Lincoln Christ's Hospital School

Emergency Evacuation Plan

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Introduction

From October 2006, all establishments are required to have a Fire Risk Assessment for the premises and the staff that work in those premises as part of the Regulatory Reform (Fire Safety) Order 2005.

As part of the risk assessment carried out by LCHS, this Emergency Evacuation Plan was written.

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.

The Emergency Evacuation Plan will be regularly reviewed by informal de-brief of relevant staff, by the Health and Safety Officer, Currently Mr Groves, after every sounding of the alarm, rehearsals and tests.

All staff have a duty under the Health and Safety regulations to report anything that could affect their own or another person's health or safety. The continued effectiveness of this plan relies on all staff sharing any successes and concerns of the plan with the Health and Safety Officer.

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, e.g. in the monthly alarm system test, all staff and pupils 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:

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

Anyone discovering any of the above should sound the fire alarm by pressing the button on 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.

Assembly Points

On activation of the alarm, pupils will evacuate the building in an orderly fashion by the most appropriate route, the teacher who is currently teaching them and any other classroom support staff will ensure the room is clear. The staff and students will use the most efficient route to their assembly points.

Having left the building they were in, they should not re-enter another part of the school as a route to get to their assembly point. They should go round the outside of the buildings.

Once clear of the buildings pupils will assemble in their Tutor Group, at their designated Assembly Points, supervised by their Tutor.

Assembly Points:

- Yr7 – Gravel area in front of the cloisters;
- Yr8 – lower school playground;
- Yr9 – lower of the bottom half of the field, facing the Astroturf;
- Yr10 – higher of the bottom half of the field, facing the Astroturf;
- Yr11 – bottom half of the field facing the tennis courts;
- Sixth Form – on the tennis courts;
- Support staff and visitors – front of old building near Reception;
- Pupils in exams – back of Sports Hall/Astroturf.

At the Assembly Points:

- Registers will be taken to the Assembly Points by the appropriate Year Pastoral Manager.
- Student Reception will take any late arrivals records to the Assembly Points.
- Each Tutor will call the register for their Tutor Group to ensure everyone is accounted for.
- If anyone is missing the Tutor will inform the Progress Leader.
- The Progress Leader will pass on details of anyone missing to the Chief Fire Warden (the Headteacher or nominated Deputy Headteacher).

In circumstances where a designated Assembly Point is too near to part of the buildings from which there is a danger, or potential danger, the Chief Fire Warden will instruct and ensure that the staff and pupils at that assembly point are moved, in an orderly fashion and by a safe route to the field.

Pupils and Staff in the Swimming Pool

The Swimming instructor will monitor a radio on Channel 6. Pupils will be cleared from the pool and will line up by the Fire Exit door. A Class register will be sent to the correct assembly point so they can be accounted for. The Chief Fire Warden will decide if the staff and pupils will be evacuated. Space blankets will be issued; pupils should not go back to the changing rooms.

Support Staff

Support Staff will evacuate the building by the most appropriate exit and assemble outside at the front of the building by Main Reception.

- Turnaround Centre/Remove Room Staff should monitor Radio Channel 6.
- They will check all three floors of the old school building, (Turnaround Centre/ Admin/ Remove/ Staffroom corridors) west of the fire door as they evacuate.
- Reception Staff, who will evacuate with other Support Staff, may liaise on Radio Channel 6, with details of any visitors to the school, who should be at the assembly point.
- If anyone is missing, the Chief Fire Warden should be informed on Radio Channel 6.

Visitors to School

Visitors to school should have been signed in through Main Reception and have a visitor's badge. They are the responsibility of the member of staff/department they are visiting. They should be supervised as they evacuate the building and taken to an appropriate assembly point.

- On hearing the alarm the Receptionist/Switchboard Operator should evacuate the building to the Support Staff Assembly point, in front of the main building. They should take with them the visitor's register and the staff booking out book and monitor a radio on Channel 6.

- They should check if there are any visitors in school and who they are with.

- They should liaise with the assembly points on Radio Channel 6 to confirm any visitors are accounted for.

- If any visitors are missing, the Chief Fire Warden should be informed on Radio Channel 6.

External Bookings (non-school staff, evening, weekend and school holiday bookings)

If the alarm sounds out of school hours, whilst school premises are being used by outside organisations and groups, the leader of the group should ensure everyone in their group evacuates the buildings by the most appropriate route, closing doors and windows on the way if safe and practical to do so.

