

# Fire Safety, Evacuation and Lock Down Procedure

This Policy is the local policy for NeneGate School

## Document Control

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## Revisions

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## 1 Purpose

This policy is to ensure the safety from fire or an external incident of all relevant persons on, in or in the vicinity of the premises by effective planning, organisation, control, monitoring and review of the preventive and protective measures.

## 2 Application

This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements and the management of any external threat. As such the following will be provided;

- The designated Senior Leader (s) and Site Manager shall assist the Principal in carrying out their duties under the Fire Safety Order (FSO) 2005.
- A suitable and sufficient **fire risk assessment** will be prepared on a 5 yearly basis and this shall be regularly reviewed by suitably trained school staff. Significant findings of both assessments shall be acted upon.
- A suitable and sufficient **fire emergency plan** will be prepared, regularly reviewed, and practised by the regular carrying out of fire drills.
- A suitable and sufficient **lockdown plan** will be prepared and regularly reviewed.
- All **staff will be trained** to satisfactorily carry out the fire emergency plan and lockdown plan, regular fire/lockdown drills and any other necessary actions to comply with the FSO.

- **Employees will be provided with comprehensible and relevant information** regarding the risks identified from the risk assessment and any other notification of risk by other employees, the preventative and protective measures, the fire emergency plan and lockdown plan, and the identities of persons nominated to carry out the duties of the responsible person.
- The employer of any other employees, or any other person working on the premises, will be provided with the same information as the responsible person's employees.
- All necessary systems required as part of the general fire precautions and lockdown plan (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be **tested and maintained** in accordance with the relevant code of practice.

### **3 How to raise the fire alarm:**

Activate the nearest call point. The call point can be activated by pressing firmly onto the middle of the call point unit after unlocking with your key. Your radios can also be used to activate a call to SLT in the event of a fire or serious incident.

### **4 Evacuation Detail**

4.1 All groups should have the exit routes, from the classrooms they study in, explained during the first lesson of the academic year. Fire notices should be displayed in every classroom and office and show details of muster points. Fire drills will be held regularly in line with health and safety guidelines.

4.2 On hearing the fire alarm (a continuous, multi-toned alarm in all rooms), teachers in charge of pupils should, at once, direct them out of the building by the designated route towards the muster point. One member of staff should lead the group with the class teacher leaving last. If a member of staff is working on their own with a small group he / she should ensure that the lead pupils know the route to follow. If, in the class, there is a student in a wheelchair, or, on crutches, they must be the last student to leave the classroom along with the member of staff who is accompanying them.

4.3 Staff members/fire marshals are to make sure that all pupils and staff are out of their designated areas:

Fire marshal signs are up and around the building. In the event of staff absence, a designated colleague is to step in. All windows and doors should be closed but not locked, only if safe to do so.

- Pupils should assemble in class groups on the main field.
- Invigilators and Pupils sitting EXTERNAL examinations are to await verbal instructions from the Principal / SLT Representative or the Examinations Officer before leaving the examination
- Office staff will bring registers, the fire list run that morning, visitor sign-in logs and radios to the Fire Marshall on the field. A copy of the cover sheet will also be taken
- Class teachers are responsible for informing a member of SLT if any pupils or staff are missing from their class with immediate effect.
- The leadership team will report when all head counts have been taken to a designated senior member of staff

- Pupils will remain in place in class groups until told to disperse by a member of SLT.
- When the 'all clear' is given staff are to remain with pupils and supervise the orderly dismissal and movement of pupils to places of safety or a return to classrooms as appropriate.

## 5 General

- Know where the nearest fire equipment is situated and how to use it.
- Ensure your room has clearly displayed fire evacuation notices
- If portable fire equipment is in your room, see that it is always accessible. Report any damaged or missing fire equipment to the Site Manager.
- Know the location of the nearest fire alarm.
- See that all pupils in your charge are fully aware of what to do.
- In the event of the fire alarm sounding outside school hours, all pupils and staff to use the designated route towards the muster point.
- Do not take unnecessary risks, be mindful of electric heaters, kettles and toasters and avoid use in areas where they pose a danger to others.
- Do not take undue risks with extension cables in terms of general use or over loading
- Do not block heating equipment or store flammable materials i.e. paper when they pose a fire risk
- Staff should seek support from site team staff if they are unsure of fire hazards or risks in their areas of work.

