

# Christ Church CE Primary School Disaster and Emergency Procedures Policy



## Our School Mission Statement

***Christ Church School is dedicated to providing a nurturing environment in which all children have the opportunity to reach their maximum academic and social potential. Excellent teaching, learning and relationships are at the heart of our school.***

**This policy should be read in conjunction with the RBKC guidelines and policy which is available to read in the school office.**

## **WHO TO REPORT TO IN THE EVENT OF A PERCEIVED EMERGENCY OF ANY KIND:**

Head Teacher: Avis Hawkins / Deputy Head Teacher: George Webb

In the unlikely event of both of these leaders being unavailable please contact any other senior leader in the school:

Lesley Palmer  
Arabella Davies  
Camilla Nelson  
Kim McCrone

**Governor Responsible** for overseeing all aspects of emergency planning:  
Sophie Cameron who can be contacted via the school office.

### **Introduction**

An emergency is an event which disrupts the normal running of the school. Emergencies include accidents, fire, explosions, bomb threats, violence or any other major external incident. An emergency would normally involve threats to the safety, loss of life or destruction of the premises. Emergencies may happen inside the school or outside it, during the school day or out of hours.

In accordance with Health and Safety statutory requirements it is the responsibility of the school to have a plan in place for responding to emergencies, to ensure that it is reviewed regularly, to ensure that the relevant people are aware of its existence, contents and implications, to keep the plan safe and to identify responsibilities within the plan.

### **Types of Emergencies or Disasters that the school could need to deal with.**

- A major emergency in a school can arise out of many different events, e.g. A serious accident involving children and school personnel on or off the premises
- A violent intrusion onto school premises by malicious person, either in person or by means of arson or a bomb
- A school building becoming unsafe as a result of fire or structural damage
- A release of hazardous substances (chemicals) near or on the school site
- Severe weather such as floods, high winds, extreme storms etc.

- Epidemic (e.g. meningitis, legionnaires disease, flu)
- The death or major injury of a child, staff member or governor (through accident, suicide or murder)

**Other events may also be deemed to be emergencies in schools because of the impact they have on teachers, pupils or other staff, sometimes for a protracted period of time.**

Such events could be:

- An incident in the community which is seen or experienced by pupils or staff
- An incident affecting relatives of pupils and which is known about within the school
- An incident affecting a nearby comparable school

**The main threats are perceived to be:**

- The loss of buildings/ parts of buildings by fire, storm, damage etc.
- The failure of major utilities – electricity, gas, water
- The loss of school data/records/expertise by fire, storm, theft, loss of key personnel etc.
- The loss of equipment, particularly computer equipment, by fire, storm, theft, etc.

**The following are the main sites that the school will use in the event of a loss of part or all of the building for educational use or the failure of necessary utilities.**

1. We have arranged for the emergency use of both church buildings, Christ Church, St Luke's and as necessary the church halls at St Luke's and in Flood Street in the event of our school buildings being out of action and this would include the use of the catering/ kitchen equipment at St Luke's
2. In addition to this we have a reciprocal agreement with Oratory school for the use of their teaching and learning resources in the event of our own facilities being out of action.

**Procedures in the event of the loss of school data/records/expertise by fire, storm, theft, loss of key personnel etc.**

1. All school back up data would be accessed at ORATORY School via the internet by Linda Healy the Network Manager and she can be supported with this by SBS Services staff as necessary.
2. Back up school information is also held on a portable hard drive by the Head Teacher at her home address if needed.
3. If Linda Healy the Network Manager were unavailable, her deputising Network Manager, Judith Kelly would access all information needed with the support of SBS Services.

## **Procedures for the evacuation of children and adults from the school.**

- All teachers to ensure safety and evacuation of their class. As they proceed to evacuation area they maintain control and ensure all their children are accounted for and are clear of the building.
- Staff in staffroom/ upstairs, on hearing alarm, proceed to the nearest fire exit and assist in evacuation of children.
- Drills to be held once every half-term and teachers to remind children of emergency procedures every half-term.
- At playtimes / lunchtimes staff on duty line children up and lead children to assembly point.
- Emergency refuge for all children is the main playground across the road.
- If the playground is deemed inappropriate or a long stay is needed then St Luke's Church in Sydney Street SW3 6NH, will be used with the assistance of staff and resources at Oratory School SW3 6QH.

### **If a fire is discovered or the alarm is sounded: -**

Sue Osman or in her absence Nicola London is responsible for calling fire brigade and Tattie Jenkinson our site care officer. Sue Osman is to collect the visitor book, full copy of children's details, the telephone and leave the building via the front door. In her absence whoever is based in the office area takes on this responsibility. Mrs Osman will ensure all adults and children proceed to the playground as they leave both school buildings.

Sally Dettmer and Nicola London will ensure that all peoples are evacuated from the junior building including checking the toilets and group rooms.

Judith Kelly and Linda Healy are responsible for walking around the main building ensuring that adults are leaving calmly with classes of children. They will also ensure that the toilets are empty in the main building and leave the building via the front doors.

### **Class Exit Points**

- Class teachers to lead children to the assembly point in the playground.
- Unless instructed otherwise, Reception Class, Year 1 and 2 will leave via the front door. The double doors are to be opened so that two classes can leave at once. Year 3 will leave via the back fire exit double doors. The kitchen staff will leave via their back double doors.
- Years 4 will leave via their fire exit door.
- Year 6 will leave via their fire exit door and Year 5 will leave via the main junior side door.
- Class teachers to supervise children at all times and to register pupils using either class register or Emergency Class List.
- All staff will be expected to assist with the safe evacuation of the children.

### **Children with individual evacuation procedures in place due to their mobility issues:**

Alba Robins in Year 4 – If upstairs Alba will be escorted down a staircase that is nearest to her by her 1:1 LSA. She will calmly leave on the right hand side so that the rest of the class can file down on left.

### **Evacuation Planning in Place**

- Drills to be held once every half-term and teachers to remind children of emergency procedures every half-term.
- Children will be reminded of emergency procedures regularly and the need to keep calm etc.
- Procedures for children with additional needs will be regularly reviewed by the SENCO and shared with key staff.
- The fire alarm is checked by Andy Smart on Tuesday afternoons at 5.30pm.

**This policy will be reviewed every year, or sooner, to incorporate new developments.**

Signed:

Head Teacher

Signed:

Chair of Governors

<b>Name of School</b>	Christ Church Primary School
<b>Policy review Date</b>	October 2019
<b>Date of next Review</b>	October 2021
<b>Who reviewed this policy?</b>	Avis Hawkins, Resources Committee
<b>Ratified by Governors</b>	November 2019