

RAISING THE ALARM

If a fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm should be raised by activation of the nearest call point. If fire is detected by automatic detectors, this will trigger the fire alarm.

THE SOUND OF THE ALARM

The sound of the alarm is one continuous beep.

LOCKDOWN SIGNAL

If children outside: staff will blow whistle and call: 'Emergency drill'. Pupils should return to classrooms immediately. Class adult to give further instruction once in classroom.

If children are outside and an adult deems an emergency drill to be necessary, that adult should instigate drill by blowing whistle and calling 'Emergency drill'.

Classes should enter their own classroom if possible. If not (e.g. if the danger is coming from a certain direction), adults will give the safest direction at the time.

If pupils are inside and need to REMAIN inside ('lockdown'), this will be indicated in the safest way possible at the time; most likely by a member of staff coming to the room and stating 'Emergency lockdown'.

ALL CLEAR SIGNAL

'All clear' message will be taken to each area of the school by Michelle Lake/member of SLT.

EMERGENCY EXIT DOORS

These are located in every classroom and at other points throughout the school building, indicated by:

Staff should lead pupils:



FROM EYFS: Out through green gate (left hand side of outside area), onto playground assembly point.

FROM Y1/Y2/Y3/Y4: Straight out onto playground assembly point.

FROM Y5/ICT SUITE: Into Year 6 classroom, out of emergency exit door, descend spiral staircase and onto playground assembly point.

FROM Y6: Descend spiral staircase and onto playground assembly point.

FROM DINING HALLS: Through main entrance, out of emergency exit door on right hand side, onto playground assembly point OR through the emergency exit door to school car park, around the building, onto playground assembly point.

FROM PE HALL: through emergency exit door between PE hall and EYFS, onto playground assembly point.

FROM ROWAN AREA: Through dining halls, towards main entrance, out of emergency exit door on right hand side, onto playground assembly point OR through the emergency exit door to school car park, around the building, onto playground assembly point.

Note: pupils with Mrs Payne will remain at designated assembly point with Mrs Payne.

FROM COMMUNITY ROOM: Out of emergency exit door to assembly point by bench.

EVERY ADULT MUST SIGN IN AND OUT WHENEVER THEY ENTER/EXIT THE BUILDING.



WOODHALL PRIMARY SCHOOL

EMERGENCY EVACUATION PROCEDURES

QUICK REFERENCE LEAFLET

EMERGENCY ASSEMBLY POINT:

UPPER PLAYGROUND OR

LIBRARY/STAFFROOM	Y4	UPPER PLAY GROUND
	Y3	
MAIN HALL	Y2	
	Y1	
MAIN ENTRANCE AREA/OFFICE	AHT	
	HT	

AREA OUTSIDE COMMUNITY ROOM

FIRE EVACUATION

The following actions will be taken upon the fire alarm being sounded/raised:

- Sue Fleming (Office Manager) will take charge and lead in the fire evacuation.
- Sue Fleming/Nikki Gillibrand/Pete Fleming/Michelle Lake OR the most appropriate adult at the time will dial 999 and request attendance by the Fire Service.
- Nikki Gillibrand/Tracey Mangan will pick up class registers and visitors signing-in book.
- Staff will lead pupils in evacuation of the building – ensuring this is done in a calm and orderly manner.
- Pete Fleming/Sue Fleming will sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out.
- Class teachers will be given class registers on the playground and should call pupil names. Class teacher should raise hand to indicate all pupils accounted for.
- Class teacher should inform Nikki Gillibrand/Tracey Mangan immediately if a pupil is unaccounted for.
- Nikki Gillibrand/Tracey Mangan will check all contractors and staff members are accounted for.
- Michelle Lake/Sue Fleming/Pete Fleming will liaise with Fire Service upon their arrival.

LOCKDOWN PROCEDURE

Up-to-date class timetables MUST be stored on the school shared drive (Staff 2018-2019/Teachers/Rotas and Timetables)

Sue Fleming/Nikki Gillibrand/Pete Fleming/Michelle Lake OR the most appropriate adult at the time will dial 999 and request attendance by the appropriate emergency services.

ASSEMBLY POINTS:

- Children and staff to remain in classrooms.
- Intervention staff to remain in rooms, along with any children receiving support at the time.
- Kitchen staff to remain in kitchen with doors and shutters closed.

ENTRANCE/EXIT POINTS:

- All 'snips' on external doors to be locked
- Door stopper on internal classroom doors to be pushed down
- All windows to be locked

School gates will not be locked unless advised by emergency services.

Main entrance door – can only be opened from inside.

Class teacher will take register using class list on shared drive (**Staff 18-19/Class Lists/EMERGENCY CLASS LISTS**) This will be emailed to the school office immediately (admin@woodhall.herts.sch.uk).

STEPS TO INCREASE PROTECTION

- Turn off lights and monitors
- Ensure mobiles phones and electronic devices are on silent
- If 'Emergency drill red' call has been given, children need to be out of sightlines of doors/under tables if necessary.

All staff to have whistles on playground and wear high-vis jackets.

INTERNAL COMMUNICATION

- 'Teachers 2 Parents' texting service
- Staff 'Woodhall Information' WhatsApp group
- Staff email group.

COMMUNICATION WITH PARENTS

A member of our Senior Leadership Team will inform parents via Teachers 2 Parents texting service.

'School currently in emergency lockdown. Please DO NOT call or come to school until further notice'

This text will not be sent unless there is a real-life situation.

Following the all-clear, Michelle Lake will communicate as appropriate with parents.

