyone can be accounted for.

All fire doors should be kept closed at all times.

In case of Fire

(See also Appendix A: Fire Accident Alarm & B; Fire Evacuation Instructions July 2012)

a. During School Session Time

When the fire alarm bell is heard, pupils should be told to stand and line up in an orderly fashion and leave the classroom and school by the agreed route.

Teachers should take their registers, on the iPad, and walkie-talkie with them.

Staff should check toilets near to their classrooms. Arrangements for who does what must be agreed at the beginning of each school term and will depend on staffing deployment. This will always be discussed at a staff meeting at the beginning of the year.

Pupils in the Hall should collect their shoes from sides of hall (but will put them on only when it is safe to do so i.e. when they are safely out of the building) and exit via the double fire doors.

Classes should line up in their fire positions in the yard and the number of pupils present should be checked in each class. The registers will be called and pupils will shout 'here' and raise their arm high into the air so they can be clearly identified as being present and safe.

Any pupils who arrive in a different yard from their class should report to the Senior Teacher.

The Senior Teacher in the Y6 playground will ensure that all pupils are accounted for. Any missing pupils, or additional to normal classes present will be noted and the Senior Teacher will call up the Main Yard using the walkie-talkie to exchange this information. Admin Staff to check all adults are accounted for via walkie-talkie.

These pupils should not join any other class line.

The Admin staff present will collect information concerning pupil numbers accounted for and those missing. This information will then be reported to the most senior member of staff present.

If any pupils are missing from a class this should be reported to the senior member of staff with any additional information available e.g. - was in library and will be in other yard.

b. During Playtimes

Pupils line up in fire drill positions away from school buildings.

Teachers join them with registers, on iPads. Playground Duty Staff should always have a walkie-talkie with them at all times.

c. During Lunchtimes

Pupils in playground line up in fire drill positions, away from school building

Pupils in the canteen will be told to leave their lunch and stand behind their chairs, which they will put under the table to prevent trips, They will be instructed by the staff on duty in the canteen to walk out of the "in" door and, exiting through the two doors, go out onto West Street and along into Y6 yard. The member of staff on duty in the year 6 playground will, upon hearing the alarm, unlock the gate from West Street into the year 6 playground.

Pupils are counted by lunchtime Supervisors and the total number reported to Senior Supervisor using the walkie-talkie who will always know how many pupils have to be accounted for. The total number of pupils in school is always recorded on the whiteboard in the Admin Office.

Person who is manning the office should print off, from ScholarPack, a fire register and take out into the yard.

Staff on the premises will join the pupils on the yard.

d. Evacuating the hall

All children and adults should leave via the fire doors at the side of the Hall.

Teachers in the hall should make sure doors are open and that pupils leave in an orderly fashion.

Other staff should join their classes in the main Yard where pupils are lined up in fire drill positions.

e. Evacuating the Engineering Hub

All children and adults should leave via the internal staircase (if on the first floor) and through the main entrance door. Everyone should assemble in the school car park until all accounted for (teacher to do through roll call on iPad register/Library personnel and visitors by headcount). Once everyone is accounted for they should join other staff and pupils in the playground. Senior member of staff report pupil numbers accounted for and those missing to Admin staff for collation.

If the main internal staircase is blocked children and adults should exit the building via the fire escape and walk through the canteen cloakroom and exit onto West Street and along into the year 6 yard. The registers will be called and pupils will shout 'here' and raise their arm high into the air so they can be clearly identified as being present and safe.

f. Evacuating the Studio

All children and adults should leave via the nearest exit onto the year 6 yard. Classes should line up in their fire positions in the yard and the number of pupils present should be checked in each class. The registers will be called and pupils will shout 'here' and raise their arm high into the air so they can be clearly identified as being present and safe.

Evacuating School for other reasons - e.g. bomb scare.

(See also Appendix A)

The school intercom system will be used to instruct staff to evacuate the building.

Staff will ensure that their class leaves in an orderly way out of the building and away from the school.

Staff will assemble pupils on the school field. (Key to gates taken by person who makes intercom announcement).

The school has arrangement with Winterton Community Academy to accommodate pupils until safe return to school is confirmed or pupils are collected by parents to take home.

Contact addresses for pupils are emailed to private email address of Headteacher and School Admin Officer to ensure that contact can be made with parents.

Fire & Bomb Scare Procedures revised by Cathy Logan & Cheryl Baxter July 2016

Fire & Bomb Scare Procedures accepted by staff: Autumn 2016

Fire & Bomb Scare Procedures adopted by Governors: Autumn 2016

Fire & Bomb Scare Procedures review date; July 2017

Appendix A

FIRE ACCIDENT ALARM

In case of Emergency dial 999 and ask for the help you need.

