



# **Spaldwick Primary School**

## **EMERGENCY EVACUATION and INVACUATION Policy**

**Person Responsible:** Headteacher, Premises Officer, Chair of Governors

**Review Date:** July 2023

**Distribution to:** All staff and Governors

Adopted and Approved by the Governing Body: September 2017

Reviewed January 2021 – No changes

Reviewed: March 2020 - Update to 4.11, Full lockdown, playground procedure, point 5, the LA Adviser will be informed,

Reviewed July 2022 – No changes

Next review: July 2023

# **EMERGENCY EVACUATION and INVACUATION Policy and Procedures**

## **GENERAL FIRE PRECAUTIONS**

1. It is the duty of all staff to read and familiarise themselves with the Fire Orders which are located throughout the school building, and particularly to ensure that they are fully aware of the escape routes from the building.
2. It is the duty of the Headteacher to ensure that all staff are familiar with all the relevant Fire Procedures, Fire Orders, escape routes and the position of the Fire Assembly Point.
3. It is the responsibility of the following people to read and familiarise themselves with the specific Fire Orders pertaining to them which are contained in Appendices 5-8.
  - a) The Headteacher
  - b) Premises Officer
  - c) Class teachers
  - d) Non-teaching staff
4. All staff should take every precaution to prevent the risk of fire by:
  - i. Ensuring that all rubbish is collected in the waste bins provided and that they are emptied regularly.
  - ii. Ensuring that all naked lights are kept away from inflammable material and properly extinguished. **SMOKING IS NOT PERMITTED ON SCHOOL PREMISES THIS INCLUDES CAR PARKS AND THE FIELD.**
  - iii. Taking particular care in all operations involving the use and handling of any Highly Flammable Liquid, Liquefied Petroleum Gas, or Naked Flame.
  - iv. Keep radiators clear and store files and boxes away from them
  - v. Not daisy chaining extension leads
  - vi. Ensure classroom doors closed when room not in use and at end of school day
  - vii. Ensuring all portable electrical items have been PAT tested within the last two years
5. All exits must be kept clear and free of obstruction. All Fire Doors must be kept closed and should not be prevented from closing by being jammed or propped open in any way. As many of these are also exit doors it is the member of staff in each room's responsibility to unlock these doors, pulling blinds where necessary. All other doors to unoccupied rooms to be kept closed.
6. The school's Fire Alarm System will be tested weekly when the building is vacant by the Premises Officer. This will result in the fire alarm being sounded briefly. The school Fire Alarm System is also tested with an external company once a term as directed by the external contract, should any bell fail to ring the malfunction should be reported immediately to the Premises Officer
7. Staff should note that they will NOT receive prior warning of Fire Drills. Drills will be held so as to resemble an actual fire incident as closely as possible.

## **LOCKDOWN PROCEDURE**

### **Definition**

An evacuation or lockdown occurs when circumstances dictate that the safety of pupils and staff is better ensured inside current buildings, with doors and windows locked and blinds/curtains drawn. Pupils would be moved away from windows and doors for prime safety. This could occur as a result of a chemical spill, weapons crisis, or criminal activity.

A lock down drill should be undertaken at least once a year in an organised and calm manner.

There are two types of lockdown:

### **1) Partial Lockdown**

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to children and staff in the setting. It may also be as a result of a warning being received regarding the risk of air pollution, etc. In a partial lockdown staff and children should remain in the building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, the setting can continue as usual.

### **Procedure**

In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.

Seal up all the cracks around doors and any vents into the room – aim to minimise possible access points of pollutants.

### **2) Full Lockdown**

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

### ***Management of the situation will depend on the circumstances presented***

- Remain calm
  - Move slowly
  - Obey instructions (The member of staff on duty rings the bell, and children walk calmly back to their classrooms.)
  - DO NOT PROVOKE AN INCIDENT
1. The Office staff member will contact police on 999
  2. The Headteacher (or member of leadership team or office staff) will quietly inform staff of the situation.
  3. Depending on the circumstances staff will ensure pupils remain in classrooms with locked doors and windows and blinds pulled down or students will be evacuated in a quiet and orderly manner away from the situation to a safe area defined by staff or police.

