

Emergency Procedures Policy

Purpose of the policy

This policy sets out how Wildwood Nature School staff members respond in an emergency, (including fire) and should be read along with the *Fire Risk Policy*, *Risk Assessment Policy* and specific risk benefit assessments.

Procedures

- All staff, volunteers and children will be briefed on what to do in case of emergency, as set out by this policy.
- All teachers carry a whistle to use only in case of emergency.
- All group leaders carry a school mobile phone.
- The school business manager is responsible for ensuring that staff have mobile phones that work at all times and at all locations.
- All groups have a Safety Lead teacher who has overall responsibility for the safety of the group.
- The co-head in charge of timetabling designates a Safety Lead for each session, ensuring that it is someone who has had fire marshal training.
- Evacuation practice is carried out once per term at the hall.

Responding to an Emergency

- Teaching staff blow their whistle in an emergency as a signal for everyone to stop what they are doing, gather with a member of staff, be silent and wait for instructions.

- The group Safety Lead will assess the situation, the nature and extent of the incident, threat, injury or accident. They will ensure that the rest of the group are safe from danger and are adequately supervised.
- The Safety Lead decides on next steps, depending on the nature of the emergency, possibly including evacuation (see below).

Injuries

If anyone, child or adult, sustains an injury or illness:

- A member of staff trained in first aid will attend to the injured person, giving first aid if possible and following the **First Aid, Sickness & Medication Policy** and the **Accident & Incident Policy**.
- In serious cases, the staff member will immediately call 999 from their mobile phone. The parent/carer/family will then immediately be contacted.
- The rest of the group will be supervised away from the incident and if in danger, will be moved to safety.

Other incidents or threats – including fire, missing child, threatening strangers

If any children or adults are in imminent danger:

- Gather the children without alarming them if possible;
- If necessary, a staff member blows their whistle to get all children's attention quickly;
- The children go to the staff member blowing the whistle;
- All activities are suspended;
- A staff member does a head count to ensure all children are gathered together;
- The Safety Lead decides on next steps;
- Check all staff members have their personal phones and work phones turned on, and can hear them if they ring.

Evacuation Procedure - in cases of fire or other serious threat

At the hall (St Mary Brookfield Church Hall – indoor base)

- Upon hearing the fire alarm or if evacuation is deemed necessary by the Safety Lead, calmly gather children and quickly exit the building via the nearest fire escape (the 2

fire escape doors in the main hall, or the front entrance of the building. If staff are in the staff room, they can exit the building through the fire escape at the back of the building);

- All belongings must be left where they are;
- Staff and children will calmly walk to the fire assembly point (out of the building and turn left):

CORNER OF YORK RISE AND LAURIER ROAD

- Staff will ensure children remain calm and stand away from the road;
- One member of staff will take the register using the Management Information System which has the names of all children and staff who are in school at the time;
- The Safety Lead will conduct a sweep of the building, including toilets, to check if anyone is still in the building;

- **In case of fire**

If the fire is small, the Safety Lead can use a fire extinguisher to put out the fire so that it is prevented from spreading. This should only be done by a trained person who feels safe to do so i.e. that it would prevent further harm and would not be a risk to the person. If the fire is too big for this, the fire marshal or any other member of staff, should call the Fire & Rescue Service on 999

- No one should return to the building until the fire marshal or the Fire & Rescue Service has deemed it to be safe;
- After the incident, the fire marshal will record the incident in an incident report.

At Mortimer Terrace Nature Reserve

- Gather the children without alarming them if possible;
- If necessary, a staff member blows their whistle to get all children's attention quickly. All activities are suspended;
- Staff member does a quick headcount to check all children are present and leads children to the nearest meeting point:

THE CAR PARK OUTSIDE THE ENTRANCE

- Once children are at the meeting point, one member of staff will take the register using the Management Information System which has the names of all children and staff who are in school at the time;

- In case of fire the Safety Lead or any other member of staff should call the Fire & Rescue Service on 999;
- If there is any possibility of continued threat or danger, the session will be ended and the staff will take the children back to school. They will also call the co-head of school;
- If the Safety Lead can be certain of no continued danger, they call the co-head of school who will decide if the session should continue, taking advice from the fire service in case of fire.

Later, the lead staff member completes an incident report including details of people involved and witnesses. The co-head of school informs parents as soon as possible, giving full details of the incident.

At Queens Wood

- Gather the children without alarming them if possible;
- If necessary, a staff member blows their whistle to get all children's attention quickly. All activities are suspended;
- Staff member does a quick headcount to check all children are present and leads children to the nearest meeting point:

OUTSIDE THE QUEENS WOOD CAFE

Or if a fire is occurring on the cafe site:

AT THE ENTRANCE TO QUEENS WOOD

- If another group is elsewhere in the woods, a staff member calls and tells them to evacuate;
- Once children are at the meeting point, one member of staff will take the register using the Management Information System which has the names of all children and staff who are in school at the time;
- In case of fire, the safety lead or any other member of staff should call the Fire & Rescue Service on 999;
- Inform the duty wood keeper;
- If there is any possibility of continued threat or danger, the session will be ended and the staff will take the children back to school. They will also call the co-head of school;

- If the Safety Lead can be certain of no continued danger, they call the co-head of school who will decide if the session should continue, taking advice from the fire service in case of fire.

Later, the lead staff member completes an incident report including details of people involved and witnesses. The co-head of school informs parents as soon as possible, giving full details of the incident.

Personal Emergency Evacuation Plans (PEEPs)

It is important that schools identify any staff or children who need physical assistance to exit the buildings and provide a plan of evacuation for each person – known as a personal emergency evacuation plan (PEEP). The child or staff member will need a person or small team of staff allocated to assist him/her out of the building in an emergency.

The PEEP should include the following information:

- name of person;
- names of the team members allocated to assist the person in emergency evacuation situations;
- a school plan identifying the evacuation route(s) available to the person;
- method of evacuation;
- locations of refuge areas if these form part of the plan; if there are no suitable places of refuge, this should be stated in the plan;
- communication methods and relevant information.

The PEEP should be displayed in all areas of the school building, next to the fire alarm call points and general emergency evacuation signs. The plan should be regularly practised, and always followed during fire evacuation practices.

A separate PEEP will be created following the same criteria for evacuation during a Forest School session in the woods. All staff members will be aware of the PEEP and a copy of it will be kept with the First Aid kit.

Policy review

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