They should assemble in one of the following three Assembly Points:

- If they are in the Swimming Pool, Sports Hall or associated sports facilities or the Old Hall, assemble on the Junior Playground.
- Swimmers to clear the pool and wait by the fire exit on poolside. The group leader will then collect space blankets from the unit in the observation room in case they need to evacuate the pool.
- If they are in the Main Hall, the Sixth Form area or associated rooms they should assemble at the Front of the Main Building near Reception
- If they are in the Dance Studio or associated Sports facilities they should assemble in the car park near to the all-weather pitches and the Dance Studio
- If a group is in another location in school, they should go to the most appropriate of these three Assembly Points.

They should remain clear of the buildings and keep away from any danger or potential danger.

Once at the Assembly Point, the group leader should:

- ensure all their party are accounted for.
- call the Duty Caretaker on 07709959652.
- Only call the fire and rescue services if they see or suspect a fire.
- If the fire and rescue services have been called, they should remain at their Assembly Point until they have liaised with the responding units.

They should not re-enter the buildings until approved by the Emergency Services, if they have been called or the Duty Caretaker if the Emergency Services have not been called.

Staff Roles

Health and Safety Officer (currently Mr M Groves)

It is the responsibility of the Health and Safety Officer, in liaison with other relevant staff, to:

- Ensure all aspects of emergency evacuation of the school are up to date.
- Ensure all staff are aware of and practised in their roles in the plan.
- After each activation of the alarm, rehearsal or test, have an informal debrief with any member of staff with information or observations to support the existing plan or improve the plan for the future.
- After any debrief, if necessary develop the plan to improve its effectiveness.

Fire Panel Operators (Currently Mrs Louca, Mr Groves)

On hearing the alarm, Fire Panel Operators should:

- **Providing it is safe to do so -** Attend the alarm panel in Reception or one of the other panels, with a radio tuned to Channel 6 as soon as practical after the audible alarm sounds.
- From the panel, ascertain where the alarm has been activated and the nature of the activation (call point outside room M02/smoke detector room S06 etc.).
- Pass all relevant information from the panel, via radio Channel 6 to the Chief Fire Warden, Health and Safety Officer and the Site Staff.
- Commence log of the incident in the book kept in reception on top of the panel.
- Maintain communications with Chief Fire Warden, Health and Safety Officer and the Site Staff.
- On the instructions of **only the Chief Fire Warden** silence/reset the alarm as directed.
- Ensure that all sounders have been silenced by communicating with staff on radio.
- When incident is over - pass any points of note, positive and negative, to the Health and Safety Officer.

If forced or directed to evacuate the building for safety reasons, the Fire Panel Operator should inform the Chief Fire Warden that he is leaving the panel, stay on radio watch and continue to keep the log of the incident.

School Site Staff

On hearing the alarm Site Staff should tune their radios to Channel 6. They should:

- Communicate with the Fire Panel Operator as to the location and nature of the activation.
- **Providing it is safe to do so**, go to the location of the activation and investigate the cause. At least two persons should be involved in this task.
- Report cause of the activation via radio Channel 6.
- As directed by the Chief Fire Warden, reset the call point as necessary.
- When incident over - pass any points of note, positive and negative, to the Health and Safety Officer.

Reception/Switchboard Staff

The Receptionist/Switchboard Operator will leave the building by the main reception door and take with them a radio on Channel 6 and the visitors book. They will:

- Evacuate the building and go to the support staff assembly point at the front of the building, taking with them the register of visitors and the staff signing out book and continue to monitor Radio Chanel 6.
- Check if there are visitors signed into school. If there are, liaise with designated staff at the assembly points, via Radio Channel 6, to ensure visitors are accounted for.
- If unable to account for a visitor, inform the Chief Fire Warden.

Teaching Staff

All teaching staff are effectively 'Fire Wardens' as they have responsibility for the safe and orderly evacuation of pupils in their charge at the time of the alarm and the calling of the register for their tutor group once gathered at the designated assembly point.

Upon hearing the alarm, teaching staff should ensure that their class evacuates quickly and safely. They should walk out of the building by the most appropriate evacuation route, quietly and in single file as Fire Wardens may need to walk the opposite way along corridors.