4. The Police Officer in charge will evaluate the situation and notify the Head teacher when the school is safe and/or if any further action is needed.
5. The Headteacher/Chair of Governors will need to report the incident directly to the Local Authority Adviser.

All children and staff should return to/stay in the building.

- External doors should be locked.
- Internal doors might be locked (where a member of staff with a key is present).
- Lock windows, draw blinds, cover internal door windows (so an intruder cannot see in).
- Staff and children to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood and metal.) Consider locations behind substantial brickwork or heavy reinforced walls).
- Turn off lights, smartboards and computer monitors.
- Mobile phones should be switched to silent so they cannot give away your position).
- A register should be taken and a head count completed of all staff and children at the setting.
- Children should not be released to parents during a lockdown and staff should not leave the premises unless instructed to do so.

**After lockdown has taken place:**

A letter to parents should be sent home as soon as possible following any serious incident to inform parents of context of lockdown.

Following the need for lockdown, the Critical Incident Management Team should create a full record of the event. Policies and procedures should be reviewed as soon as possible to identify any areas for potential development.

For all Ofsted registered settings, a notification of a significant incident must be made to Ofsted within 14 days (preferably as soon as possible after the incident).

## **APPENDIX 1: WHAT TO DO IN THE EVENT OF A FIRE**

- i. A member of staff discovering a fire must raise the alarm by breaking glass to operate the nearest fire alarm. (See Appendix 2 for locations).
- ii. The staff member finding the fire must ensure that 999 is dialled to call the Fire Service. **THE ALARM MUST BE SOUNDED AND THE FIRE SERVICE CALLED IMMEDIATELY AND WITHOUT QUESTION, HOWEVER SMALL THE FIRE MAY APPEAR TO BE.**
- iii. If not immediately required to assist in helping the children to leave the building, the staff in the immediate vicinity of the fire may, if safe to do so, attack the fire with the hand appliances which are situated throughout the building (see Appendix 3 for locations). All doors and windows must be shut and left closed where practicable. **UNDER NO CIRCUMSTANCES MUST THE SAFETY OF ANY CHILD OR MEMBER OF STAFF BE PUT AT RISK.**
- iv. On hearing the alarm, classrooms should be vacated in an orderly manner via the nearest fire exit (see Appendix 4).
  - The person in charge of the class will collect the register located next to fire exit and ensure that all children and adults leave the classroom and that the windows and door have been closed.
  - The Reception teacher will check KS1 toilet and the Year 6 teacher will check KS2 toilets have been vacated
  - The Assembly Point is on field, beyond the first line of trees.
  - The School Office staff member, or in her absence, the Headteacher or Assistant Head, will contact the emergency services (if necessary) the staff sign in sheet, the visitors' record, the key to the field gate and go to the assembly point for a roll call.
  - Catering staff, on hearing the fire alarm, should switch off all cookers and vacate the building to meet at the assembly point.
  - Visitors will be directed to a safe exit and the person who is attending to them will make sure they leave the building.
  - Class teachers will check that their children are clear of the building, count heads and then call the register. Absence of children from the roll call or the possibility of others left in the building will be reported to the Senior member of staff at the assembly point.
  - The Senior member of staff/Premises officer will check the toilets and that all staff and children are accounted for.
  - While no attempt should be made to return to a burning building, if circumstances permit, a search should be made for anyone who is missing.
  - All gateways and access points are to be kept clear for the Fire Service.
  - Community Room users will follow their own fire procedures

## **APPENDIX 2:**

### **FIRE ALARMS**

The alarms are electronically operated and the only action necessary is to break the glass by pressing or hitting it hard in the centre. Alarm call points are located near fire exits as follows:

