



8-28 Emergency Action Plan – Main Site

1. Objectives and Scope

Guildford High School is committed to ensuring the safety and security of our pupils, staff and visitors whilst on the premises.

This procedure identifies the processes designed to control an emergency situation at the Senior School.

There are many situations or scenarios that could be deemed an 'emergency situation' and those included in this document are not exhaustive, however it is hoped that the procedures in the document should give enough information to staff to enable all those occupying the building to remain safe, and if necessary be evacuated to a place of safety until the relevant emergency services are able to take control.

This is a 'live document' and should be undated as different activities take place in the school, or internal procedures change.

2. Evacuation

There could be several reasons for the need to evacuate the building. These can include:

- Fire
- Bomb Threat
- Power Failure
- Gas Leak

Only a fire will bring on an automatic evacuation signal, and staff should be familiar with the system so that they can manually operate the evacuation signal if necessary.

Automatic Evacuation

The building is fitted with AFD (automatic fire detection).

This system comprises of a series of smoke and/or heat detectors around the building which will trigger the fire alarm should they detect smoke/heat.

The evacuation signal is a siren in the senior and junior schools, bells in other buildings.

Upon activation the alarm panel, which is situated in the Senior School main reception area, will indicate the area where the smoke/heat detector has activated.

A list of the alarm zones is next to the alarm panel.

If the alarm activates it is important not to silence the alarm until everyone has evacuated the building, and then DO NOT RESET the panel until the cause of the activation has been established by the Facilities Manager or Fire Brigade.

A list of actions required by various members of staff during alarm activation is in appendix 2.



Manual Activation

The evacuation signal can also be set off manually on discovery of a fire by pressing one of the red 'break glass' call points.

There may also be circumstances where it is necessary to instigate an evacuation e.g. following a bomb threat.

This can be done using a key to activate the call points, or in an emergency by pressing the break glass.

Evacuation Procedure

On hearing the evacuation signal staff MUST assume that it is a real emergency and start evacuating all those on site. Delaying the start of the evacuation whilst trying to establish if the emergency is real puts lives at risk.

Staff should direct people towards the NEAREST exit. The front door may not be their quickest way out, and directing them to it may cause a bottle neck.

Staff must ensure they are familiar with all the evacuation routes from the building.

There are 2 assembly points:

Nightingale Courtyard – yrs 7 to 11. Senior school teaching and support staff and visitors

Junior Playground – junior school pupils, staff and visitors and sixth form and associated staff

When the evacuation signal sounds, the Senior School receptionist should phone the Sports Centre and advise them that the main school is being evacuated. The Sports Centre will then prevent girls from going back to the main school.

Receptionists should take the container with the role call sheets and mega phone, plus the signing in books to the assembly point. On the way out a sign should be put on the front door alerting visitors that the building has been evacuated.

Once at the assembly point people should wait in silence for a role call to be taken.

The lifts must not be used during the evacuation.

If the assembly point/s are in imminent danger the evacuation will be moved to Stoke Park.

DO NOT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR HAS BEEN GIVEN BY A MEMBER OF SMT, THE FACILITIES MANAGER OR FIRE SERVICE.

3 Fire

Should a fire break out, the building needs to be evacuated as per the above procedure.

The Facilities Manager and caretakers should establish the location of the fire and immediately call the fire brigade.

DO NOT ATTEMPT TO FIGHT THE FIRE



DO NOT TAKE PERSONAL RISKS

The Senior School receptionist should phone the Sports Centre and advise them that the main school is being evacuated so that girls are not sent back down into the danger area.

The receptionists and Office Manager should take the crate containing the role call sheets and megaphone, plus the signing in books from the reception desk.

A box is fixed to the wall of the Nightingale Courtyard pedestrian gate and on the back wall of Morton House. This box contains folders containing building information and details of hazardous substances both of which should be given to the fire brigade.

A member of staff should be instructed to go to the road to direct the emergency services.

No vehicles should be moved from the car park as this could block the driveway for emergency vehicles.

4 Bomb/Terrorist Threat

Should a telephone threat be received as much information as possible should be attempted to be obtained from the caller.

Try to stay calm and ask:

Who are you?

Where is the device?

When is it timed to go off?

Why are you doing this?

Try to remember anything about the call such as the callers accent, background noise or any code words.

Sound the evacuation signal by pressing the break glass point.

