



Emergency Evacuation/Lockdown Procedures

Date agreed: 09th Dec 2020

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We are a UNICEF Rights Respecting School

1. All staff

It is the duty of all staff to assist management in its efforts to protect people and comply with fire safety law. They should assist their colleagues by raising the alarm if they discover a fire, and follow the instructions given to them by Staff or the emergency services. Staff must ensure they are fully conversant with the plan and comply with it. Any defects relating to the Fire Safety of the premises must be reported to the Headteacher/ SLT in charge.

A copy of this plan is saved in Google drive/policies and procedure folder.

2. Planning

- All new staff/ supply staff must be given a copy of the Emergency Evacuation/ Lock down plan and it is given to staff on induction. It will be the responsibility of the Officer Manager to ensure that this is carried out
- Staff are reminded of evacuation procedures during the annual H&S refresher training
- Evacuation exercises will be carried out twice a year at 6 monthly intervals
- Where appropriate an individual Personal Emergency Evacuation Plan (PEEP) must be developed for staff and pupils who have known disabilities that will impact on their ability to evacuate the particular premises
- A record of evacuations will be kept to record the details of all tests and emergency evacuations. Staff are expected to evaluate the conduct of the drill and any issues should be reported to the Headteacher/SLT in charge as soon as possible so they can be rectified as soon as possible

2.1 What staff/people Should Do If They Discover or suspect a Fire

- Raise the alarm by operating the nearest Fire Alarm Call Point
- Do not use any fire fighting equipment unless you have been trained and it is safe to do so. Personal safety must be the first priority in any fire situation
- Evacuate to the assembly points in the North and South playgrounds

The alarms for both buildings are not presently linked as one system. As the school is planning for full evacuation of both buildings, until further notice there will have to be an interim system in place to ensure this happens:

- **SOUTH BUILDING**

If the fire alarm in the South building is activated, while the staff and pupils are evacuating, a member of the SLT team will come across to the North building and activate the Fire Alarm Call Point inside the playground door.

- **NORTH BUILDING**

If the fire alarm is activated in the North building, while the staff and pupils are evacuating then a member of the SLT team will come across to the South building and activate the nearest Fire Alarm Call Point in the Main Reception Lobby area.

3. Evacuation Procedures

3.1 General Procedure

On hearing the Fire Alarm, there will be a full evacuation from the North and South buildings. All staff, children and visitors will **IMMEDIATELY** leave the building by the nearest available fire escape route.

DO NOT USE THE LIFTS. The South building is served by two main fire escape routes and the North building is served by 4 main fire escape routes and are marked with a green and white sign. Staff and children should evacuate using the nearest exit. The nearest exit is displayed in every room, next to the door.

- Children should line up by the door **silently and immediately**. Do not stop to take coats, bags etc.
- Staff/ children who are not in their own class at the time of the fire alarm should find the nearest exit, and join their class in the relevant assembly point. They should not go back to their class first.
- An adult should check the toilets in their evacuation route
- Close classroom doors on the way out
- Children to move around the building and the stairs **silently and sensibly**
- Adults should not stop or return to collect personal belongings
- Staff with responsibilities for assisting with Personal Evacuation Plans (PEEPS) should respond as required following the actions as identified in the plan
- Staff will take responsibility for any visitors with them and ensure they are escorted from the building to the assembly point
- Evac chairs may be used by trained staff to evacuate children in wheelchairs
- Staff or visitors who have difficulty evacuating the building because of a permanent or temporary disability should be escorted by a member of staff to the nearest fire exit. Visitors should notify the Admin team on entering the building that they may require assistance
- Adults/pupils to remain at the assembly point until instructed to do so by the Headteacher/ SLT or by the Fire Brigade officer in charge

3.2 The alarm call to the fire brigade or police

Upon hearing the Fire Alarm (the continuous Fire Alarm bell), the Headteacher/ SLT in charge will establish the reason for the sounding of the Fire Alarm and will decide whether to telephone the Fire Brigade or Police by dialling 9 to get an outside line, and then 999, stating clearly the reason for the call and to request attendance. The Headteacher/ SLT in charge must wait until this information has been repeated back to him/her before concluding the emergency call.

