



ST. LEONARD'S CE (A)
PRIMARY SCHOOL

FIRE AND EMERGENCY EVACUATION POLICY AND PROCEDURE

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FIRE AND EMERGENCY EVACUATION POLICY AND PROCEDURE

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

Aim

The aim of this policy is to ensure the safety of all members of our school community in the event of a fire or other hazard that would result in the evacuation of the building.

Fire Drills

Fire drills are carried out regularly and are logged. Staff are not warned in advance in order to maintain authenticity and reduce complacency.

Sounding of the alarm

The alarm is only to be sounded on the following occasions:

- Fire emergency
- Planned rehearsal of the emergency plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly. The alarm should be sounded for any emergency where the evacuation of the premises is needed. Anyone discovering a fire should sound the fire alarm by breaking the glass on one of the emergency call points.

Disabled Persons

If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way to the fire exit, and make their way to the relative assembly point. Children with a disability have a PEEP (Personal Emergency Evacuation Plan). This is shared with the relevant staff and updated annually or if any significant changes occur.

Roles and Responsibilities

The following persons have fire safety responsibility within the school:

Head Teacher

The Head Teacher will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place. That all maintenance checks are carried out and that repairs are done immediately. The Head Teacher (or Senior

Leader) will liaise with the emergency services on their arrival. Depending upon the site of the fire, the fire services will be met on the car park.

Fire Marshalls

- Familiarity with fire procedures, exit points / exit routes from the building.
- In the event of a fire, implementing the evacuation procedure including any actions assigned in the procedure.
- Supporting the responsible person during the evacuation and performing a supervisory/managing role in any fire situation.
- Helping those on the premises to leave.
- Shutting down vital or dangerous equipment.
- Checking the premises to ensure everyone has left/taking roll calls as required.
- Not allowing persons to re-enter the building and taking responsibility for re-occupation when safe to do so.
- Using firefighting equipment such as fire extinguishers if safe to do so.
- Reporting to the chief fire marshal/responsible person and confirming their actions.
- Liaising with the fire and rescue service when they arrive on site alongside the responsible person.
- Participating in evacuation debriefs.

Office staff

In the event of a fire, Office staff should telephone for emergency assistance if the alarm sounds (except when a scheduled practice is taking place.) They will check the adult toilets and staffroom on the way out of the building.

- Office staff will take out:
 - Pupil Contact details
 - Class registers (including details of late arrivals)
 - Visitors signing in & out book
 - Staff signing in/out book
 - Gate keys

Staff

All staff are classified as 'Fire Wardens' as they have responsibility for the safe evacuation of children in their charge. Staff have a responsibility to know the evacuation procedures; to take charge and ensure the children in their care evacuate the building in an emergency. They will also actively ensure that the means of escape in their classroom is never obstructed or blocked.

Staff should ensure that their children line up quickly and safely and walk out of the building quickly and quietly.

Teaching staff should be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). These will be in place for children who may experience difficulty in evacuating the building by the designated escape route due to physical barriers e.g. steps. The PEEP will clearly state what is to happen to those children.

The staff member in charge of the class shall take a register to check if any children are missing.

Any missing children or staff will be reported to the Headteacher (Senior leader) detailing:

- Name of missing person
- Date and time last seen and by whom
- Any other information on the person e.g. medical, behavioural

The staff member in charge of the class is then to supervise the class and await further instructions from the Headteacher (Senior leader)

Under no circumstances is anyone to re-enter the building until the all clear is given.

Staff must ensure the following:

- No-one goes back through the school.
- All classrooms are checked for people with a verbal shout, 'Anyone there?' and a visual inspection.
- Doors are not to be opened unless people are seen or heard on the other side.
- Ensure fire doors are closed.
- Ensure that any child with a PEEP is evacuated safely.
- Report anything suspicious to the Headteacher (Senior Leader)
- They do not put their own safety in danger at any time. If in doubt, leave the building by the nearest exit.
- Upon leaving the building, ensure the outside doors are closed and report immediately to the Headteacher (Senior Leader) that the route has been checked and anything observed.

Non-Employees

The school will inform non-employees, parent volunteers, students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of children from the premises.

What staff should do if they discover a fire:

- Break the nearest break glass point on their way out of the building
- Report the location of the fire as soon as possible after ensuring children in their care have evacuated to the school playground to the designated assembly points.
- Do not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire-fighting equipment safely.
- Evacuate the building by the nearest available fire exit.
- Do not stop to collect personal belongings on their way out.
- Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher or Fire Officers.

What children or visitors should do if they discover a fire:

- Inform the nearest adult of the location of the fire and leave the building by the nearest exit.
- Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

How the evacuation of the premises should be carried out:

- All occupiers of the premises should exit by the nearest available fire exit. These are clearly marked near the fire exit doorways.
- Staff responsible for children should ensure that all children in the class have left the room before exiting themselves.
- The last person out of an area should be an adult.
- Staff should close the door behind them on leaving the room.
- Staff and children should move quickly and quietly but do not run.

Fire Evacuation Plan - Lunchtimes

For health and safety reasons, it is imperative that children are never left alone in the classes during lunchtime. All staff including the Lunchtime Supervisors (LTS) should be extremely vigilant during lunchtimes in ensuring children are not in the classes without an adult present. If an evacuation is needed at lunchtime, the same procedure will ensue where upon which the LTS will assemble their classes at the designated assembly points. In the absence of the teaching staff, LTS should take responsibility for the roll call and counting the children.

Receiving a Bomb Threat Guidance

Even the best contingency plan will not prevent bomb threats from disrupting normal daily activities. However this disruption can be minimised if the recipient of the threat knows how to handle it.

