

# CHRIST CHURCH CofE PRIMARY SCHOOL

## **Emergency Procedures Policy September 2021**

**1 year period covered by the plan:**  
1<sup>st</sup> September 2021 – 1<sup>st</sup> September 2022

Plan agreed: September 2021

Plan Review: August 2022

Lead member of staff: Avis Hawkins / Lesley Palmer

- 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 is the Christ Church playground in Christchurch Street
- Emergency refuge for Christ Church School staff and pupils: Oratory Primary School Hall Bury Walk, Cale St, London SW3 6QH [020 7589 5900](tel:02075895900)

When a fire is discovered: -

### **Procedure for Year 4-6**

Mrs Osman (or anyone covering the office) is responsible for calling fire brigade. Mrs Osman to dress in HV jacket and print off visitor sheet and take a full copy of children's details, the telephone and leave the building via doors to piazza. Securing entry points during evacuation from the pavement outside. In her absence whoever is based in the Reception area takes on this responsibility.

Ms Lago is responsible for checking toilets then to follow the class and close doors behind them.

- Y4 TA is responsible for checking the ground floor toilets.
- Y5 TA is responsible for checking Y1/2 toilets
- Y6 TA is responsible for checking Breakout room, staff room and Y6 toilet
- Class teachers to lead children to assembly points.
- Class teachers to supervise children at all times and to register pupils using the Emergency Class List
- Teachers call out the child's first name, the children reply yes
- Mrs Hawkins, Mrs Palmer and Mrs Webb has overall responsibility; receives information that everyone is present and informs Mrs Osman who directs fire brigade as necessary.

### **Procedure for R-3**

Mrs Osman (or anyone covering the office) is responsible for calling fire brigade. Mrs Osman to dress in HV jacket and print off a visitor list and full copy of children's details and leave the building. Securing entry points during evacuation from the pavement outside. In her absence, whoever is based in the office takes on this responsibility.

Ms. Cook is responsible for checking hall and kitchen, if absent then Ms Aina covers

Mrs Ross is responsible for checking the top floor additional rooms and in her absence Mrs Henwood

- Class teachers to lead children to assembly points.
- Class teachers to supervise children at all times and to register pupils using the Emergency Class List.
- Mrs Hawkins/ Mrs Palmer and Mrs Webb have overall responsibility, receives information that everyone is present and directs fire brigade as necessary.
- Mrs Hawkins/ Mrs Palmer and Mrs Webb will assess the effectiveness of the drill and review procedures with all staff.
- All teachers to ensure the safety and evacuation of their class. As they proceed to the evacuation area, they maintain control and ensure all their children are accounted for and are clear of the

building.

- Staff in hall / 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.

In an emergency:

### **HALL**

Leave hall through front fire exit, turn right into Christchurch Street and assemble in the Christ Church Playground

If fire exit is blocked -

Leave hall through rear fire exit and leave playground by metal fire exit gate, turn right and leave drive by gate on left hand side. Gate released by pressing knob on box in front of gate. Turn left into Christ Church Street and to the Christ Church playground.

In an emergency:

### **RECEPTION CLASS**

Leave via the main door and down corridor to fire exit and through the front door. Turn right out of double doors onto the piazza, lead the children along the wall one behind the other. Children must touch the wall with their fingers as they walk to keep them close to the wall and together then turn cross the road to the Christ Church Playground.

If first exit is blocked- go through the double doors to the beach and leave via the other end of the beach door to go o back door. If that were blocked then leave via the ground floor fire exit at the back of the hall.

Please add a list of children who are at risk during evacuation procedures of getting to safety due to behaviour, emotional & social or SEN needs

Name:

### **YEAR 1**

Leave via the main door and down stairs to fire exit and through the front door. Turn right out of double

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doors onto the piazza, lead the children along the wall one behind the other. Children must touch the wall with their fingers as they walk to keep them close to the wall and together then turn cross the road to the Christ Church Playground.

If first exit is blocked- then leave via the ground floor fire exit at the back of the hall.

Please add a list of children who are at risk during evacuation procedures of getting to safety due to behaviour, emotional & social or SEN needs

Name:

**YEAR 2**

Leave via the main door and down stairs to fire exit and through the front door. Turn right out of double doors onto the piazza, lead the children along the wall one behind the other. Children must touch the wall with their fingers as they walk to keep them close to the wall and together then turn cross the road to the Christ Church Playground.

If first exit is blocked- then leave via the ground floor fire exit at the back of the hall.

Please add a list of children who are at risk during evacuation procedures of getting to safety due to behaviour, emotional & social or SEN needs

Name:

**YEAR 5**

Leave classroom, go through the main front door to Christ Church Street and on to the playground.

If exit blocked: leave classroom, via the back door and out through the fire door. Then turn right and walk towards Christchurch Street.

Please add a list of children who are at risk during evacuation procedures of getting to safety due to behaviour, emotional & social or SEN needs

Name:

If children are in the hall they line up and leave the hall via the nearest playground exit door. Continue across the playground and leave through the double metal gates. Children must touch the wall with their fingers as they walk to keep them close to the wall and turn right and right again at next corner onto Cadogan Gardens. Line up and assemble (back to railings) between houses No.5 - No.11.

**In an emergency:**

**YEAR 3**

Leave classroom, turn left and leave building through front door. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

If exit blocked: turn right into lower playground. Leave playground by fire exit gate and turn right into drive, leave drive by gate on left hand side. Gate released by pressing knob on box in front of gate. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

Please add a list of children who are at risk during evacuation procedures of getting to safety due to behaviour, emotional & social or SEN needs

Name:

**YEAR 4**

Leave classroom, turn right into the lower playground and exit through the metal gate. Gate released by pressing knob on box in front of gate. Leave playground by fire exit gate and turn right into drive, leave drive by gate on left hand side. Gate released by pressing knob on box in front of gate. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

If exit blocked: turn left and leave building through front door. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

Please add a list of children who are at risk during evacuation procedures of getting to safety due to behaviour, emotional & social or SEN needs

Name:

**YEAR 5/ YEAR 6**

Leave classroom, go through the main front door to Christchurch Street and on to the playground.

If exit blocked: leave classroom, via the back door and out through the fire door. Then turn right and walk towards Christchurch Street.

Please add a list of children who are at risk during evacuation procedures of getting to safety due to behaviour, emotional & social or SEN needs

Name:

**READING ROOM**

Leave classroom, go down stairs and leave building through front main door. Turn right Christ Church Street and assemble in the Christ Church playground.

If exit blocked: leave classroom, follow the long corridor to Year 3 then down the back stairs and thought the fire exit to Christ Church Street.

**MUSIC ROOM**

Leave room, turn left through the front gates.

If exit blocked: leave room turn right and leave building through fire exit in Year 6.

**IT ROOM**

Leave classroom, go down stairs and leave building through front main door. Turn right Christ Church Street and assemble in the Christ Church playground.

If exit blocked: leave classroom, follow the long corridor to Year 3 then down the back stairs and thought the fire exit to Christ Church Street.