3.3 Staff Instructions

- If the alarm sounds during the start or end of the day (8:50-9:10) or the end of the day (3:20-3:40), children should make their way to the playground and line up in their usual places. Staff should join their class in the assembly point
- If the alarm sounds during lunch/play time, children should line up in their usual place and staff should join their class in the assembly point
- Staff in the dining hall should ask children to line up and use the nearest fire escape route
- If the alarm sounds during club time, staff should bring the club register to the assembly point
- The Headteacher and all members of SLT and SMT will bring their mobile phones if possible and safe to do so
- The Headteacher/ SLT in charge will take the 'Grab Bag', which is located in the school office.

3.4 Assembly Points

All staff/ children should assemble in the MAIN PLAYGROUNDS. On the South side the 4 classes who normally line up nearest to the school building should line up in the back of the playground near the slapper-boards.

Staff and Children in Early Years should assemble in the North playground football cage.

Upon arrival, children should be lined up silently, so the headcount roll call can be taken.

3.5 Headcount Roll Call

- Admin staff are responsible for taking the documents below to the main playground. We will print two copies of Document A and B, as we have a very large playground to cover.

A) An 'Evacuation Report' is generated by RM Integris daily (am/pm separately) – this gives names of all the children who are present, and needs to be printed at 9.05 am and 1.35 pm.

B) A 'Class Headcount sheet' is completed by admin each session by 9.30am and 1.50pm – this gives the total number of pupils present in each class, to be used for a quick headcount by the teacher, after evacuation. If a pupil leaves/arrives after registration the Class Headcount number is adjusted by admin and their name is added to the 'notes' section. If the fire alarm is sounded before this time and the Class Headcount sheet hasn't been completed, the 'Late' register will be taken to the playground, and will be used to identify absent children.

- Teachers will do a headcount of their class when lined up.
- Admin staff will cross check teachers' headcount numbers with the number on each 'Class Headcount Sheet'. The names of pupils who left the school after registration will also be cross checked with the class teacher.
- Any child not accounted for must be notified to the Headteacher/SLT in charge
- All staff and visitors must sign in upon arrival in South building. The Admin team will be responsible for checking that all staff and visitors have evacuated, using the staff signing in sheets/visitor book.
- The name of any member of staff or visitor who is not accounted for must be communicated to the Headteacher/SLT in charge.

Upon arrival of the Fire Brigade or Police, the Headteacher/ SLT in charge will inform them of any relevant information and of any persons thought to be missing and where in the building they are thought to be.

The Headteacher/SLT in charge will decide when it is safe to re-enter the building and will give the ALL CLEAR Signal when it may be safe to return inside.

3.6 Staff Responsibilities

All staff must note the following points:

- **NEVER** obstruct or misuse fire extinguishers;
- **NEVER** obstruct a fire exit or escape route;
- **NEVER** wedge open a fire door (these are designed to stop the spread of fire, heat or smoke in the event of a fire)
- **NEVER** store clothing, paper or any other combustible materials near a source of heat or ignition;
- **NEVER** cover electrical equipment or allow it to become overheated;
- **ALWAYS** report any defects in fire doors or equipment immediately to the Headteacher/ SLT in charge
- **ALWAYS** ensure that for Health & Safety purposes, staff use a security pass is used to fob in and out of the building. If for whatever reason they do not have a security pass, they must sign in the visitors book at the main reception.

4. Discovery of Suspicious Item or an Intruder Attack:

Staff should not touch the item or approach the person. They should move to a safe distance, prevent others from approaching and communicate the event safely to the office. Staff should notify the police if they can't get a message to the office. Staff should follow the police advice re. evacuation. Activate the nearest **FIRE ALARM BREAK GLASS CALL POINT**, if the advice is to **evacuate**. In some cases, it is better to stay inside and enter a **lockdown** (see guidance below)

5. Situations Requiring Lockdown

Discovery of Civil Disturbance in the local community, a risk of Dangerous Air Pollution (e.g. gas cloud/ smoke plume) or a Violent Intruder:

It is not feasible to provide a generic lockdown plan which covers each situation, due to the unique circumstances of each event, the available means of internal communication and other variables. Each member of staff should use their best judgement in minimising the risk to themselves and to children.

