

Addendum

St. Joseph's Catholic Primary School

COVID-19 school closure arrangements for

Emergency Evacuation Instructions



In the Light of Jesus we Learn to Shine

*St. Joseph's Catholic Primary School
Gardenia Avenue
Luton, LU3 2NS*

**Emergency Evacuation Instructions
St Joseph's Catholic Primary School**

1. Context

From 20.03.20, parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum does not replace the schools Emergency Evacuation Instructions and should be read in conjunction with the main policy.

KS1

In particular you should note that the assembly point for Foundation Stage, KS1 and the music room is on the main KS1 school playground; staff room and PPA areas is on the main KS1 school playground; office, administrative staff and visitors including those in the main entrance to assemble in the main KS1 school car park. On hearing the intermittent ringing Alarm Bell, evacuate the building immediately.

Keep all lines of children and adults at a 2 metre distance from each other.

KS2

In particular you should note that the assembly point for children using rooms in Years 4, 5 & 6 is on the main KS2 school playground; Year 3 and ICT room(s), meeting room and PPA areas to assemble on the main school field; office, administrative staff and visitors at reception and Medical Room, to assemble in the main KS2 school car park. On hearing the intermittent ringing Alarm Bell, evacuate the building immediately.

Keep all lines of children and adults at a 2 metre distance from each other.

If you discover a fire:

Break Glass in the nearest Fire Alarm call point

Attack Fire (if you have been trained and it is safe to do so)

Leave the building by the **nearest exit** and proceed to your assembly point **keeping a 2 metre distance wherever possible.**

The Incident Control Officer will take charge of any evacuation.

Stop work and switch off electrical appliances (excluding computers) if it is safe to do so.

Inform visitors of the emergency and take them with you to your assembly point. **All Fire Search Officers note:** For persons with disabilities (visitors or employees) a system must be in place to enable them to leave the premises safely. **If you know of any persons remaining in the building on evacuation, ensure you advise the Incident Control Officer (HT or in her absence the reserve Incident Control Officer, DH or AH) who will be using the remote 'ICOM' to communicate with key staff.**

COVID-19 Emergency Evacuation Instructions

Leave immediately by the nearest available exit and proceed to the assembly point.

DO NOT RUN OR PANIC

DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED IT IS SAFE TO DO SO BY THE INCIDENT CONTROL OFFICER.

KEEP TO A 2 METRE DISTANCE RULE WHEREVER POSSIBLE

The designated officers/deputies are listed below and their duties are as follows.

1. INCIDENT CONTROL OFFICERS

INCIDENT CONTROL OFFICER: Head teacher

RESERVES: Deputy Heads/Assistant Heads

SEARCH OFFICERS: Site Agent, Office Bursar/Managers, Senior Staff/Year Leaders in designated Year Groups

2. Establish nature of incident (Fire or bomb alert?)

3. Decide on appropriate action: Bomb Alert – Inform Police – Proceed to evacuate building.

When you hear the Fire Alarm ringing:

Proceed to supervise egress, assemble at designated area and restrict entry until arrival of Emergency Services.

The Search Officers must report directly to the Incident Control Officer with the results of their search e.g. unable to search toilet area.

(Once the Fire and Rescue Service arrive they will take over responsibility for the incident. The Incident Control Officer will pass your information over to them).

The Incident Control Officer will keep staff informed of nature of incident and instruct staff when the incident is over and it is safe to re-enter the building.

No one must enter the building until the signal is given that it is safe to do so.

SEARCH OFFICERS (Duties when alarm bell sounds):

- Search your allocated area to make sure there are no persons left in the building. (If a bomb is suspected, be alert, look for suspicious packages **but** touch nothing, only report location of package to Incident Control Officer).
- Close windows and doors as you leave the building (if possible).
- Pass any information e.g. about disabled persons requiring evacuation assistance, to the Incident Control Officer and then go to your assembly point.

For Search Officers and search details see full policy.

**INSRCTIONS TO THE SITE AGENT IN THE
EVENT OF AN EMERGENCY EVACUATION FROM
ST JOSEPH'S CATHOLIC PRIMARY SCHOOL.**

(TO BE READ IN CONJUNCTION WITH THE SCHOOL'S FIRE INSTRUCTIONS)

On hearing the alarm go outside to the designated playground to assist the Incident Control Officer. If no Incident Control Officer is present assume this role.