- In Swifts Class by far exit door
- In Swifts Class by fire exit door
- In Blackbirds Class by fire exit door
- Swifts Cloakroom by exit door
- Opposite Staffroom
- Head teacher's office by front door
- By Community room entrance door
- In Community room by fire door
- In hall by both fire exit doors
- In kitchen by back door
- In corridor from library to playground
- In corridor from group room into courtyard by fire exit door
- In classroom off the library by fire exit door
- In Eagles by fire exit door
- In Kestrels by fire exit door
- In the Learning Zone by fire exit door
- One in each of three boiler houses

All staff must ensure that they know the position of these alarms and how to operate them.

## **APPENDIX 3:**

### **LOCATION OF FIRE EXTINGUISHERS**

- Swifts Cloakroom
- Blackbirds Classroom underneath fire alarm
- In reception area by the office
- In staffroom
- Corridor leading to the hall
- Two in the hall
- In the kitchen
- In Reprographics Room
- In Library
- In Kestrels lobby
- In the Eagles room
- In group room
- One in each of three boiler houses
- Community room

## **APPENDIX 4:**

### **Departure from building.**

Route to playground if exiting from the classroom

**Swifts Class:** own exit, alongside of the fence left hand side of the pathway onto the field.

**Blackbirds class:** own exit, alongside of the fence, left hand side of the pathway onto the field.

In the classroom off the library: own fire exit alongside of the building, right hand side of the pathway onto field.

**Learning Zone:** own fire exit alongside of the building, right hand side of the pathway onto field.

**Kestrels:** own exit, straight onto field.

**Eagles:** own exit, straight onto field.

**The Loakes:** Through Kestrels fire exit and join own class once on the field.

**Kitchen:** hall middle door to rear of building walk round into the field.

**Hall:** middle hall door, around path onto field, (PE time, ensure shoes have been placed where pupils can easily collect their own pair)

**Resource Room:** through library area and exit via the corridor or Eagles fire exit.

**Staff room/ Office:** Into Swifts room, alongside of the fence, left hand side of the pathway onto the field.

**Community room:** leave via fire exit, walk around the outside of building to the playground.

Fire Exit maps are displayed in all of these areas.

## **APPENDIX 5:**

### **HEADTEACHER – FIRE ORDERS**

On hearing the fire alarm:

- Check the fire alarm panel and source of alarm.
- Where appropriate ask a member of office staff to check the location of the fire
- Help children to leave the building by the nearest available exit and guide them to the Assembly Point, ensuring that they do so in a calm and orderly manner
- Ensure staff have checked the toilets are vacated
- Ensure that the registers have been taken to the Assembly Point and a head count has been carried out for each class.
- Check that all pupils, members of staff and any visitors have been accounted for.
- Send someone to dial 999 to call the emergency services and stay at the front entrance to direct the emergency services.

## **APPENDIX 6:**

### **SCHOOL OFFICE STAFF – FIRE ORDERS**

On hearing the fire alarm one member of the office staff will:

- Collect the fire log if it is safe to do so; it contains information which may be useful to the fire brigade.
- Check the location of the fire (if appropriate to do so)
- Leave the building by the nearest exit and go to the assembly point.
- All other office staff should vacate the building upon hearing the alarm and go to the assembly point and await further instruction

## **APPENDIX 7:**

### **FIRE ORDERS – CLASS TEACHERS**

On hearing the alarm:

- Help children to leave the building by the nearest available exit, making sure windows and doors are closed where possible, and guide them to the Assembly Point
- Collect the clipboard and register hanging next to fire exits
- Carry out a head count initially and then call the register and report result of the roll call to office staff member.

## **APPENDIX 8:**

### **FIRE ORDERS – NON TEACHING STAFF**

On hearing the fire alarm:

- Help the children to leave the building by the nearest available exit and guide them to the Assembly Point
- Take class emergency medication collection out
- Go to the assembly point and await further instruction