

The logo of Cranborne Middle School is a circular emblem. The words "CRANBORNE" and "MIDDLE SCHOOL" are written in a circular path around the top and bottom respectively. In the center, there is a stylized graphic featuring a central square with a smaller square inside it, from which several arrows radiate outwards. Above this central graphic is a stylized, elongated shape that resembles a bird or a wing.

CRANBORNE

Emergency, Contingency & Continuity Plan

Ratified by the Full Governing body March 2022

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1.0 INTRODUCTION

The ability to respond to any incident which might cause loss of facilities or severely limit the operation of Cranborne Middle School has been identified as a prime priority. The contingency plan outlines emergency response procedures tailored for Cranborne Middle School, to ensure personal safety and security, smooth administrative control as well as guidelines for involving law enforcement. This procedure is specifically developed to clearly define lines of responsibility and authority to ensure smooth operation in emergencies.

Schools are neither immune to naturally occurring conditions like floods nor can they prevent completely unwanted disturbances or intrusions; however, prior knowledge of the availability of alternative facilities will minimise the period of interruption. The school leadership and management can prevent unnecessary confusion and turmoil through effective disaster planning and taking adequate measures (preparation) to mitigate the dramatic escalation of disasters and the possibility of further damage (accidents, incidents) on site. With an increase in the possibility of terrorist threats and tragedies, schools need to be prepared and have a plan to respond to crises.

It is expected that a structured and logical response by a trained team of staff members can facilitate the return to a normal school routine in the unlikely event of a crisis occurring on or near the school site. Our contingency plan provides a framework and processes for identifying, preventing, intervening, prioritising and managing incidents that may necessitate the closure of the school.

2.0 SCOPE

The preparation and successful operation of the contingency plan is based upon the following

- The plan will cover the loss of facilities at, or disruption to operations, services and facilities located at Cranborne Middle School.
- This is a guide for steps to be taken in the event of an incident impacting the School's ability to operate normally. Detailed actions should be decided upon at the time of the incident, and will be dependent upon its nature and impact on the School.
- This document does not specify details of all technical recovery procedures.
- Critical documentation (such as procedures, listings and registers) referred to in the procedure, is kept up to date and stored securely.
- The response and involvement of Third Parties, such as the education authority is as contracted or requested

3.0 CONTINGENCY PLAN USE

This procedure should be used when any resource supporting school activities is unavailable, for whatever reason, and there is a possibility that the school's operations cannot be carried out within the required timescales.

Incidents that may require the invocation of this procedure include, but are **NOT** limited to:

- Denial of access or physical damage to facilities, such as classrooms and equipment. Snow and ice (affecting, egress or movement around the building
- Physical damage to the environment which impacts the School's activities operations (e.

g. smoke/water damage caused by an incident elsewhere)

- Fire or flooding of building (or other destruction)
- Civil disturbances including acts of terrorism
- Loss of technical and infrastructure facilities due to a technical problem
- Loss of communications facilities / services
- Heating System Failures (Boilers, flooding after leaks)
- Traumatic death or serious injury of a pupil or staff member on the premises
- Outbreak of a serious communicable disease or disorder.
- The contamination of the school by sewage or chemicals

It must be noted that even though the contingency plan tries to forecast, specific incidents that might require its use, it is fairly general in its approach to an incident that may require its activation.

4.0 MANAGEMENT ARRANGEMENTS & STRUCTURES

4.0.1 Authority and Responsibilities

In the event of an incident causing severe disruption, or having the potential to do so, the Head Teacher and Site Manager will evaluate the situation.

Following assessment of the potential impact of the incident on school, the Head Teacher in consultation with the SLT, Site Manager and Governors will decide whether to activate the procedure.

The decision to activate the contingency plan may only be taken by the Head Teacher in consultation with the Site Manager and in their absence by the appointed functional deputy at their discretion when an incident threatens to impact / severely disrupt School operations.

On reviewing an incident and following invocation of the contingency plan, the Head Teacher and Site Manager or the appointed functional deputy, is authorised to make decisions and to take actions necessary to enable effective response to an incident, as required. As a first measure the Crisis response team will be activated, the Head Teacher is the leader of the Crisis team.

In addition the Site Manager is responsible for:

- Maintenance and update of this procedure, and the distribution of updates
- Scheduling and co-ordination of the test activities in conjunction with the Head Teacher
-

Individual copyholders, as shown in the distribution list, are responsible for applying updates to their copy of the procedure, and also for ensuring that relevant personnel are familiar with it.

Provision and maintenance of documentation for each function, process supported by this procedure is the responsibility of the relevant function head.