Once their teaching group has safely evacuated the building, Teachers should go to their designated assembly point and:

- Supervise the assembly of their Tutor Group.
- Take the register of their Tutor Group.
- Report all present or any one missing to the Progress Leader.
- Supervise their Tutor Group until receiving further instructions.

If it is ascertained that anyone is missing, the following details should be obtained and passed to the Head of Year/Chief Fire Warden:

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

Under no circumstances should pupils and teaching staff re-enter the building until the all clear is given by the Chief Fire Warden. No one else is authorised to give the 'all clear'.

Personal Emergency Evacuation Plans (PEEP)

Personal Emergency Evacuation Plans (PEEP) - Teaching staff should be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). See Appendix 5

These will be in place for children who may experience difficulty in evacuating the building by the designated escape route due to physical barriers e.g. steps.

The PEEP will clearly state what is to happen to those pupils.

(Currently, January 2019, there are no students or staff in school who have a PEEP)

Designated Fire Wardens (Deputy and Assistant Heads)

Fire Wardens are members of staff who have received additional training and have designated responsibilities during an alarm. On hearing the audible alarm, they should, **without endangering their own safety:**

- where possible pick up a Radio and monitor Channel 6
- Attend the designated area of responsibility which they have been allocated.
- carry out a visual check of all allocated areas to ensure all rooms have been vacated.
- liaise with the Chief Fire Warden as necessary to ensure a safe and efficient evacuation of pupils and staff.
- check that fire doors are closed.
- report anything suspicious to the Chief Fire Warden.
- proceed to nominated year groups assembly points.
- liaise with Progress Leaders to ensure registers are in order.
- await further instructions regarding re-entry into building.
- supervise orderly re-entry and keep Chief Fire Warden informed.

They should not put their own safety in danger at any time and, if in doubt, leave the building by the nearest exit.

Chief Fire Warden (Headteacher or Nominated Deputy)

The Chief Fire Warden is the Headteacher if in school. If the Head is not in school, then the Deputy, or the Health and Safety Officer, currently Mr Groves will deputise as the Chief Fire Warden.

The Chief Fire Warden is in overall charge of any evacuation until either relieved by a member of the Fire and Rescue Service or other emergency service, or until the all clear is signalled.

On activation of the Alarm the Chief Fire Warden will pick up a radio and operate on Channel 6. They should:

- ascertain, from the Fire Panel Operator, the location and nature of the activation.
- ensure that the location of the activation is being checked, if **safe to do so**, by trained staff.
- ensure the evacuation is going ahead safely and effectively.
- liaise with staff at the assembly points to confirm when registers have been taken and everyone accounted for.
- if anyone is reported missing, organise action to find them, **taking into account the safety of staff who may be engaged in any search**.
- if there is indication/evidence that the activation may be malicious, ensure evidence is secured and an investigation commenced.
- once satisfied that the activation has been dealt with fully and it is totally safe to do so, give the instruction via radio for the alarms to be silenced and for staff and students to re-enter the premises.

It is the Chief Fire Warden who will decide and direct if, or when:

- **The Emergency Services are called**

- **The alarm is silenced/reset and pupils and staff are allowed to re-enter the building**

External Examinations

The evacuation of an Exam Room causes major problems to candidates' concentration, can compromise the security of the exam paper and could prevent candidates being allowed to continue the paper after the alarm.

If there are any external examinations, GCSE/GCE etc. in progress when the alarm sounds, an additional evacuation plan will apply to the students and staff specifically involved with the exam. Briefly:

- As long as there is no direct threat to students and staff, exams rooms will not be automatically evacuated when the alarm sounds.
- The cause of the alarm will be ascertained and in liaison with the Chief Fire Warden, a decision will be made if the Exams Rooms are to be evacuated.
- This procedure should be overridden if the senior invigilator in an exam room considers there is a threat to safety in the room.
- Invigilators are trained in these procedures and a copy of the instruction is posted on the Sports Hall/Gym wall during exams.

The separate Exams Room Evacuation Plan is included at Appendix 4

Rehearsals and Testing

Rehearsal of the Emergency Evacuation Plan

The Health and Safety Officer will carry out a full unannounced rehearsal of the Emergency Evacuation Plan as soon as is practicable in the first few weeks of the Autumn Term each year.

They may also call a rehearsal of the plan at any other time he, or the Chief Fire Warden, think appropriate.

This will be a full rehearsal of the plan, students and most staff not knowing that it is not an emergency activation of the alarm.

