



DEBDEN
PARK HIGH SCHOOL



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Health and Safety

Procedure for **Emergency Evacuation (Fire), Bomb Threats**

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In the event of the fire alarm being sounded (continuous, intermittent tones) all staff, teaching and non-teaching should follow the procedure outlined:

- All radios should be tuned to **channel 3.10**
- Teachers should accompany the group that they are teaching to their allocated Assembly point on the tennis courts, via the nearest fire exit, ensuring that the students remain calm, walk briskly and in silence at all times.
- Doors must be left unlocked, but closed, when leaving the building. This will ensure that no one can be trapped in a room and will enable ESS and Fire Marshals to quickly check all areas of the main building and the Hive
- Once at the Assembly point, all form tutors must join their form groups at their allocated assembly point. The location in which each individual tutor group should go to is clearly marked by a blue sign stating their year group and letter for example 8K or 12P. Each sign is erected on the tennis court fences.
- The attendance officer or office manager will be in the centre of the assembly point, so that tutors can collect their registers and take a roll call. Once the roll call is taken, tutors should raise their hands if all students are present. This will provide a quick visual to the senior leadership team as to the correct attendance. Once completed the leadership team will ensure that registers are returned to the attendance officer or office manager.
- In the event of any student being absent, who was registered as being on site at the last time the register was taken that day, form tutors must notify the Senior Leadership team immediately.
- When a completed roll is taken the attendance officer or office manager will report to the senior leadership team
- All staff, teaching and non-teaching which includes visitors, who are not responsible for a tutor group should, with the exception of the staff named below, meet inside the tennis courts. The HR officer, will complete a staff register. Any visitors to the school must report to the tennis courts where the receptionist will complete a register.
- Any teacher who covered a form register that morning will be required to complete that forms roll call in this evacuation.

- When the alarm is sounded the lift will not operate. Therefore, if any disabled students /visitors are situated on the first floor, they should make their way to the nearest fire exit and wait on the external fire stairs until the fire marshals or fire service evacuate them safely.
- When the building is declared safe, by the Fire Safety Officer, students are to return to the lesson they had left at the time of evacuation.
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In the event of an evacuation the following staff have specific responsibilities:

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|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Headteacher /ESS/ Fire Safety officer | Check both the main building and the Hive |
| Fire safety officer | Liaison with ESS facilities manager and make the necessary calls to the emergency service. Liaise with fire emergency service on site regarding missing persons, disabled occupants, and dangerous substances. |
| Deputy Headteacher/Health & Safety Officer | Oversee the assembly point |
| Senior leadership team | Ensure that all form tutors are present, including those that are covering tutor groups, and inform the Headteacher & Fire Safety officer of any missing students |
| Headteacher's PA | To complete a register of all teachers and liaise with the Headteacher and the Fire Safety officer |
| Directors of year | Oversee their tutors for their assigned year groups |
| SENDco | To check all SEND staff |
| Receptionist | Will check all visitors and supply staff |
| ESS | To check all ESS staff |
| Catering Manager ESS | To check all ESS catering staff |
| Attendance / Office Manager | Distribute registers from a central location on the tennis courts. Senior Leadership team to ensure that the completed roll call is returned. |

Fire Drills

Fire drills are held at least twice a year and exits are clearly marked. Students assemble on the tennis courts and in alphabetical order. Tutors must register the students and ensure that any students who are missing are reported immediately to the director of year, who will inform the senior leadership team. Staff must assemble on the tennis courts at the designated assembly point. The fire safety officer is to record the drill, the time taken to evacuate and any resulting issues.

Accessibility

In the case of a wheel chair user the TA responsible will take them to the nearest refuge point which is located outside the top of all the metal stair cases. The TA will stay with the student until rescued by the fire brigade.

The school aims to clear both the Hive and the main building in 4 minutes and aims to have all staff and students checked off within 6 minutes

Bomb Threats

All bomb threats will be reported to the police by the Headteacher (dial 999). Their advice will be taken before a decision is taken to close or evacuate. In the event of an evacuation the procedure above will be followed. In the event of closure all students will be sent home and parents contacted via email/text or phone. For students whose parents have not be contacted will be supervised by the senior leadership team.

Suspect Packages

Historically, the likelihood of receiving a package or letter containing suspicious substances or devices is remote. It is important to be alert for suspicious packages, but keep in mind that a letter of package containing a mail bomb or biological or chemical threat is an extremely rare occurrence.

While the risk of receiving a suspicious package extremely low, it is important to be remain vigilant. Some indicators for determining suspicious packages:

- Lack of a return address or a fictitious address
- Misspelling of common words
- Cut & Paste lettering
- Unusual size or shape (uneven or lopsided)
- Tube packages – heavier on one side
- Protruding wires, aluminium foil, oily stains or discolouration
- Peculiar odour
- Buzzing or ticking noise

Any suspicious package will be first reported to Head teacher who will then report to the police (dial 999). Their advice will be taken before a decision is taken to close or evacuate. In the event of an evacuation the procedure above will be followed. In the event of closure all students will be sent home and parents contacted via email/text or phone. For students whose parents have not be contacted will be supervised by the senior leadership team.