4. 1 EMERGENCY RESPONSE

4.1.1 Crisis Team Responsibilities

The Crisis Team will comprise the Headteacher, Site Manager, Admin officer and Health and Safety governor. They will decide what issues need to be prioritised, some of which will relate to continuing activity on the site, some to restoration of damaged facilities. The Team will lead in ensuring that education services are continued to the maximum possible capacity and with the minimum disruption and ensuring that facilities are recovered as quickly as possible.

The Crisis Team will initially take whatever actions may be necessary to respond to an incident, to protect staff and pupils from harm and to resolve any issues that might expose Cranborne Middle School to damaging publicity.

The role of the Crisis Team will include the following:

- i. Initial response to any disruptive incident
- ii. Setting up Control Centre
- iii. Liaison with emergency services where applicable
- iv. Prevention of further damage, personal injury or loss
- v. Security of School facilities or property
- vi. Damage assessment
- vii. Status reporting
- viii. Provide appropriate information to parents and other stakeholders
- ix. Liaison with parents/carers
- x. Liaison with education authority management
- xi. Liaison with media. Spokespersons from the Crisis Team must be the only contact with the press / media.
- xii. Overall management of the recovery / continuity process
- xiii. Support to the recovery / continuity process
- xiv. Reporting to the education authority
- xv. Liaison with third parties at an appropriate level
- xvi. Liaison with legislative bodies / organisations
- xvii. Resolution of issues escalated by team members

4 . 1. 2 Crisis Team Members

The following table shows the team members and their primary function in the team.

| Name | Position | Primary Crisis Plan Function | Deputy |
|-----------------|----------------------------|---------------------------------------|--------------|
| Richard Stevens | Head Teacher | Crisis action Coordinator | RC |
| Rebecca Cain | SLT | Deputy crisis action coordinator | SG |
| Robert Bracken | Caretaker | Investigate initial problem | RS |
| Dani Warner | Admin Officer | To assist with admin / clerical needs | Office staff |
| Sandi Malpas | Chair of Governors | Point of contact | AM |
| Anna McElwaine | Vice Chair of Governors | Point of contact | MD |
| Mike Dyer | Health and Safety Governor | Point of contact | |

4.1.3 Emergency Response Services

Police

Responsibilities

- i. Coordinate emergency services, local authorities, media etc
- ii. Assist evacuation
- iii. Secure, protect and preserve the scene, and control traffic
- iv. Organize and disseminate casualty information
- v. Provisionally identify dead people
- vi. Restore normality

Fire & Rescue Services

Responsibilities

- i. Rescue trapped casualties
- ii. Control fires, released chemicals and other hazards
- iii. Assess hazards concerning evacuation
- iv. Ensure safety of rescue personnel
- v. Minimize environmental dangers
- vi. Liaison with ambulance services and medical services
- vii. Recover dead in conjunction with the police
- viii. Stand by during recovery

Ambulance Services

Responsibilities

- i. Save life in conjunction with other emergency services
- ii. Extricate, assist and stabilize injured people
- iii. Provide ambulances, medical staff, equipment and resources

- iv. Establish effective triage points and systems
- v. Provide a central point for medical resources
- vi. Provide communication facilities
- vii. Alert receiving hospitals
- viii. Provide transport for medical teams and their equipment
- ix. Arrange transport for injured people
- x. Maintain emergency cover