These rehearsals will be recorded in the Alarm Log.

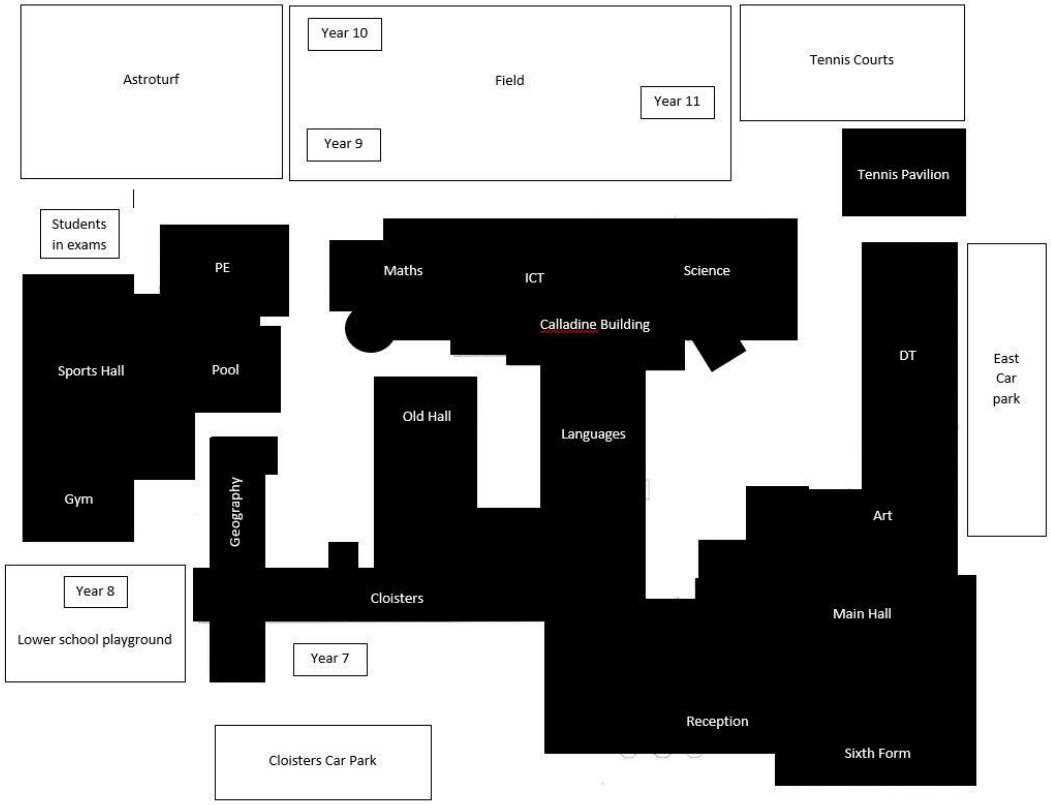
Testing the Alarm System

The Alarm system will be tested monthly; on the afternoon of the first Friday or if this is not appropriate, on another Friday afternoon, at a time when all pupils and the majority of staff are off premises.