## 6 Lockdown procedure

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and Pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all Pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and Pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and Pupils)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose
- Hazards on the school site caused by extreme weather or maintenance problems

**7 In a lockdown situation a Code Black alert will be sent over the radios and to all staff laptops.**

Staff will respond immediately to this alert by ensuring they take reasonable steps to secure their designated area, without putting themselves at undue risk, and that all pupils and other personnel are inside the building, in classrooms or offices.

- In a **Code Grey situation**, staff and pupils should stay inside the building, in classrooms or offices. Further instruction will be shared via email and as such staff should ensure access to this system for regular updates. Members of the leadership team, or designated senior teachers, will ensure all staff and pupils are in the building and safe, taking reasonable precaution when checking the arrangements.
- In a **Code Black alert situation**, staff and pupils should stay in the building, in classrooms or offices. Staff should close and secure windows, pull down blinds and move everyone away from windows. If it is possible to lock doors they should be locked. If doors cannot be locked they should be blocked with tables. Staff and pupils should take refuge on the floor, away from windows and doors and out of sight as far as possible. Members of the leadership team, or designated senior teachers, will endeavour to ensure all staff and pupils are in the building and safe, taking reasonable precaution when checking the arrangements without putting themselves at risk. Senior staff will contact emergency services.



## 8 Special Arrangements

Staff are responsible for their own visitors, who must also proceed to the muster point in the event of a fire alarm. Visitors must report to the Office Staff to be checked in the Visitors Book. Await until further instruction from senior staff.

In the event of a lockdown situation, staff are responsible for their own visitors and must follow the advice and procedures detailed in point 7. Office staff are responsible for any visitor in this area and any student who may be in the medical room.

Pupils or staff with mobility difficulties will follow an agreed individual plan (PEEP) drawn up in advance following consultation with class and site staff. If we are required to leave the school site those who can walk safely with members of staff will make their way to St John Fisher Catholic High School.

# Lockdown Procedures

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

## Signals

<b>Alarm or signal for lockdown shelter</b>	Continuous ringing of school bell – at least 10 rings or CODE BLACK over radio Message sent to laptop screens
<b>Signal for stand down / all-clear</b>	CODE GREEN over radio or given verbally by SLT Message sent to laptop screens

## Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Catherine Wilson	07984 410925
Deputies	Michael Neesham	07584357155
	Sue Parsons	07793975834
	Jane Love	07807260966
Communications Officer	Catherine Wilson	07984410925

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms most suitable for lockdown
1 Classrooms
2 Hall
3 Sports hall
4 Offices

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements
Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.
Two-way radios
Mobile phones
Notification on laptops

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) <u>must be pre-arranged.</u>	
Name of venue	St John Fisher Catholic High School
Type of venue	School
Contact name	Mary Austin
Contact telephone number	01733 343646
5 minutes walk from school, at the end of Park Lane, has capacity to host whole school, open 7.30am – 7.00pm Monday – Friday	

**Other useful contacts:**

Name	Emergency Contact Number
Mary Abeyasekera	07850407331
Mark Woods	07816749272

Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately Radio message: This is an emergency – we have activated a code black situation.	
Dial 999 Address of school Park Lane, Peterborough, PE1 5GZ )Papa, Echo, One, Five, Golf, Zulu) What three words: charmingly.loose.venues	
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is) If children are outside at break or lunch they need to go into school via the nearest entrance and go into the closest classrooms. At the end of the day during taxi time pupils are to be directed to go back into school if possible or to run and hide in the forest area	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows	
Close windows / blinds	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under desks, and away from windows	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured students, staff and visitors	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	