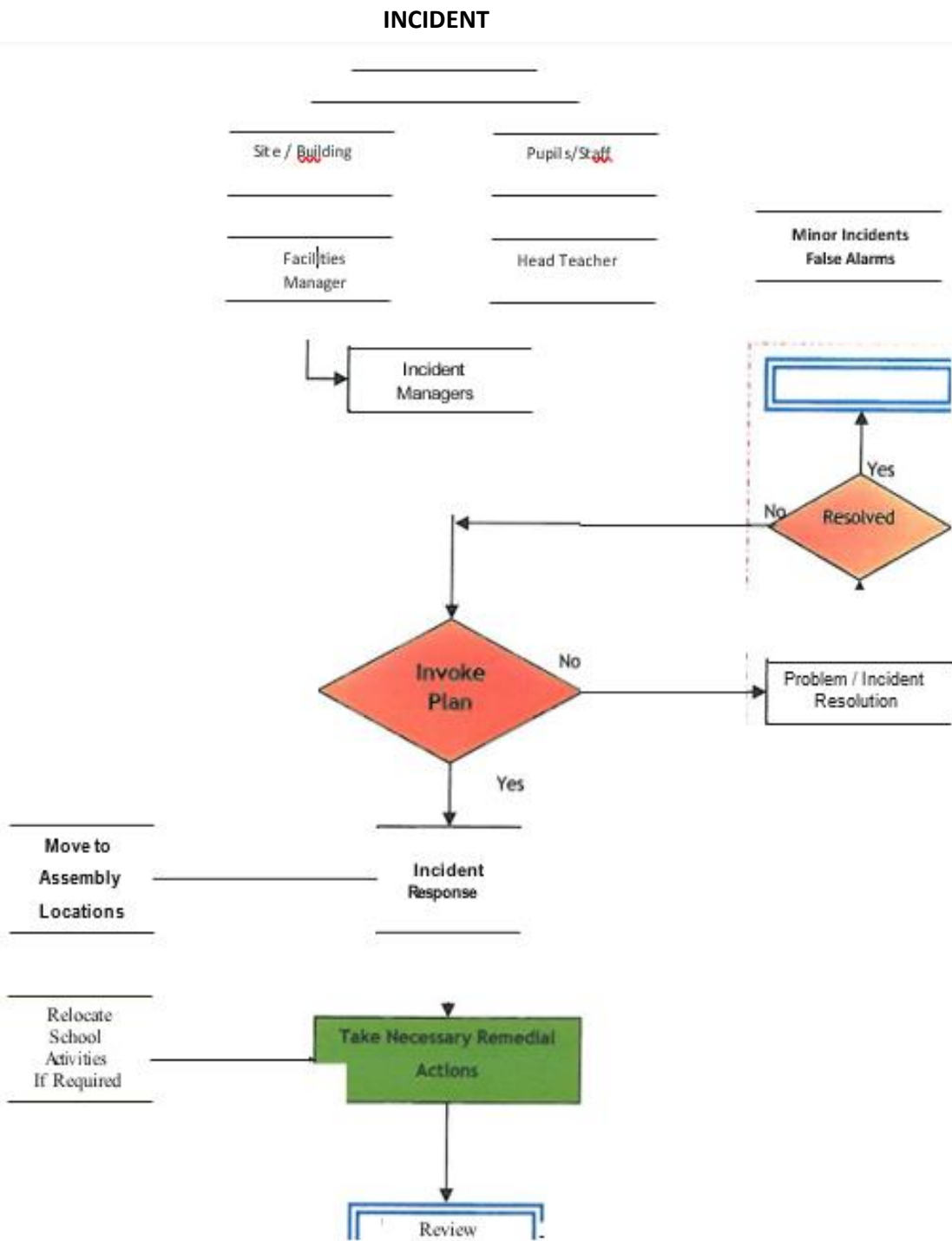
4.1.4 KEY CONTACTS LISTS

Contact directory of Emergency Response Team and 'Key Players'

| Name | Position | Mobile Contact No. | Home No. |
|-----------------|----------------------------|--------------------|--------------|
| Richard Stevens | Acting Head Teacher | 07793762658 | 07793762658 |
| Rebecca Cain | SLT | 07817572058 | 07817572058 |
| Robert Bracken | Site Manager | 07984074322 | 01725 517683 |
| Dani Warner | Admin Officer | 07926813173 | 07926813173 |
| Sandi Malpas | Chair of Governors | 07776013074 | 07776013074 |
| Anna McElwaine | Vice Chair of Governors | 07748522218 | 01725517594 |
| Mike Dyer | Health and Safety Governor | 07584315550 | 07584315550 |

4.2 EMERGENCY PLAN PROCESS DIAGRAM

The following is an overview of the Emergency Plan process, providing outline information about the steps to be taken to recover from an incident or problem that severely impacts the School’s ability to function.



Each team member has their own specific, functional responsibilities, but it is important to note that the effectiveness of the process is highly dependent on all the team members interacting and working together.

5.0 EVACUATION ARRANGEMENTS

5.1 EMERGENCY SIGNAL

The signal for announcing an emergency situation that would require immediate evacuation of the building is the fire alarm.

5.1.1 CONTACTING EMERGENCY SERVICES

Dial **999** notify them of:

- a. The place where you are speaking from, your name, telephone number and School
- b. The exact location and nature of the incident
- c. The origin of the report
- d. The casualty position, if known
- e. Whether any mobility impaired or otherwise disabled, person maybe involved
- f. Any other relevant information
- g. If at the scene, what you intend to do after providing this information
- h. Details of route to scene having regard to any known obstruction preventing access

Wait for confirmation that your message has been understood.