If the Incident Control officer is in place go to the Blundell Road Entrance to assist the Fire Service and prevent entry of the public/visitors until told it is safe to do so.

If your services are not required then go the Assembly Point.

If the Site Agent is not on site then a member of the office staff to assume this role.

**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL
KS1 FIRE DRILL PROCEDURES**

ALARM: Intermittent Alarm Bell

ASSEMBLY POINT(s): Foundation and KS1 - main KS1 School Playground.

Staff room and PPA areas is on the main KS1 school playground

Admin and welfare staff : Main KS1 school car park

KEEP TO A 2 METRE DISTANCE RULE WHEREVER POSSIBLE

Teachers: On hearing the Fire Alarm:	Switch off any electrical equipment (not computers) if it is safe to do so. Escort your class out of school as quickly as possible. Shut classroom door. Walk to assembly point. Check register/headcount. Check teaching assistant/adult helpers are with your class.
Search Officers	Collect walkie-talkie and take to assembly point.
Office Staff:	Phone Fire Brigade Raise barrier for emergency vehicle access Collect fire numbers/registers, signing in and out books/late book. Close office doors. Check Staff toilets and close door. Check ICT suite and close door.
Welfare/Medical Assistant:	Escort any children from the medical room Close medical room doors.
School Kitchen Staff	Switch off any kitchen appliances. Leave from the nearest Exit as quickly as possible to assemble on KS1 car park. Close doors and Incident Control Officer to be informed.
YOUR NEAREST FIRE EXIT IS: <i>Each Year Group to identify nearest exit</i>	
Once outside Search Officers should report by walkie-talkie (ICOM) immediately to the Incident Control Officer (DH at KS1) who will be in a visible place on the main KS1 school playground. KEEP TO A 2 METRE DISTANCE RULE WHEREVER POSSIBLE	

**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL
KS2 FIRE DRILL PROCEDURES**

ALARM: Intermittent Bell

ASSEMBLY POINT(s)

Admin and welfare staff and Medical Room: Main KS2 School Car Park.

Pupils working in either Years 4, 5 & 6: Main KS2 School Playground.

Pupils working in Year 3, ICT and staff/PPA room(s): Main School Field.

KEEP TO A 2 METRE DISTANCE RULE WHEREVER POSSIBLE

Teachers: On hearing the Fire Alarm:	Switch off any electrical equipment (not computers) if it is safe to do so. Escort your class out of school as quickly as possible. Shut classroom door. Walk to assembly point. Check register/headcount. Check teaching assistant/adult helpers are with your class.
Search Officers	Collect walkie-talkie and take to assembly point.
Office Staff:	Phone Fire Brigade, Raise barrier for emergency vehicle access Collect fire numbers/registers, signing in and out books/late book. Close office doors. Check Staff toilets and close door. Open Yr 4 side gate for emergency access.
Welfare/Medical Assistant:	Escort any children from the medical room Close medical room doors.
Teacher/Teaching Assistant working in ICT Suite	Escort any children out of the nearest Exit as quickly as possible to assemble on main school field. Close doors and Incident Control Officer to be informed.
School Kitchen Staff	Switch off any kitchen appliances. Leave from the nearest Exit as quickly as possible to assemble on KS2 car park. Close doors and Incident Control Officer to be informed.
YOUR NEAREST FIRE EXIT IS: <i>Each Year Group to identify nearest exit.</i>	
Once outside Search Officers should report by walkie-talkie (ICOM) immediately to the Incident Control Officer who will be in a visible place on the main KS1 school playground.	
KEEP TO A 2 METRE DISTANCE RULE WHEREVER POSSIBLE	

KS1 LUNCHTIME FIRE DRILL PROCEDURES

ALARM: Intermittent Bell

**ASSEMBLY POINT: Main KS1 School Playground
Main KS1 School Car Park.**

WET LUNCHTIMES

MID-DAY SUPERVISORS:

IN CLASSROOMS:

Switch off any electrical equipment (not computers) if it is safe to do so.

Escort your class out of school as quickly as possible to the main KS1 school playground.

Shut classroom door.

Class mid-day supervisor to complete a number count.

Once outside Search officers should report immediately to the Incident Control Officer (Head teacher or Deputy/Assistant Head teacher) who will be in a visible place on the main KS1 school playground.

KEEP TO A 2 METRE DISTANCE RULE WHEREVER POSSIBLE

SENIOR MID-DAY SUPERVISORS: Check designated working area has been evacuated.