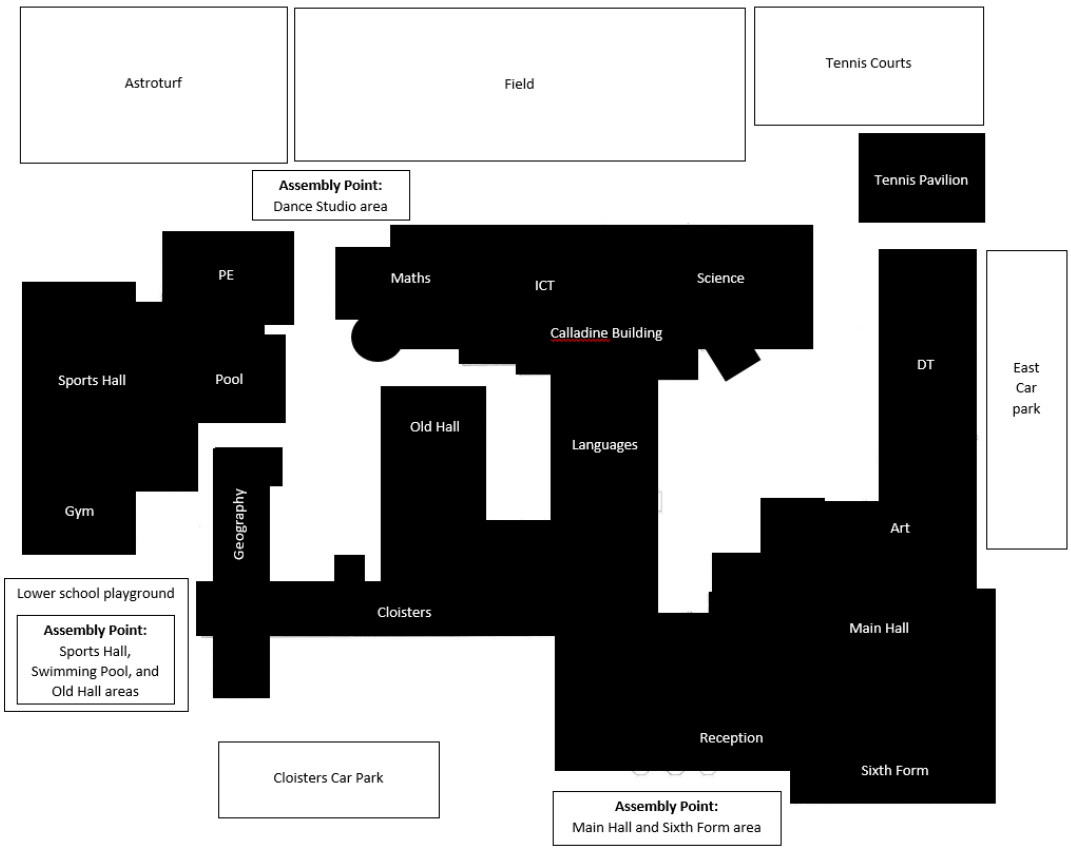
Over a period of months, this test should involve activating the alarm in different ways (call point, smoke detector, activation from the panel etc.) checking the sounders in all parts of the building, and confirming the readouts on the panel are accurate and clear.

These tests will be recorded in the Alarm Log.

Appendix 1
Plan of School, showing evacuation assembly points:



Plan of School, showing evacuation assembly points – for Out of School Hours – External Bookings:



Appendix 2

Receiving a Bomb Threat - Guidance

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:

1. 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

2. Wants to disrupt normal activities by creating anxiety and panic.

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

Record everything being said, especially the exact wording of the threat.

Any background noise may help identify the source of the call and it is also important to try and extract as much information as possible about the type, size and location of the device. In addition the recipient should indicate to the caller that the building is occupied and the detonation of the bomb could result in the death or serious injury of many innocent people.

WRITTEN THREAT

If a written threat is received all materials, including envelopes and containers, must be saved. Contact with these materials should be minimised as excessive handling might destroy valuable fingerprint evidence.

Handle as little as possible.

CONCLUSION

No solution can be offered to eliminate either bomb threats or planted bombs, so organisations need to implement both good physical security and a comprehensive bomb threat response plan.

Appendix 3

Emergency Numbers

In the event of a fire/emergency or when instructed by the Chief Fire Warden, ring - **999**

999 Guidance

When you get through, the operator will ask you which emergency service you want: fire brigade, police or ambulance service. Please listen carefully and be patient. You will be put through to an emergency control room operator for the service you want.

They will ask you a number of questions.

Answer the questions clearly, and don't put down the phone until you are told to.

Lincolnshire Police Non-emergency number - 101

Gas Emergency Services Emergency line - 0800 111 999.

Out of Hours Duty Caretaker - 07709959652

Appendix 4

FIRE / EMERGENCY

Instruction for Examination Rooms

Policy - exam rooms will only be evacuated during an exam where there is an actual threat to the students and staff.

IF YOU HEAR THE FIRE ALARM

If there is no immediate sign of fire / no actual threat to the students and staff in the exam room

Reassure the students - note the time on the board.

Inform the students;

- **Although the fire alarm has sounded we are not at this point going to evacuate the room, stay in your seats**
- **You are still under exam conditions**
- **Do not talk or communicate in any other way**
- **You will be given extra time at the end of the exam to compensate for this interruption if necessary**

Invigilators ensure compliance with exam rules and reassure any students distressed by alarm.

The Exams Administrator and/or Exams Officer - will immediately check the origin of the alarm and communicate this to the senior invigilator in each exam room in the school to allow a decision to be made re. evacuation.