If, after ten minutes, the appropriate emergency service has not arrived, repeat the emergency call.

If possible, arrange for someone to be at the main entrance to the building/ site to direct the emergency services to the incident.

5.2 IMMEDIATE ASSEMBLY LOCATIONS

Option 1

School field (as for Fire Drill)

Option 2 School Carpark

Option 3

If the situation (disaster) demands, all staff and pupils will initially assemble on the School field and be evacuated to the Village Hall for medical attention and picked up by parents. It is anticipated in the event of any evacuation approximately (450) staff and students will have to be evacuated.

5.3 ALTERNATIVE SCHOOL LOCATIONS -Designated emergency facilities

- i. Cranborne First School
- ii. TBC

5.3.1 Transportation

The Headteacher and Admin Officer are responsible for coordinating transport arrangements

5.4 INCIDENT MANAGEMENT CENTRES

On-site

- Headteacher's Office
- School main office (communications)
-

Off-Site

- Village hall.
- Cranborne First School

The incident management centre will be the dedicated response centre, for mobilising & deploying the necessary equipment and manpower, organising logistic support in addition to maintaining all channels of communication.

6.0 INCIDENT RESPONSE/RECOVERY**6.1 Shooting Incidents**

- Immediately call emergency services
- Handheld radios to be used for communication with supervising staff.
- Lock doors or assume placement in a hallway or classroom as a method of controlling movement around the site.
- Instruct students and staff members to immediately lie face down on the floor, cover their heads, and endeavour to remain calm and immobile in the event of a shooting or explosion.
- Use desks as a cover for protection.
- Close and lock windows, if possible.
- Inform emergency immediately of any confirmed or suspected injury.
- Establish a central area for unsupervised students and staff members to assemble. Retain students until an "all clear" signal is given.

6.2 Bomb Alerts

- Immediately call 999 and follow the procedure in 5.1.1
- Evacuate building and proceed to school field
- Handheld radios for communicating with supervising staff; Walkie-talkie type radios should not be used during a bomb threat in the event there is a bomb on campus, because handheld radios can detonate electronic devices and may set the bomb off.
- Fully operational fire extinguishers
- Private telephone line and number to be used only by the incident manager (or authorised person). When the emergency dictates, use of all telephone lines, except the private line will discontinue, in order to provide uninterrupted communication with the emergency services

6.4 Fire outbreak

See Fire procedure Appendix G

6.5 Snow

- Gritting of roads, car parks and other accessible areas in accordance with forecasted weather conditions overnight and road conditions at forecast and road conditions at 6am to minimise impact.
- Caretakers to grit paths, playgrounds and other high risk areas
- Monitor situation
- If weather conditions are such that access to and from school is impossible, some Staff /Pupils may have to be accommodated in school. Full access to the kitchens and the school will be invoked to ensure safety and comfort is maintained until access is achievable.

6.6 Failure of Sewage System

- If unmanageable and emergency call to the Dorset Council – 01305 225244
- Head Teacher to be notified of the situation and regularly updated.

6.7 Gas Failure

- Site engineer to investigate cause of failure to confirm whether the problem is an internally induced one, or external. If the problem is caused externally Flo Gas (08457 200100) will be called immediately to report the failure and ascertain the possible cause of the failure and anticipated recovery time.
- If gas failure is caused internally, the site manager will further investigate the problem and ascertain whether the problem can be rectified within reasonable time (1 hr), otherwise the catering preparation services will have to be relocated the D and T department.
- During winter or when indoor temperature is less than 18 degrees remedial action may have to be taken to avoid closure of the school, disruption of academic work and unavailability charges.
- Heaters will be deployed to keep the temperature within contractual limits.
- Catering services may have to relocate the preparation aspects of operations.

6.8 Electricity Failure

- Site manager to investigate cause of failure to confirm whether the problem is caused internally, or externally. If the problem is caused externally Dorset Council – 01305 225244 will be called immediately to report the failure and ascertain the possible cause of the failure and anticipated recovery time.
- If electricity failure is caused internally, the site manager will investigate the problem and ascertain whether the problem can be rectified within reasonable time (1 hr)

6.9 9 Water Failure/Shortages

- The school has two water tanks that would provide sufficient water for two days, and after would need to refill locally from a water supplier until normal service is restored. Dorset Council – 01305 225244
- Drinking water would be procured and placed at strategic locations throughout the school

6.10 Legionella Outbreak/ Contaminated Water

The presence of legionella in any particular water system cannot be ruled out no matter what water treatment procedures are in force, since this microorganism is ubiquitous. The code of practice states "Legionella bacteria are commonly found in almost all natural water sources , so sampling of water systems and services may often yield positive results" and "water systems may occasionally be contaminated with legionella (usually in small numbers) which enter cold water storage systems from the mains supply. This presents little risk under normal circumstances. Legionella will only grow in cold water systems and the distribution pipe work when there are increased temperatures, appropriate nutrients and stagnation.

