

STAFF, PUPILS AND VISITORS SECURITY

IN THE EVENT OF A DISASTER AND A NEED FOR OFF-SITE EVACUATION

Jubilee has agreed with Oldhill Community Primary School (Oldhill Street) a reciprocal agreement to take our pupils and staff in the event of a critical disaster and the need to evacuate off site. Oldhill Community School is a large primary school with three halls and capacity to temporarily take our pupils in an emergency.

If Oldhill Community Primary School should need to evacuate to Jubilee we will use our halls, the community centre and the creativity centre to accommodate their pupils.

Current Fire Drill Procedures

A practice is carried out each term and with good efficiency. Pupils, staff and visitors evacuate the building quickly and calmly. There are signed muster points for on-site evacuation to the main entrance, KS2, KS1, Reception and Nursery playgrounds. Fire action posters in various locations throughout the school detail direct people to the relevant muster point.

Children's Registers

Children's attendance is taken electronically on Arbor by class teachers at the beginning of the morning and afternoon sessions. In the event of a fire or fire drill, this is printed and taken to each class teacher at the assembly points. In the event of off-site evacuation, teachers and staff will lead pupils to the nearest place of safety (Oldhill Community Primary School) and re-take the register there.

Contacting Parents and Carers

All pupil and parents' emergency contact details are available on Arbor which can be accessed via the web from any location. Admin Team to contact parents from the safe location of Oldhill Community Primary School.

Contact details (emails and mobile phone numbers) are also available via ParentMail. A web based data base which enable us to send text and email messages to parents and carers.

Tracking of Adults on Site

Visitors sign in electronically via InVentry time and attendance system and are issued a visitor sticker. In the event of a fire a list can be printed of all on-site visitors and checked on evacuation of the building.

All staff are issued with security fobs which enable staff to enter through locked doors and gates. They also allow the quick register of persons on site via the InVentry electronic signing in system. At present, staff are not obliged to sign in and out of the premises, however, this ought to be considered in the near future.

Evacuation Off-Site

The decision to evacuate off-site should be taken by the Head Teacher or Deputy Head Teacher, in conjunction with the police and fire brigade. The Business Manager will contact Oldhill Primary to warn of the event.

Evacuation routes are for:

- Nursery: Via Nursery Osbaldeston Rd gate (combination lock on gate)
- Reception to Year 2 classes: Via Cazenove Road gate (key with Admin)
- Yrs 3-6, visitors, admin and kitchen staff: Via Filey Avenue gate (key with Admin)

Teachers to calmly lead pupils and visitors to Oldhill Community Primary School with the help of the police.

Reviewed September 2024