Decision Not to Evacuate the Exam Room

Reassure the students –

- **Adjust the completion time by adding the amount of time the alarm has sounded.**
- **When alarm stops sounding - resume the exam - amend finishing time to account for lost time.**
- **Special Considerations requests will be entered for all students involved.**

Decision to Evacuate the Exam Room

If either the Senior Invigilator in the exam room or the Exams Officer makes a decision to evacuate Exam Rooms;

Reassure the students -

- **Note the time on the board.**

- **Explain that we are going to evacuate the room, but that in order to be able to resume the exam later exam board rules need to be followed.**
- **Students must not talk or otherwise communicate whilst they are out of the room.**
- **Papers will be left as they are on the desks in the exam room. The attendance registers should be taken to allow a roll call, once all safely out.**
- **Students will be evacuated by the available fire doors/routes, in an orderly manner, directed by staff.**
- **Staff and students should not stop to collect belongings. *(In winter, weather consider allowing, students to collect coats if time and safety permit).***
- **In the Sports Hall - direct the students to a safe area to the left of the all-weather pitches, behind the Sports Hall. *(They must not join other students who are not from the exam room)***
- **In rooms other than the Sports Hall - Take the students to a safe point clear of the building but away from other students. *(They must not join other students who are not from the exam room)* Senior Management or Exams Staff must be made aware of where these students are.**
- **Invigilators must accompany the students and ensure continued compliance with exam conditions *(no talking or other communication)***
- **Senior invigilator in each room will be last to leave ensuring room is clear and all doors and windows are closed.**

When considered safe to return to exam room

Students to be taken back into exam room ensuring continued exam conditions.

- **No talking or other communication.**
- **Resume seats.**
- **Restart exam adjusting times as necessary.**
- **Exams staff will notify the appropriate Exam Board of the circumstances surrounding the alarm and evacuation for special consideration for the students.**

Regardless of these instructions, if students or staff are immediately threatened by FIRE or other EMERGENCY during an exam do not take risks.

Raise the Alarm
Leave the building immediately, closing doors.
Do not stop to collect personal belongings

Appendix 5

Personal Emergency Evacuation Plans (PEEP)

There currently no students or staff who require a Personal Emergency Evacuation Plan

This is an example if needed in future.

J _____ Y11

J is wheelchair bound and unable to walk. Due to the lifts fitted in the more modern teaching blocks he has upstairs classrooms on his timetable. In the event of the alarm sounding the lifts should not be used. J is usually accompanied in class by a Teaching Assistant.

A copy of J's timetable will be displayed by the fire control panel.

On hearing the alarm;

- If J is downstairs, the teacher in the class should ensure he evacuates the building in his wheelchair and is taken to his assembly point along with all other members of the class.
- If J is upstairs, he will remain upstairs in the block he is in with a member of staff. This will most likely be the Teaching Assistant who is in the classroom at the time.
- The teacher in the classroom at the time will supervise the evacuation of the other pupils in the normal way to the assembly points and will inform J's head of year, at the assembly point, where he is and who is with him.
- A copy of J's timetable will be posted near the Alarm Panel for the information of the Alarm Panel Operators.
- The fact that J and a member of staff are still in school, their location and any other relevant information should be passed to the Senior Fire Warden **as soon as possible.**
- The Senior Fire Warden will decide, on the information available, if it is safe for J and the member of staff to remain where they are, or are to be evacuated.
- If the decision is to **not evacuate J and the member of staff**, one of the Designated Fire Wardens (Deputy or Assistant Heads) will be dispatched with a radio on channel 6 to inform and stay with them.
- If the decision is to **evacuate J and the member of staff,** two members of staff who are physically capable will be dispatched by the Chief Fire Warden to evacuate J to the assembly point. They should have with them a radio and monitor channel 6.
- Use of Lifts after activation of the Alarm - The lift may be used during an activation of the alarm, in a block of the school which is not the subject of the alarm. The decision to use a lift to evacuate J will be made by the Chief Fire Warden, on a case by case basis, after the cause and location of the activation has been investigated. This will need to be communicated to J and the member of staff with him by one of the Deputy Fire Wardens or another member of staff with a radio on channel 6.
- If there is an **urgent and direct threat to J**, by him staying in the area of the building he is in, **all efforts will be made to remove him from the threat**, considering the safety of other students and members of staff.
- Once J and the member of staff who has been accompanying him are at the assembly point the Chief Fire Warden should be informed.