Routine monitoring of the school's water supply as part of our control measures, which identify the presence of legionella bacteria will be dealt with under the maintenance arrangements with Mears.

If a legionella count of more than 100 but less than 1,000 cfu / L is reported from routine monitoring, 1 or 2 samples found positive should be re-sampled, if similar count is found again a review of the control measures and risk assessments should be carried out to identify any remedial actions. If majority of the samples are positive the system may be colonised albeit a low level with legionella. Disinfection of the system should be considered but an immediate review of the control measures and risk assessment should be carried out to identify any other remedial actions required.

If a legionella count of more than 1,000 cfu/L is reported from routine sampling, the system should be re-sampled and immediate reviews of control measures and risk assessment carried out to identify any remedial actions including possible disinfection of the system-high temperature pasteurisation of hot water systems and chlorination of cold water systems will be arranged. Following this the school building will be re-sampled after 14 days to ensure the systems are clear of legionella.

A reported case of Legionnaire's Disease affecting a person or persons who work, or affecting a person who has been or has used the school's water system, will be investigated by the Occupational Safety, Health and Environmental Unit (OSHEU) of Council, the Health and Safety Executive (HSE) and the Department of Public Health (DOPH).

If OSHEU, or any other agency, remove any samples of water from the schools water systems, the Health and Safety Advisor must ensure that duplicate samples are taken at the same time. Each sample must be labelled fully with details of the water system, date, and time of sample and name of person taking the sample. Sampling methods and sample handling, must ensure the integrity of the sample cannot be called into question and an independent UKAS accredited laboratory for legionella analysis should carry out sample analyses.

6.11 Food Poisoning/Contamination

Food poisoning is usually caused by consuming food or drink contaminated with bacteria (germs) or their toxins (poisons). Symptoms normally occur within 36 hours of eating contaminated food and may include stomachache, diarrhoea, vomiting and nausea and sometimes a raised temperature. Responsibility for the treatment of illness rests with GP's or other medical professionals.

Suspicion that an outbreak of food poisoning is as a result of food or drink provided by the school catering service may be notified to the Environmental Health Department. If the decision is taken to contact the Environmental Health Department:

- a. Retain any remaining suspect food items, drinks, any wrappings and receipt
- b. Avoid handling the objects
- c. Keep perishable foods in a sealed container in the fridge or freezer

GP's or other medical professionals provide faecal specimen kits, which are used to identify the type of food poisoning involved.

The decision to close down catering services and stop kitchen use will be determined by the Environment Health Department.

6.12 Floods

Typical flood warning messages are:

- a. Flood Alert - Flooding is possible
- b. Flood Warning - Flooding of homes, businesses and main roads is expected

- c. Severe Flood Warning - Severe flooding may cause Imminent danger
- d. All Clear - No Flood Alerts or Warnings are in force

When a flood-warning message is received, the Crisis Management Team will monitor the situation and act according to the level of warning. A typical flood warning time is around 30 to 60 minutes. Depending on the level of warning, the priorities would be as follows. Priorities when the warning is received would be:

1. Clearing blocked culverts, drains, putting out sand bags in strategic locations
2. Availability of Transportation to evacuate Staff and Pupils
3. Evacuation of Staff and Pupils if possible, if not keep them in a secure location on site preferably upstairs
4. Turn off utilities
5. Coordinating emergency support from emergency services
6. Provide food, drinking water and refreshments

6.13 Chemical Spillage

Use of all chemicals, cleaning materials and the Control of Substances Hazardous to Health (COSHH) regulations controls other potentially harmful substances. The FM and Head Teacher would ensure that staff are aware of these assessments and that they are kept where they can be easily accessed at all times. Accidental spillages should be dealt with strictly in accordance with the COSHH assessment.

In the event of oil, fuel, substance or chemical leakage, the area should be immediately cordoned off and a spill containment kit to clean the fuel. If a visual risk assessment reveals that the extent of the spillage is such that could compromise the health and safety of the staff and pupils, assembly plan **option 2** or 3 will be invoked until the situation is normalised. Emergency services will be called immediately to deal with potential injuries caused by inhaling fumes or burns.