IN CANTEEN AND HALL: Escort children out.

Line children up with class mid-day supervisor.

Mid-day supervisor to complete a number count.

Once outside mid-day supervisors should report any missing persons immediately to the Incident Control Officer (Head teacher, Deputy or Assistant Headteacher) who will be in a visible place on the main KS1 school playground.

SENIOR MID-DAY SUPERVISOR: Check that the dining hall, then school has been evacuated.

MEDICAL/WELFARE/ADMIN ASSISTANT(s): Collect fire numbers/registers from Office and escort any children from the medical room. Close medical room doors.

Any other staff on site to assist mid-day supervisors at assembly points.

KEEP TO A 2 METRE DISTANCE RULE WHEREVER POSSIBLE

KS2 LUNCHTIME FIRE DRILL PROCEDURES

ALARM: Intermittent Bell

**ASSEMBLY POINT: Main School Playground/Main School Field/
Main School Car Park.**

WET LUNCHTIMES

MID-DAY SUPERVISORS: IN CLASSROOMS:

Switch off any electrical equipment (not computers) if it is safe to do so.

Escort children out of school as quickly as possible to the main designated assembly point e.g. KS2 school playground or school field.

Shut doors.

Mid-day supervisor to complete a number count.

Once outside Search officers should report immediately to the Incident Control Officer (Head teacher or Deputy/Assistant Head teacher) who will be in a visible place on the main KS1 school playground.

KEEP TO A 2 METRE DISTANCE RULE WHEREVER POSSIBLE

SENIOR MID-DAY SUPERVISORS: Check designated working area has been evacuated.

IN CANTEEN AND HALL: Escort children out.

Line children up with mid-day supervisor.

Once outside mid-day supervisors should report any missing persons immediately to the Incident Control Officer (Head teacher or Assistant Head teacher) who will be in a visible place on the main KS2 school playground.

SENIOR MID-DAY SUPERVISOR: Check that the dining hall, then school has been evacuated.

MEDICAL/WELFARE/ADMIN ASSISTANT(S): Collect fire numbers/registers from Office and escort any children from the medical room. Close medical room doors.

Any other staff on site to assist mid-day supervisors at assembly points.

KEEP TO A 2 METRE DISTANCE RULE WHEREVER POSSIBLE

KS1 PLAYTIME FIRE DRILL PROCEDURES

TEACHER ON DUTY: Signals for children to line up.

ALL OTHER TEACHERS: Report to the KS1 playground/car park (dependent on location in school) and escort any children to assembly points as appropriate.

KEEP TO A 2 METRE DISTANCE RULE WHEREVER POSSIBLE

Search Officers: Evacuate the building to the nearest assembly point.

Welfare/Medical/Office Assistants: Escort any children from medical room and close doors. Report to Office Manager/Bursar at the assembly point.

Office Manager/Bursar/Office Staff: Collects fire numbers/registers, signing in and out books/late books from office. Close doors and go to Assembly Point with walkie-talkie. Report to Incident Control officer.

Teachers/Teaching Assistants: Evacuate the building to the nearest assembly point. Check cloakrooms and toilets as appropriate and close doors. Escort children out through the nearest exit. Close doors
Line up at Assembly Point.

Once outside Search Officers should report immediately to the Incident Control Officer who will be standing in a visible place on the main KS1 school playground.

KS2 PLAYTIME FIRE DRILL PROCEDURES

TEACHER ON DUTY: Signals for children to line up.

KEEP TO A 2 METRE DISTANCE RULE WHEREVER POSSIBLE

ALL OTHER TEACHERS: Report to the KS2 playground/field/car park (dependent on location in school) and escort any children to assembly points as appropriate.

Search Officers: Evacuate the building to the nearest assembly point.

Welfare/Medical/Office Assistants: Escort any children from medical room and close doors. Report to Office Manager/Bursar at the assembly point.

Office Manager/Bursar/Office Staff: Collects fire numbers/registers, signing in and out books/late books from office. Close doors and go to Assembly Point with walkie-talkie. Report to Incident Control officer.

Teachers/Teaching Assistants: Evacuate the building to the nearest assembly point. Check cloakrooms and toilets as appropriate and close doors.
Escort children out through the nearest exit.
Close doors
Line up at Assembly Point.

Once outside Search Officers should report immediately to the Incident Control Officer who will be standing in a visible place on the main KS2 school playground.