TELEPHONE THREAT

Most bomb threats are delivered by telephone because the caller:

1. Knows or believes an explosive or incendiary device had been or will be placed and wants to minimise personal injuries and/or property damage; **OR**
2. Wants to disrupt normal activities by creating anxiety and panic

EVERY THREAT MUST BE TAKEN SERIOUSLY AND DEALT WITH IN SUCH A WAY AS NOT TO CREATE PANIC

- Record everything being said, especially the exact wording of the threat. Any background noise may help identify the source of the call and it is also important to try and extract as much information as possible about the type, size and location of the device.

WRITTEN THREAT

If a written threat is received:

- All materials, including envelopes and containers, must be saved.
- Contact with these materials should be minimised.
- Excessive handling might destroy valuable fingerprint evidence. Handle as little as possible.

Guidance on suspect packages

The likelihood of a school receiving a postal bomb or suspected biological/chemical package is very low, however, you should be aware of the immediate steps to be taken if you receive a suspect package or come into contact with a biological or chemical substance.

Postal bombs or biological/chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including but not restricted to almonds, ammonia or marzipan
- Discolouration, crystals on surface or any powder or powder-like residue on the envelope or wrapping (suspect biological/chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place

- If a package, it may have excessive wrapping
- There may be poor hand writing, spelling or typing
- It may be wrongly addressed, or come from an unexpected source
- No return address or postmark that does not match return address
- There may be too many stamps for the weight of the package

If you suspect that a letter or a package may contain a bomb:

- Stay calm
- Put the letter or package down gently and walk away from it
- Do not put the letter or package into anything (including water) and do not put anything on top of it
- Ask everyone to leave the area (including classes if necessary)
- Notify the police and the headteacher/Senior Leader immediately
- Do not use mobile phones or sound the alarm using the break glass call points

If you suspect that a letter or a package may contain a biological or chemical threat:

- Stay calm
- Do not touch the package further or move it to another location
- Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination
- Notify the headteacher/Senior Leader immediately
- Notify the police immediately on 999
- Ensure that any air conditioning system in the building has been turned off, and that all doors (including internal fire doors) and windows have been closed
- Evacuate the building, keeping people away from the contaminated room as far as possible
- Keep all persons exposed to the material separate from others and available for medical attention
- If anyone is experiencing symptoms of chemical exposure (eg streaming eyes, coughs and irritated skin) seek medical attention immediately

If anyone believes they have been exposed to biological/chemical material, they should be encouraged to:

- remain calm
- do not touch eyes, nose or any other part of the body
- wash your hands in ordinary soap where facilities are provided

Code Blue Orders

If school receives a Code Blue, this is the agreed procedure:

- Make any details of the phone call
- Notify the police and give them the details
- The headteacher or office staff will send a message to all of the classes
- Office staff will pick up the contact forms, church key and visitor book and head to church
- Each class will leave from the back door of their classroom
- Staff head count their class once outside
- Robins, Kingfishers, Owls, Kestrels and Falcons to leave the premises via the Robins outside area and gate (Robins staff to open the gate)
- Walk sensibly to church and assemble inside. Registers will be taken there
- Contact parent to pick up ASAP from church

LOCKDOWN

The purpose of a lockdown is to prevent an intruder from causing harm to pupils and staff.

- Entrances to the school must be secured in an effort to prevent the intruder from entering the premises, and staff and pupils must find a suitable place to protect themselves.
- It is important to ensure that rooms have an exit route in case the intruder does gain access to the premises.
- The signal for a lockdown will be clearly distinguishable to that of an evacuation. Any confusion may result in pupils and staff congregating at an assembly point, thus potentially making themselves more vulnerable to an intruder.
- If pupils are outside when the signal for a lockdown is sounded, staff could consider taking pupils to the nearest possible building that can be secured. Pupils could also be asked to hide or disperse if this will aid their safety.
- During a lockdown, staff might find it difficult to obtain a clear overview of the situation. In this instance, and if available, mobile phone or less conventional means (e.g. using classroom computers to send messages via instant messaging or email) can be used.

Some other emergencies might require staff and pupils to shelter within the school building.

- If there is an environmental hazard (such as a smoke plume), employees should ensure all doors and windows are closed and ventilation/air circulation systems are switched off. In such circumstances the emergency services might issue a public message to 'go in, stay in, tune in'.

Depending on the nature of the incident, it can be difficult for the emergency services to provide an accurate estimation of how long it will be necessary to shelter for. Every effort should be made to enable pupils to return home but only as long as it is safe to do so. In very rare cases (such as exceptionally heavy snowfall) pupils and staff may become stranded at school.

BUSINESS CONTINUITY

In some severe circumstances the Business Continuity Plan may need to be instigated. The Business continuity plan is the process involved in ensuring that a business or organisation can continue with its critical functions after a disaster or emergency (*see plan*)

APPENDIX 1 - BOMB THREATS AND SUSPECT PACKAGES

Bomb threat prompt card for Office staff

Action to be taken	✓ when complete
Firstly, stay calm - make a note of: • the exact time of the call • the caller's sex and approximate age • any accent the person has, or any distinguishing feature about their voice eg speech impediment, state of drunkenness etc • any distinguishable background noise	
When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: • Where is the bomb? • What time is it due to go off? • What kind of bomb is it? • What does it look like? • What will cause it to explode? • Why are you doing this?	
Dial 1471 - you may get the details of where the phone call was made from, especially in the case of a hoax caller	
Report the call to the police and the headteacher/nominated deputy immediately. In the extremely unlikely event that there was a codeword with the message, and the location of the bomb was given as a location other than the school, follow the same procedure - report the call immediately to the police, and then notify the headteacher	

Read and accepted by

Print Name