In some cases accidental release of any chemical may have to be reported to the Health and Safety Executive

6.15 Critical Document IT Data Backup

A paper document containing all critical passwords is held securely onsite (in office Safe) and a remote backup of ALL local electronic data is held separately (in Art Block comms cabinet) from Server.

In the event of any of the incidents described it will be the responsibility of the IT Technician to recover the electronic data (using passwords) to a designated server. Data held within the Cloud will be unaffected.

A backup of Live data is run daily, whilst a Full back-up to the remote device happens weekly.

The Head Teacher of the school will be responsible for ensuring that the school's critical documents are safely stored and duplicated.

7 DESIGNATED EMERGENCY CENTRE

It is recognised that schools that remain unaffected by a disaster may be utilized by people other than their own staff members and for purposes other than those originally intended. Cranborne Middle School has resources, which could be critical in a disaster.

These resources may include the school building, and its internal resources (e.g., tables, chairs, floor mats, carpentry and mechanical tools). The school buildings may become command posts, reception areas, evacuation centres, or rest areas for weary rescue teams. Cranborne Middle School may also become a substitute for

damaged hospitals, care facilities, or government offices.

Furthermore, given a perceived need by the community's disaster response organisations for a school building, it may be converted to other uses for however long it is required. In such cases, it is acknowledged that the more immediate requirement of the disaster response operation will take priority over educational value and operation of the school.

Notification of the requirement to use school premises as a centre will normally come from the Council's Emergency Planning Officer to the FM and Head Teacher. However, notification may come direct from the Police who may need to by-pass the normal Council alerting procedures and who, in exceptional circumstances, may even open up a school for use as an evacuation centre before advising the Council.

The Catering team, on being advised that a school will be opened for use as an evacuation centre, will be responsible for making all the necessary arrangements to ensure that adequate catering is provided for the expected number of evacuees

8.0 PUBLIC INFORMATION MEDIA HANDLING AND RESPONSE

The media are quick to respond to disasters, especially where loss of or threat to life is concerned, and many organisations have suffered from adverse publicity following incidents in recent years.

It is imperative that a fully equipped communications centre is established at incident centre to act as a central channel for all information and to ensure that the correct information is passed to the correct people. Incidents that will attract public attention will be immediately notified to offsite public relations parties. Interserve Public Relations department will control Interserve's public relations and in conjunction with Dorset Council's Public Relations department would advise the media and parents, responding to questions and concerns. Information on the status of a crisis will be updated at regular intervals so as to minimize rumours and interruptions.

The communication centre should be in a location accessible to parents, interested community members, and media to handle inquiries in an orderly fashion. This post would provide also system for swift parental contact.

9.0 POST INCIDENT

After the crisis has subsided and students have been dismissed, all Emergency Response Team would be debriefed about the emergency/incident and the procedures taken.

Accurate recording of all actions and maintenance of appropriate documentation related to the use of manpower, equipment and materials as well as expenditure during the incident is vital for future reference and the submission of claims for compensation.

10.0 TRAINING, TESTING AND UPDATING PROCEDURES.

10.1 TESTING AND EXERCISING PLANS

It is important that the contingency, continuity procedure/ plan is tested and at least once every year, to ensure that they address the needs and that all of the known or reasonably foreseeable risks are attended to by

providing a sufficient and timely response.

In addition the procedure/plan must be reviewed at least half yearly to ensure that all local and relevant third party personnel are familiar with it and third parties with involvement in the plan are made aware of any changes.

At any other time, if significant changes are made to the school's environment (through Council Variation Notices), or any service, which may be covered by this procedure, it must be reviewed, and appropriate changes applied. Following completion of test activities, a summary of the results should be held on file (See Appendix)

10.2 STAFF TRAINING

The Crisis Team should be aware of their role & responsibilities in fulfilling the plan and procedures. Training will provide the crisis team with the necessary competence needed to execute it and be given the opportunity to practice by actually doing it. Plan/Procedure Drills can also test whether the Emergency Management Team have been effectively trained and reveal whether some training needs have been overlooked.

