



Abberley Parochial V.C. Primary School

Inspiring Hearts and Minds

Fire

If the bell is ringing continuously all staff and children should follow this procedure:

- Immediately exit the building via the nearest safe fire exit
- Children should walk briskly and in silence
- All staff and children should assemble on the rear playground
- Children will line up in class groups and remain silent whilst teachers take the register
- Copies of the clipboards with a record of absent children will be given to the teacher
- If a child is 'missing' then the Head teacher/ Deputy Head teacher should be notified immediately
- Once all children and staff are safe on the playground then the Head teacher/ Deputy Head teacher will give the next instructions.
- Classteachers (or the teacher responsible at the time) should lead their class line out with the class TA following at the end of the line.

Responsibilities:

- Karen Day will ensure the registers, visitors, signing In & Out book are taken outside
- JT or CS to check the central toilets on exit
- ML will check the reception/year 1 toilets
- EH will check the C3 toilets

NB If the TA is absent then the teacher must check the toilets

- Karen Day will let Head teacher/ Deputy Head teacher if any adults are 'missing' using the information in the visitors book.

It worth noting that C3 and C4 are on a separate fire alarm system to the rest of the school. Should either alarm sound, all children and adults should evacuate the school to ensure that we can check all pupils are accounted for.

This evacuation procedure will also be followed in the event of an asbestos related emergency.

Bomb Threat

The bell will continuously ring and all staff and children are to follow the same procedure as above. The code word 'Church' will be said to the adults so staff are aware this is a bomb threat and not a fire. If a child is missing, one or two volunteer members of staff will search for the missing pupils or staff, whilst other staff will begin to walk the children to St. Mary's Church in Abberley. Children will remain at the Church until further notice.

Ensure that no packages, bags or other possible bombs are removed during the evacuation unless staff are positive that the item has been in their personal possession since leaving home that morning.

The person who answered the phone call will call the police and pass on the relevant details (see Bomb Threat Policy for guidance on questions to ask the caller). A copy is available by every phone in the school.

Intruder Alert

If an adult has reason to believe the school is in immediate danger due to an intruder then he/she should alert other members of staff by ringing the bell using four short rings. An announcement by the headteacher or deputy headteacher will follow on walkie talkies. The announcement should explain:

- What the concern is
- How staff should respond

If staff do not hear the announcement, on hearing the alarm adults should lock the classroom doors and remain inside the classroom, taking themselves and their pupils out of window view. Staff should ensure they have access to a walkie talkie and await further details from the headteacher or deputy headteacher.