

# Willerby Carr Lane Primary School



## EMERGENCY PROCEDURES POLICY

### **Introduction**

The following policy covers the actions to be taken in the event of a fire or bomb threat.

The Principal Fire Marshalls will be the headteacher and deputy headteacher. The Principal Fire Marshalls will also be the Bomb Alert Wardens.

It is the responsibility of all site users to make themselves familiar with the emergency evacuation procedures. In the event of a fire or bomb threat, site users must follow the emergency evacuation procedures.

All corridors, escape routes and doors must be kept clear of obstructions at all times. All fire fighting appliances must be kept clear of obstructions.

The gate to the Early Years playground must be kept unlocked throughout the day for exit in emergencies.

### **Emergency Plan**

The School Business Manager is responsible for maintaining the School's Emergency Plan. The plan identifies which members of the SLT and which Governors are responsible in times of emergency. It details their roles and anticipates actions to be taken in emergency situations. The team annually review the plan and walk through various emergency scenarios to keep themselves trained and prepared.

### **Fire Extinguishers**

Fire extinguishers should only be used to extinguish small fires and only when by doing so the operator does not put themselves or other site users in danger.

### **Evacuation Drills**

These will be held termly and recorded in the Fire Safety Handbook..

### **Fire Alarm Tests**

Break Glass Alarm Points will be tested weekly on a rolling programme by the Caretakers and recorded in the record book.



**On Discovering a Fire...**

Shout a warning to the people in the vicinity, then sound the Fire Alarm by operating the nearest Break Glass Alarm Point. Get away from the fire as quickly as possible and call the Fire Service.

Only use the fire fighting equipment if the fire is very small and it is safe to do so.

**On Hearing the Alarm...**

The Fire Service should be called immediately by dialling 999.

All persons should leave the building quickly and calmly.

**Do Not RUN** or stop to collect belongings.

Children and visitors should be escorted from the building to the assembly point.

Disabled people should be attended.

**Accounting for Personnel**

All staff, children and visitors should assemble on the field at their assembly point.

Teachers will be given a class list and absence report in order to check off their children.

They will also be given a green and red laminated slip. If all children are accounted for then they should hold up their green slip and correspondingly, the red slip if there are problems.

The admin staff will take out the signing in/out boards as well as the visitor books and check that all adults are accounted for and report to the Principal Fire Marshall

No person should return to the building until told to do so.

This policy has been approved by the governors of Willerby Carr Lane Primary.

Signed: ..... date: .....

