



King's College School
The British School of Madrid

La Moraleja

Emergency Procedures Policy

Introduction

This document has been prepared in recognition of the need for a consistent approach to emergencies within school.

Purpose

This document outlines procedures to be followed in the event of an emergency within the school and the responsibilities of key persons involved.

Responsibility

All staff are responsible for familiarising themselves with the alarms and procedures outlined in the document and for reporting any concerns.

EMERGENCY PROCEDURES

FIRE

Continuous siren. Evacuate the building. Don't wait to be told.

- Person who discovers fire should activate the fire alarm by breaking the plastic panel in the wall alarm and try to extinguish the fire (if safe to do so).
- The Fire alarm sounds throughout the school and grounds.
- The School Reception, having been alerted by the alarm, will immediately call the fire brigade (112).
- Staff are expected to recognise the school Fire Alarm.
- The School Receptionist (Secretary in his absence) is responsible for ensuring that the fire brigade has been called. The Head Teacher or Deputy will check this action is taken.
- Maintenance staff will prepare to open the School Gate for a fire engine if necessary.
- All staff, children and visitors should leave the building by nearest safe exit.



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- A teacher will lead the children out, taking the register if still in their possession and mobile telephone if immediately accessible, asking the last child/ classroom assistant to close the door behind them. Children must be silent throughout the evacuation procedure.
- On each floor, a teacher (“Fire Warden”) should check any public area and toilets they pass while leaving. If another staff member is present, the teacher should designate this role to them and they are the last to leave.
- On the lower floors, the cleaner (“Fire Warden”) should check toilets as well as the assembly hall if safe to do so. They should leave by the nearest safe exit.
- Children must be trained to leave the building by the nearest safe exit and to assemble as in 12 below.
- The Assembly Point is located at the Parents Parking if safe. The Head Teacher or Deputy may instruct an alternative area such as the green pitch or the new field to be used if safer.
- The School Nurse (or Secretary in her absence) carries a First Aid Kit if possible to the Assembly Area.
- The School Receptionist (Secretary in his absence) should bring pupil registers, staff and visitors daily lists with him to the Assembly Area.
- Teachers should supervise their class lining up and take the register for their class. When the register is taken and pupils have been accounted for, teachers/staff should raise a hand clearly to confirm this to the Head Teacher or designated Deputy.
- If a child is missing, the Head Teacher or designated Deputy should clearly ask if any staff member can account for their absence. If unaccounted for, the fire brigade should be informed. No one should re-enter the building.
- The School Receptionist (or Secretary in her absence) should check the daily staff & visitors list and raise his hand to confirm all staff/visitors are accounted for.
- The Head Teacher or Deputy is responsible for ensuring that everyone (pupils, staff and visitors) have been accounted for.
- The School secretary and receptionist should assist the Head Teacher or Deputy as directed.



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Lunchtime Protocol

As above, except:

- Lunch monitors and school staff should direct children to the Assembly Area.
- Any staff in the main building should leave at nearest safe exit, checking public areas and toilets en route and taking children and visitors with them.
- The School Secretary or Secretary should registers and staff/visitors daily list.

After School Protocol

As above, except:

1. Club Leaders take roll call for children in their club from their register.
2. The Receptionist should take staff/visitors daily list as well as the club list to the Assembly Area.

KEY EMERGENCY TELEPHONE NUMBERS

Fire Brigade.....(0) 112

Health and Safety Specialist King's Group.....913 431 164 - 662347746

- School Keys- kept at Reception
- Alarm sounds at: inside and outside school

Duties of Key School Staff

Duties of Maintenance Staff

The Maintenance Staff are responsible for ensuring (providing it is safe to do so) that areas on lower floors, toilets and any public areas, are clear of all children, staff and visitors. Staff upstairs at the time are responsible for checking toilets and rooms as they leave. For this reason they should be the last to leave their area. On arrival at the assembly area they should report the result to the **Assembly Area Co-ordinator**. (head teacher or designated deputy). Any fire hazards should be reported to Health& Safety Officer.



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Duties of the Health and Safety Officer

The Health and Safety officer will be appointed each year by the head teacher.

- Ensure Fire/Smoke stop doors are not propped open.
- Ensure First Aid/ Fire fighting appliances are correctly stowed.
- Ensure passage ways are free from obstructions.
- Ensure new members of staff are familiar with the evacuation routine and alternative means of escape
- Ensure that all new members of staff are familiar with First Aid policy, Fire Fighting Appliances /how to raise the alarm and emergency numbers
- Ensure all staff are trained in emergency procedures and receive regular update training
- Ensure regular tests of emergency procedures are held.
- Ensure fire and safety hazards are reported/rectified.

Duties of the Headteacher

- The Assembly Area Co-ordinator will be the Head teacher or designated deputy
- On arrival at the Assembly Area, the head teacher or designated deputy will take up a central position, guiding developments.
- The Head teacher or designated deputy will inform staff of developments or when the all clear is given for a return to work.
- Will ensure a fire drill is conducted at least termly.

Duties of the Reception Staff

- Depending on the nature of the incident, the relevant authorities (Security, Fire Brigade, Police, Ambulance etc) should be notified, staying in touch with the member of staff who reported the incident.



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- Details of who to call in each type of emergency are held in Reception and on walls in rooms.
- The reception staff is responsible for printing out pupil registers in the morning, taking visitors register and for checking the nurse has taken the school and staff roll from nurse's room in her absence.
- The Secretary (or nurse in absence) checks staff /visitors roll.

Duties of Nurse

- The nurse is responsible for exiting with the school's pupil and staff roll and if possible the First Aid Kit emergency bag.
- In their absence, should cover for administrative staff and should check and take registers outside and visitor's roll to assembly point if necessary.
- Takes staff/ visitors roll call in administrative staff absence.

Duties of Teachers

- Teachers are responsible for ensuring the safe exit of themselves and pupils, taking visitors with them as appropriate.
- They are responsible for taking the register at assembly point.

Teaching Assistants

Teaching assistants will assist teachers as directed but should not return to their class if separated by duties at the time of the alert/ emergency

Duties of Lunch Monitors

1. To supervise safe exit and assembly of children to the assembly area under direction of lunch supervisor.
2. To take class register if directed by supervisor.



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