Appendix

A. CRITICAL DOCUMENTATION

| Name (Title) / Description | On-Site | Off-site | Owner |
|--|----------------------------|-------------|-----------------------------------|
| Emergency Response Plan (in school office) | Site Manager/ Head Teacher | Master Copy | Facilities Manager / Head Teacher |
| School Contact List (in school office) | Site Manager/ Head Teacher | Master Copy | Facilities Manager / Head Teacher |
| Class Lists (in school office) | Site Manager/ Head Teacher | Master Copy | Facilities Manager/ Head Teacher |

B. EMRGENCY RESOURCE REQUIREMENTS

| Description | Number Required | Comment |
|------------------------------|-----------------|---|
| Crisis Team Meeting Place | 1 | Incident management centre |
| Mobile Telephone | 2 | For call out if landline not accessible. |
| Telephone | 2 | Coordinating third party contacts. 1 x incoming / 1 x outgoing. |
| PC | 2 | |
| Printer | 2 | |
| Digital Camera / Smart Phone | 2 | To record damage |

F. INCIDENT LOG FOR ACTIONS

| | | | |
|------|---------------------|------------------|--------------------|
| Time | Decision | Authorised by | Action to be taken |
| | | | |
| | Action completed by | Time | Signature |
| | | | |
| Time | Decision | Authorised by | Action to be taken |
| | | | |
| | Action completed by | Time | Signature |
| | | | |
| Time | Decision | Authorised by | Action to be taken |
| | | | |
| | Action completed by | Time | Signature |
| | | | |
| Time | Decision | Authorised by | Action to be taken |
| | | | |
| | Action completed by | Time | Signature |
| | | | |

G. INCOMING CALLS LOG

| Time | Caller | Message | Message for |
|------|----------------------|-----------|-------------|
| | | | |
| | | | |
| | Message Delivered | Signature | Time |
| | | | |



FIRE SAFETY AND EVACUATION POLICY

The purpose of this policy is to ensure the safe evacuation of all persons from Cranborne Middle School in the event of fire.

Staff with Specific Duties

The policy refers to personnel with specific roles in the event of fire. The table below details the hierarchy of personnel who will assume the roles below in the event of absence of the lead in bold.

| Office/ Fire Marshall | | Headteacher | | Caretaker | | Pupils with Physical disability co- ordinator | |
|-----------------------------|----------------|------------------------|----------------|--------------------|----------------|--|----------------|
| Kirsty Lancaster | K L | Richard Stevens | R S | Bob Bracken | B B | Danielle Warner | D W |
| Bel Willmott | B W | Becky Cain | B C | Richard Stevens | R S | Stephen Newton | S N |
| Angela Allen | A A | Simon Gillott | S G | | | | |
| Rebekah Terzaghi | R T | | | | | | |

Strategy for Simultaneous Evacuation

- Caretaker (BB) to be aware of person in charge of school in the event of Headteacher's absence.
- In the event of Caretaker not being on duty (10 am – 3pm), BB to come over to school. If BB not on site, Headteacher to lead investigation (break-glass/alarm on/off) and next in line, to manage pupils and staff.
- Evacuation list of staff and visitors to be printed off by a member of office staff and accompanied by pupil register.
- In the event of an actual fire, the fire bell will continue to ring until the Fire Brigade deal with the fire and turn the bell off.
- If the fire alarm sounds at the end of the day, DW or (SN in DW's absence) to speak to drivers of vehicles parked in the area of the disabled parking bay and direct them to leave the car park but NOT to block entrance/access road to school.
- All staff to sign out at any point throughout the day when leaving the building.
- Do not use lift

Action when the Fire Alarm Sounds

- Person in charge to collect 2-way radio from Reception
- Caretaker (BB) to liaise with Headteacher/ person in charge of school
- Caretaker (BB) to check validity of the alarm
- Caretaker (BB) to endeavour to establish source of fire.
- Caretaker (BB) to contact the Fire Brigade in the event of fire
- Staff, on arrival at assembly point (or en-route) to notify person in charge, of location of fire, if known.

PUPILS and STAFF

When the fire alarm sounds:

- Everyone should stop what they are doing and remain silent
- Children and visitors should follow the instructions given by school staff to evacuate the room/area to the known safe assembly point on the school playing field.
- On leaving the room, and if safe to do so, staff should endeavour to ensure that all windows and doors are closed.
- Office staff to collect medicine box and bring outside along with fire register
- Staff in Science lab, Science room, kitchen and food technology rooms to ensure gas is switched off
- Be aware of all exit routes in the event of an obstruction to the usual evacuation route.
- Maintain silence and move in an orderly fashion – WALK BRISKLY, DO NOT RUN.
- Do not use lift

At the assembly point (On the field, 3 metres beyond the edge of the tarmac walkway to ease congestion):

- Tutors line up their tutor groups in alphabetical order (following the same pattern as morning line up).
- Tutors to check all pupils are present – referring to the class register.
- The heads of each year to check all tutors and all children have been accounted for at the assembly point and report to person in charge.
- Staff without tutor groups are to line up on the pavement and make sure that they are visible to the Fire Marshall
- Teachers based in mobile classrooms with toilets to check toilets in the mobile block – including each individual cubicle.
- Teachers using the gym / changing rooms to check toilets in this area - including each individual cubicle.
- Teachers using class rooms on first floor to check the toilets upstairs – including each individual cubicle.
- SG (BC in SG's absence) to check Year 8 toilets (next to Science Lab) including each individual cubicle, the toilet for the disabled and the therapy room.
- AA/ BW to check staff toilets including each individual cubicle.
- RS to check Year 6 toilets (Technology Block) including each individual cubicle.
- All staff – non-Tutors – to report to Fire Marshall (KL - BW in KL's Absence) at the assembly point.