The principles: 'Run- Hide-Tell' should be followed in some cases, in particular if there is a violent intruder. When taking this decision, staff should consider **RUN HIDE TELL**:

- a. **Run**: Run to a place of safety if possible, but only if it won't put you or children in greater danger, consider your route and avoid entering the line of fire, act quickly and quietly, leave belongings behind, don't leave anyone behind. If this is not possible then:
- b. **Hide**: find a space to accommodate a whole class/group, consider the escape routes, keep phones on silent and turn vibrate off, lock the door and move away from it.
- c. **Tell**: only phone for help when safe to do so, try to stop others from entering the situation if this won't put you in danger.

If a lockdown is deemed to be required, this may be communicated/ requested by any person in the school by asking admin to ring the **THE INTERNAL BELL FOLLOWING THE SOS SIGNAL (Currently in use on the South side and pending installation and linking on North side)**:

Three short bursts, followed by three long bursts, followed by three short bursts: ... _ _ _ ...

There will be a bell in each building. In the South building it will be the Admin Office and the North building will be in the School Business Managers office. The bells will be connected and can be activated from either building for the alarm to sound in both buildings.

In the event of children being outside, for example during breaktimes:

RING THE PLAYGROUND BELL's as well as the SOS BELL

Staff/ Children should use the following lockdown routines UNLESS IT IS SAFER TO NOT DO SO:

Civil Disturbance in the local community / Dangerous Air Pollution:

- Staff should pick up classes from the playground and go to the classrooms as quickly as possible, maintaining Health and Safety/ behaviour standards
- Staff should close all external and class doors and windows
- Staff can carry on with normal routines and keep children settled

Violent intruder/ children in the playground or around school:

- Children should be taken back to their classes from around the school and from the playground as soon as possible, if it is safe to do so.
- Children may be evacuated off-site, if it is safer to do so.

Violent intruder/ children in classes:

- Staff should encourage children to:

- Stay out of sight
- Minimise movement
- Stay silent
- Avoid drawing attention
- Staff should barricade the door and move away from it

The 'all clear' signal would normally be given by the Headteacher or the SLT in charge.

6. Off-site Evacuation Plan

In the event of an incident requiring children and staff to be evacuated off site, we can move staff and children from one building to another if feasible and safe to do so. If the danger is such that this is not possible the off-site evacuation location is Stepney Green Park. If the weather does not permit this, we will evacuate to Cayley Primary School. The Headteacher/ SLT in charge should bring along the Grab-Bag. Children should walk in a single file line. Staff should take extra care when crossing the roads. SLT and SMT should wear high-vis jackets and should all take an active part in ensuring evacuation is taking place in a safe and orderly manner. The Headteacher and all members of SLT and SMT will bring their mobile phones.

6.1 Grab Bag

The 'Grab- bag' is located in the school office. The 'Grab-Bag', which is a pull-along bag , should contain the following items: 16 high-vis jackets for SLT and SMT, 2 small first aid kits, 4 emergency asthma pumps, 2 auto injectors.any other essential and relevant medication referred to in children's' individual PEEPS, a small Megaphone with a set of spare batteries, a list of all contact details of all parents and LA emergency contact details (to be kept in a waterproof wallet), 10 small water bottles, 4 safety whistles, 40 foil first aid blankets, 10 instant cold packs.

7. Medical Oxygen Canister

The school occasionally has a medical oxygen canister small unit for a staff member, which is stored in an area that is free from naked flames and all sources of ignition and a no smoking area. It is stored against an outside wall and in a ventilated area. (Office Manager's office in the South building). The staff member is responsible for ensuring that the canister is in good order and no leaks are present. A PEEP needs to be completed for the member of staff.