



Wetherby Kensington  
4 Wetherby Gardens  
London  
SW5 0JN

# Crisis Management and Emergency Procedures

**Policy reviewed by:** Lauren Vallely and Helen Milnes

**Review date:** July 2021

**Submission:** July 2021

**Policy actioned from:** September 2021 – August 2022

**Next review date:** July 2022

**Reviewer's Signature:** *Lauren Vallely* *Helen Milnes*

**Head Teacher's Signature:** *Helen Milnes*

**Circulation:** This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby Kensington; 'parents' refers to parents, guardians and carers.

**WETHERBY KENSINGTON – 4 WETHERBY GARDENS**  
**FIRE EVACUATION PROCEDURE**

**Instructions to Staff**

1. In the event of a fire, the first consideration must be the safety of the children to prevent injury or loss of life.
2. For this purpose, you should make certain that you are familiar with all the means of escape in case of fire. Since there may be an opportunity in the event of fire for you to attack it with the nearest fire extinguisher, you should be familiar with its location, and how to use it
3. **ON DISCOVERING A FIRE OR IF ONE IS REPORTED, SOUND THE NEAREST ALARM IMMEDIATELY**
4. ON HEARING THE ALARM, the Headmistress, school administrator or fire warden will call the fire brigade.

**5. WHEN THE FIRE ALARM SOUNDS:**

- See that any doors immediately surrounding the fire are closed
- Do not collect personal belongings
- All boys to be escorted from the classrooms (making sure the door is closed as you leave) in SILENCE, USING BOTH SIDES OF THE STAIRCASE
- If the usual route is blocked, use the nearest available exit
- Fire marshals will be the last people to leave each floor. They will check all rooms and the toilets on their floor to make sure no children have been left behind
- Teachers do not look or wait for children that are not in class at the time of the alarm. If they are separated from the class they must know to follow another class or ask the first adult that they see to escort them
- Leave Wetherby Kensington via the front door or the outdoor staircase accessed by the nearest fire escape, to assemble IN WETHERBY GARDENS. Organise children in form lines
- Teachers and assistants to stay with the class they are with at the time
- SEN and music teachers to bring the child they are teaching. Do not try and integrate with class until at assembly point
- School administrator to escort boys through the ground floor exit as quickly as possible
- Kitchen to be evacuated and gas turned off at mains
- Headmistress to be the last person to leave the building
- School administrator(s) to take registers and mobile phones to assembly points
- Registers to be taken immediately and all children accounted for at collection point. Any missing children to be reported to the Headmistress or person in charge
- Children to wait in silence
- Do not leave the children unattended and recount the children frequently

**To call the Fire Brigade:**

Lift the receiver and dial '999'. Give the operator your telephone number **0203 910 9760** and ask for Fire. When the fire brigade replies give the call distinctly:- "**Fire at 4 Wetherby Gardens, London, SW5 0JN.**" Do not replace the receiver until address has been repeated.

**WETHERBY KENSINGTON**  
**FIRE DRILL PROCEDURE – 4 WETHERBY GARDENS, SW5 0JN**

### **Fire Drill Procedure for Staff**

A fire drill happens once a term at a time decided by the Headmistress and the fire wardens (A member of staff and the premises manager)

When the alarm sounds:

- Take the children immediately to the designated assembly point in Wetherby Gardens at the rear of the school or on the pavement of Wetherby Gardens at the front of the school
- Fire marshals will check all rooms and the toilets on their floor to make sure no children have been left behind
- The school administrator(s) will bring the registers and mobile phones to assembly points
- Stay with the group and keep the children silent. All pupils should be lined up in classes
- Do not let children leave their group, run about or join other groups
- Check all children and staff are present
- Report any missing children or staff to the Headmistress or the person in charge
- Do not re-enter the building until told to by the Headmistress or person in charge

The Fire Drill Report Form will be completed by the fire wardens at the end of each fire drill and a brief evaluation will take place.

### **THE FIRE ALARM WILL BE TESTED EVERY WEEK (on a Friday)**

The Alpha Plus Management Team are responsible for ensuring the fire alarm system and fire appliances are tested and maintained in accordance to Health and Safety Regulations

**YOUNG CHILDREN ARE EASILY UPSET BY SOUND OF THE FIRE ALARM AND  
THE BREAK IN THEIR ROUTINE THAT A FIRE DRILL CAUSES.**

**PLEASE BE AWARE OF THIS AND BE READY TO COMFORT AND REASSURE  
INDIVIDUAL CHILDREN AS NECESSARY**

### **Break/Lunchtime Fire Procedure**

- All staff members on duty shall on hearing the fire alarm gather all children together away from the building and ensure that no child re-enters the building
- Staff members on duty in the dining hall shall evacuate all children from the building
- Any staff members in other areas of the building shall evacuate, the fire marshal on each floor shall ensure on the way that toilets are vacated
- The Headmistress and fire marshals assigned to each floor will ensure, as far as is reasonably practicable, that the rest of the building is vacated

**WETHERBY KENSINGTON**  
**4 WETHERBY GARDENS, LONDON, SW5 0JN**  
**EMERGENCY EVACUATION PROCEDURE**

The procedures below are in place should there be any emergency, locally, or in London in the future. Advice in the compilation of this plan was sought from the police.

**In the event of**           Explosion  
                                  Bomb  
                                  Attack

- Stay calm and wait instructions from the Emergency Services and the Headmistress or person in charge as to the best course of action to follow
- SIMS InTouch should be activated to contact parents and alert them to the situation. A member of staff will be instructed to man the telephones to answer calls calmly and professionally
- Move children to the safest area in the building away from windows and outside doors if possible
- Reassure, comfort and calm the children as necessary and **do not** give them any information that will upset or frighten them. NEVER leave them unattended
- In the event of areas being cut off and parents/carers unable to collect the children the school would keep the children in the building and look after them until collected. A supply of food and water is kept for this purpose
- No child would be allowed to leave with anyone other than with their parent or regular carer unless the school has received authorisation from the parents
- In the event of an emergency, the advice given by the Emergency Services will be adhered to. Children may be evacuated temporarily to the garden at 4 Wetherby Gardens or onto the pavement at the front of the school or into other premises off-site, if it is thought appropriate and safer by the Emergency Services and the Alpha Plus Group
- Our local churches, St Mary the Boltons and St Philips School have agreed to be our indoor assembly points for both sites
- SIMS InTouch would be activated to inform parents of the assembly point that the school has been directed to. The school answer phone will also carry a message relaying this information
- No member of staff is allowed to leave the premises without express permission of the Headmistress or person in charge
- If an emergency happens out of school hours, or during the school holidays, all parents and staff will be contacted by Sims InTouch about any special arrangements that have been made

**This policy will be reviewed annually**