PUPILS WITH PHYSICAL DISABILITIES

Any children/ adults with physical disabilities will be risk assessed on an individual basis

When the fire alarm sounds:

If pupils are downstairs:

- Teaching Assistants should accompany them to the car park via the Technology Block corridor, using the nearest safe exit. Should this exit route be blocked, Teaching Assistants and pupils should exit via the Blue corridor and the hall (via the stair lift to the hall) OR via the doors at the foot of the stairs to the bottom playground. DW (SN) to determine safe arrival.

If pupils are upstairs:

- If able to do so, leave by the closest fire exits.
- Anyone who is unable to leave without assistance, must remain in the refuge room (Room 20) and await the assistance of the fire services. Any child would be supported by DW or SN in this scenario.

If pupils are in the lift:

- Collect the key from the office and undertake lift drop procedure.
- Proceed to the closest fire exit.

ACTION ON DISCOVERING A FIRE

Fires can be very dangerous and you should always be certain that you will not endanger yourself or others when attempting to put out a fire. For this reason, when a fire is discovered:

- **SOUND THE ALARM.** If you discover or suspect a fire, sound the building fire alarm. If there is no alarm or it doesn't work, warn the other occupants by knocking on doors and shouting as you leave.
- **VACATE THE BUILDING.** The priority is to evacuate, try to rescue others only if you can do so safely. Move safely to the Assembly Point. Don't go back into the building until the Fire Brigade says it is safe to do so.
- **CALL THE FIRE BRIGADE.** Ensure that someone has informed the Fire Brigade. Give as much information as possible to the emergency dispatcher.

GUIDANCE ON FIGHTING FIRES AND USING EXTINGUISHERS

- Total and immediate evacuation is safest. Only use a fire extinguisher if the fire is very small and you know how to do it safely. If you can't put out the fire, leave immediately. Make sure the Fire Brigade is called - even if you think the fire is out.
- Always position yourself with an exit or means of escape at your back before you attempt to use an extinguisher to put out a fire. In case the extinguisher malfunctions, or something unexpected happens, you need to be able to get out quickly, and you don't want to become trapped. Just remember to always keep an exit at your back.

NEVER FIGHT A FIRE IF:

- You don't know what is burning. If you don't know what is burning, you don't know what type of extinguisher to use. Even if you have a suitable extinguisher, there may be something in the fire which is going to explode or produce highly toxic smoke. Chances are, you will know what's burning, or at least have a pretty good idea, but if you don't, let the Fire Brigade handle it.
- The fire is spreading rapidly beyond the spot where it started. The time to use an extinguisher is in the incipient, or beginning, stages of a fire only. If the fire is already spreading quickly, it is best to simply evacuate the building, closing doors and windows behind you as you leave.
- Your instincts tell you not to. If you are uncomfortable with the situation for any reason, just let the fire brigade do their job.

PREPARATION

- All staff should ensure that they know where the nearest safe EXIT routes are from their location to the nearest Assembly Point. They should be aware of where fire extinguishers are positioned in their places of work and ensure that they understand how and in what circumstances they should use them. They should have recently read the instructions on how to release them for use and consider how they might deploy them if necessary.
- The School should run familiarisation fire training for all staff regularly, which ideally should include the use and deployment of firefighting equipment used in the School whilst ensuring that staff understand the key principles explained above.

CMS Emergency Utilities and Trades contact details

Police (Verwood)- 01202 282808

Alarms- Secom 03448 001260

Security Guards- Kestrel 02380 865658

Flo Gas (Emergency)- 08457 200100 0800 574574

Dorset Council (for any emergency advice)-
01305225244

Plumbing (Ted and James)- 01202 678205/
07860839977

Electrical- Davisons 01202 530260

General Repairs (locks, broken windows etc) SCI-
01425 611700

Heating Fuel Suppliers- WP Fuels 0800 9806172

Heating Engineers (Scion/ Mears)- 01202 877100