

CRITICAL INCIDENTS/EMERGENCY POLICY & PROCEDURES UPDATED SEPTEMBER 2017

**ALL STAFF AT NOOK LANE JUNIOR SCHOOL SHOULD BE FAMILIAR
WITH THE FOLLOWING PROCEDURES:**

**IN THE EVENT OF A FIRE OR EMERGENCY, BELOW IS A DETAILED
LIST OF ALL EMPLOYEES' RESPONSIBILITIES:-**

DUTIES:

BUILDINGS OFFICER (Lee Holdsworth)

or if PA not available/off shift: Kerry Wales/Steve Arbon-Davis

- Check Y6 toilets and stock room
- Check Y6 classrooms and cloakroom areas
- Check DT room
- Check music room
- Check ICT suite
- Check group room
- Check dining area
- Leave by nearest exit

SENIOR BUSINESS OFFICER (Kerry Wales) **AND/OR SUPPORTING
BUSINESS OFFICER** (Ruth Hall)

- KW/RH - Ring Emergency Services and take fob for school gate to allow emergency vehicle access
- KW/RH -Advise staff in the Y4 mobile – by telephone (or alert staff on way out to playground)
- KW/RH - Collect registers & signing in book & staff sign-in sheet
- KW/RH - Check office/toilet corridor/HT office/gents & ladies toilets, staffroom and photocopying room.
- SAD/Y3/Y5 TA - Check library area clear
- Leave through Y3 classroom or nearest exit

CRITICAL INCIDENTS/EMERGENCY POLICY & PROCEDURES UPDATED SEPTEMBER 2017

- Meet staff and children on playground (in front of Y5 classes) and RH or RH to distribute registers to teachers
- KW/RH to check that signed-in visitors, staff, contractors etc are present

Y3

Y3 teachers are responsible for the safe evacuation of children to the fire assembly point and for checking the store room and toilet on the way out of Y3 fire exits

Y4

Y4 teachers are responsible for the safe evacuation of children to the fire assembly point and for checking the store cupboards and entrance area

Y5

Y5 teachers are responsible for the safe evacuation of children to the fire assembly point and for checking the store rooms

Y6

Y6 teachers are responsible for the safe evacuation of children to the fire assembly point and for checking of the store cupboard

COMPUTING SUITE

Any teachers in the computing suite with children are responsible for the safe evacuation of children to the fire assembly point, through the computing suite fire exit

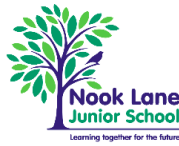
IR

Staff in the IR are responsible for checking all learning spaces, office space, disabled toilets and store cupboards and for the safe evacuation of children through the nearest fire exit to the fire assembly point

KITCHEN

All kitchen staff to evacuate by the nearest emergency exit and report to Kerry Wales on playground

HALL/QUAD



CRITICAL INCIDENTS/EMERGENCY POLICY & PROCEDURES UPDATED SEPTEMBER 2017

Anyone supervising children in the hall or quad is responsible for escorting children safely through the nearest fire exit to the fire assembly point

P.E.

If an incident occurs during P.E. children should not stop to get changed or put on or change footwear. Staff should supervise the children to the nearest fire exit and escort them to the fire assembly point

ASSEMBLY

If an incident occurs and there is a need to evacuate from the hall, children should be escorted calmly to the nearest exit (older children – Y5/Y6 & IR at the back of the hall via Y6 or dining room exit or main exit/entrance. Younger children in Y3 and Y4 should be escorted safely via the nearest fire exits (Y5/Y3 classrooms) to the fire assembly point.

SCHOOL PERFORMANCE

If an incident occurs during a school performance or event, adults and children will be directed as per pre-performance instructions – i.e. to evacuate calmly via nearest exit as above to the fire assembly point.

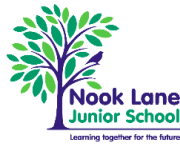
BREAKFAST CLUB/AFTER SCHOOL CLUB/EXTRA-CURRICULAR CLUBS

If an incident occurs during breakfast club hours, after-school club hours or extra-curricular clubs, children (and any staff in school) should be safely escorted by supervising staff via the nearest fire exit – Y6 toilets corridor or dining room exit to the fire assembly point. The breakfast club/after-school club leader and extra-curricular club leaders will check children against register.

LUNCHTIME/WET PLAY

If an incident occurs during lunchtime or indoor play time children should be escorted via the nearest exit to the fire assembly point.

BEGINNING/END OF THE DAY



CRITICAL INCIDENTS/EMERGENCY POLICY & PROCEDURES UPDATED SEPTEMBER 2017

If an incident occurs at the beginning and end of the school day when parents are dropping off / collecting children, staff need to escort parents, children / younger siblings to the fire assembly point via the nearest available fire exit.

The teaching staff in the classrooms will be responsible for ensuring the safe evacuation of parents (if the parents are in their classrooms). If parents are in the hall / main entrance area, the office staff will advise / escort parents to the fire assembly point.

Parents will be asked to wait at the assembly point until the Headteacher has given the all clear that it is safe to re-enter the building.