Normally it will be the Admin Officer, Business Manager or Headteacher who does this but if you are the person nearest the phone please do not waste time waiting for someone else to do it.

Remember it is better for 4 people to phone than for no one to do it.

It is better to have a false alarm than a disaster.

Appendix B

Fire Evacuation Winterton Junior School (effective July 2016)

All classes will send their lunch register slips to reception first thing in the morning where they will collect a fully charged walkie-talkie to take back to the class teacher. It is the responsibility of the class teacher to ensure they have the register, on the iPad, and walkie-talkie with them at all times. This means if the class go to another room for a lesson i.e. ICT suite, Hall etc the register and walkie-talkie goes with them. It is the responsibility of the classroom staff to mark all latecomers or early leavers in the register so that an accurate figure is always shown.

In the event of a fire alarm activation the class teacher/TA will take the register, on the iPad, and walkie-talkie with them so that they can conduct a head count. If a class is split into groups for lessons it is the responsibility of the person taking the group to take out their group register to ensure all children in their group are accounted for.

- **Classroom 6 (Crested Owls)** - on entering main corridor turn left and exit into playground through the doors at the end of the corridor by the hall.
- **Classroom 9 (Elf Owls)** and extension - to use door into 'Hokey Cokey room' area and exit via door onto ramp and into year 6 playground.
- **Classroom 10 (Eagle Owls)** - leave room by door nearest to 'Think Tank', turn right then left and exit using the main door onto the main playground.
- **Classroom 7 (Little Owls)** - leave classroom via 'Hokey Cokey room' area door and exit building via door onto ramp and into year 6 playground.
- **Classroom 8 (Snowy Owls)** - exit building through door from classroom to ramp and into year 6 playground.
- **Classroom 4 (Hawk Owls)** - exit building using door to Year 6 playground.
- **Classroom 5 (Barn Owls) and extension classroom** - exit building using door in extension classroom to Year 6 playground.
- **Classroom 3 (Spotted Owls)** - leave classroom and turn left exiting the building through the cloakroom door into the main playground.
- **Classroom 1 (Tawny Owls) and Classroom 2 (Striped Owls)** - leave classroom and exit into main playground through the emergency exit door right outside the classrooms.
- **Dining room** - all to evacuate through the double doors onto West Street, turn right and walk to gate into year 6 play ground. Member of staff on duty in year 6 playground, on hearing the fire alarm, to unlock the gate.
- **Business Manager Office** - leave room come down the stairs and exit the building via cloakroom door into the main playground.

- **Hokey Cokey Room** - leave room turning right and exit building via door onto ramp and into year 6 playground.
- **Rainbow Room (Pastoral Manager)** - leave room turning left and exit into main playground through main corridor doors.
- **Think Tank Room**- leave room, turning right then right into main corridor and exit into main playground through main corridor doors.
- **Main Hall** - All pupils to stand and evacuate via nearest door either fire doors or rear door into corridor and turn right through main corridor doors into play ground.
- **All office staff/Headteacher Office/Deputy and SENco Office/Staff room/Medical Room** - exit via main door and cross car park to side gate. Unlock side gate and enter main playground. Office Staff to take mobile phone, visitor, staff and pupil books and walkie-talkie off reception. Either the Head Teacher or Office Staff (whoever is available) **IF DEEMED SAFE TO DO SO** will read the 'zone panel' before leaving the building.
- **Engineering Hub** - exit via internal staircase and through main entrance door. Assemble in school car park until everyone is accounted for then join other staff and pupils in main playground. If internal staircase is blocked exit via the fire escape, walk through the canteen cloakroom, through the double doors onto West Street, turn right and walk to gate into year 6 play ground.
- **Studio** - exit via fire doors onto year 6 yard.
- **Kitchen** - exit via kitchen side door and cross the car park to the side gate to join admin staff in main playground. If kitchen door is obstructed, Kitchen staff should leave kitchen via exit onto West Street from the canteen area and join staff and pupils in Year 6 playground

At lunchtime the class monitor in **ALL CLASSES** will take the walkie talkie they have in their classroom out into their playground and **HAND TO MISS DOCHERTY** and at the end of lunch, Miss Docherty will return the walkie talkies to each class. The lunchtime supervisor working in the canteen will collect a walkie-talkie from the office at the start of lunch and return to the office at the end of lunchtime.

All walkie-talkies to be returned to the admin office at the end of each day to be recharged. The walkie-talkies do not need to be kept switched on in the classrooms but only switched on in the event of a fire so that each playground can confirm numbers. The register monitor will collect the walkie-talkies at the start of the day when they take the register slips to the office for photocopying.