Report to the Facilities Manager or member of the SMT and call the police.

The school should then be evacuated as per the fire instructions.

If the building has been evacuated as a result of a bomb threat, girls should be lead immediately from the assembly points to Stoke Park.

5 Intruder on Premises or Security Alert

Staff should remain vigilant for unauthorised people on school premises.

Legitimate visitors will have signed in at reception and should be wearing a visitors badge.

Any suspicious people seen outside should be reported to the FM or a caretaker immediately, and if possible their movements tracked.



Any person inside the building without a visitors badge should be politely approached and if necessary escorted to reception.

Should the intruder appear violent, or unstable do not approach them, but contact reception reporting their location.

If they are inside try and evacuate pupils quietly to the nearest exit. If this is not possible advise staff to keep girls in classrooms, and close internal doors.

If a suspicious person is seen in the grounds, report them to reception, and stay by the closest exit door to prevent anyone from leaving the building.

The signal for an intruder on the premises is 5 short rings of the bell, a pause and 5 further short rings.

On hearing the intruder signal if safe to do so evacuate the building and tell girls to make their way to the sports centre.

If you are not close to an exit stay in the classroom with doors shut.

5 further short rings of the bell will indicate that the situation is clear.

6 Loss of Power

The school has no backup power facilities, and a power cut will stop all electrical systems in the building.

The building is fitted with an emergency lighting system which will provide enough lighting for people to find their way to the exits. This lighting system will however only provide lighting for a limited time.

Remain calm and stop any panic and advise those around you to remain calm.

Staff and pupils should remain in classrooms until the nature of the power failure has been established.

The FM will contact the electricity company to try and establish the nature of the power failure, and the length of time the power is likely to be off for.

Out of school hours try to establish if the power failure is limited to the school. Look at the neighbouring houses to see if they have lights on.

If neighbouring houses still have power the chances are the power failure is local to the school, and the FM should be contacted.

If all the neighbouring properties also appear to have lost power contact UK Power Networks on 0800 783 8866 who will be advise on the power situation.

Please note: The landline will only work for a limited amount of time after a power failure.



Based on the information from the FM and/or electricity supplier the SMT will need to decide whether to wait for a while to see if power is restored, or to close the school.

If loss of power is confined to one area of the building the caretaker or FM should be contacted to investigate and call an electrician if necessary.

Out of school hours if the situation does not appear dangerous the area should be closed and the caretaker/FM advised the following day.

If there appears to be danger from an electrical fitting or equipment **DO NOT TOUCH THE ELECTRICAL ITEM**. If possible isolate the mains in the electrical cupboard, and if necessary evacuate the building and call the emergency services.

7 Gas Leak

Should a smell of gas be reported it should immediately be investigated by the Facilities Manager or caretaker.

Do not switch electrical appliances including lights on or off.

If there is any suspicion of a leak the building should be evacuated as per instructions in section 1 and National Grid should be contacted immediately on 0800 111 999.

If safe to do so and without taking personal risks turn off the gas at the main if you know where this is located.

National Grid will ask a series of questions and will give advice on actions such as opening windows.

National Grid will arrive within 1 hour.

8 Structural Failure

Structural failure of the building is most likely to occur during extreme weather.

Minor building faults can be dealt with by cordoning off the affected area and contacting the caretaker or FM.

Should major structural damage take place, the SMT and/or FM will decide if it is necessary to evacuate. In this case the exit route should be chosen carefully so as to minimise the risk of injury by falling debris.

Before sounding the evacuation signal a member of staff should be posted at the exit not to be used to prevent anyone from using that exit.

9 Disorderly/Indecent Behaviour



Should a GHS student be behaving in a disorderly manner it should be dealt with in the normal manner by the supervising teacher.

Any other person acting in a disorderly/indecent manner should be asked in a calm and assured manner to stop their behaviour.

If their behaviour persists they should be asked to leave the premises.

If there is still no response the person should be advised that the police are being called.

Monitor the situation and ensure that other people are protected.

If necessary ask reception to sound the intruder alert signal.

Ensure that a report is made as soon as possible to include dates and times, details of the incident, names and addresses of the person or the part leader and a description.

DO NOT GET INTO A CONFRONTATIONAL SITUATION AND DO NOT TRY TO PHYSICALLY REMOVE OR RESTRAIN THE PERSON.