STAFF SHOULD NOT ATTEMPT TO FIGHT FIRE. THE ONLY EXCEPTION WOULD BE WHEN THE ONLY AVAILABLE EXIT IS OBSTRUCTED BY FIRE.

INCIDENTS WHERE AN AMBULANCE IS REQUIRED FOR AN EMERGENCY FOR CHILDREN OR STAFF IN SCHOOL:

Once the emergency services are called, a member of staff to wait by the gate to allow the ambulance immediate access – place cone over the magic eye to ensure the gate remains open.

BOMB SCARE

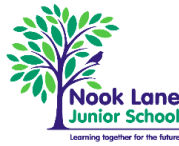
Children will be safely evacuated from the building as indicated above and be escorted via the ramp or steps to Stannington Infants, having rung them first or on the way, if possible, on 0114 2344401.

All staff and pupils will remain at Stannington Infants until instructions have been given from the Headteacher that it is safe to go back into school.

Every child's family contact details are held electronically via Parentmail. If necessary, all families can be contacted from Stannington Infants by Parentmail or phone.

THE EMPHASIS DURING ANY CRITICAL INCIDENT /EMERGENCY THAT OCCURS ON THE SCHOOL SITE IS TO EVACUATE THE BUILDING AS QUICKLY AND CALMLY AS POSSIBLE.

There is an agreement between both Nook Lane Junior School and Stannington Infants that in a critical incident involving children that occurs **away** from the school site, staff from both schools will work together to



CRITICAL INCIDENTS/EMERGENCY POLICY & PROCEDURES UPDATED SEPTEMBER 2017

contact parents and families, whilst keeping a phone line open for incoming calls at the affected school.

LOCAL AUTHORITY 0114 2735827

MEDIA 0114 2039082

FIRE PROCEDURE

1. FIRE RISK ASSESSMENT

The fire risk assessment was completed on the 15/9/17 by John Tudor. An action plan is in place, and all actions have been addressed or are in the process of being dealt with. All staff (including supply staff) have access to a copy of the fire risk assessment. (A copy is kept in the office).

All findings are routinely shared with the relevant members of staff and governors (5/10/17)

2. FIRE DRILLS

Fire Drills are carried out on a termly basis by Lee Holdsworth (.../9/17) last fire drill)

All staff receive feedback on the fire drill and any recommendations are implemented immediately.

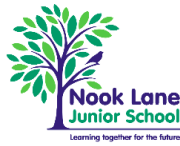
As part of the fire drill procedure, a specific emergency exit is blocked to simulate a fire in a particular area and children vacate the building via the next available fire exit.

The fire drills are recorded in the Fire Precautions Logbook (stored in buildings' officer's office).

3. PERSONAL EMERGENCY EVACUATION PROCEDURES (PEEP) – NOT APPLICABLE CURRENTLY

There are currently no pupils or staff members who require a PEEP. This is reviewed for each new child/cohort/staff member on entering school. If a child starts school who requires a PEEP, then training would be accessed as appropriate.

If EVAC chairs are to be used, relevant members of staff will be trained in the use of the chairs.



CRITICAL INCIDENTS/EMERGENCY POLICY & PROCEDURES UPDATED SEPTEMBER 2017

4. STAFF TRAINING

All staff including new starters, supply staff, volunteers etc will receive an induction. This will be carried out Kerry Wales/Diane Wilkinson (Assistant Headteacher/Designated Safeguarding Lead)). This will cover the fire arrangements that are in place at the school.

All staff will be given a tour of the school and shown the following:-

How to raise the fire alarm

- How to respond upon hearing the fire alarm
- Location of the fire exits
- The location of fire extinguisher and information on the different types of fire extinguishers available
- The fire assembly point
- Information about their own roles and responsibilities in assisting the evacuation of the children
- A good standard of housekeeping
- A copy of the Fire Risk Assessment (where applicable)

Visitor Management Arrangements

All staff have viewed the Fire safety Awareness DVD (See staff list)

STAFF SIGNING IN/OUT

A staff signing in/out sheet is situated in the school entrance opposite the school office which staff are expected to sign on entering and leaving the building in case of an emergency.

VISITORS

All visitors to the site must sign in and out of the visitors' book. Where possible, visitors should be accompanied around the site.

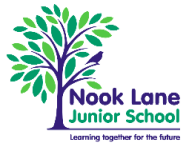
All visitors are made aware of the fire exits available to them.

5. FIRE PRECAUTIONS LOG

Details concerning fire precautions e.g. fire extinguishers, fire alarm, emergency lighting, and fire drills are recorded in the fire precautions log book. The Fire Precautions Log Book is located in the Buildings' Officer's office.

It is the responsibility of Lee Holdsworth (overseen by Headteacher) to ensure that the Fire Precautions log book is kept up to date and accessible at all times.

Original document completed in conjunction with Sarah Green from Health & Safety team in June 2011, revised in February 2012 and refreshed every subsequent autumn term.



CRITICAL INCIDENTS/EMERGENCY POLICY & PROCEDURES UPDATED SEPTEMBER 2017

POLICY/PROCEDURES UPDATED SEPTEMBER 2017

Headteacher signature _____

Date _____

Chair of Governor's signature _____

Date _____

Policy renewal date: September 2018