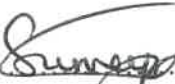


LAUNDE PRIMARY SCHOOL

Nurturing happy, resilient, unique individuals

EMERGENCY PROCEDURES for evacuation and lockdown

Written June 2023
Review June 2024

Signed  (By Chair of Governors)

Date 29/05/23

Emergency Procedures at Launde Primary School

Launde Primary School is committed to providing a safe environment for both staff and pupils. The school will take all steps reasonably practicable, to protect its staff, students and other persons from fire and intruders, by taking precautions to make our premises safe and complying with all related legislation.

The procedures detailed in the plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as, flooding, gas leaks or bomb threats etc. Where there is information relating to a specific threat, it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety, including safe evacuation and emergency procedures, will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils, visitors and contractors.

Where staff, pupils or any other person who regularly attends the school is identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

Fire Drills and Alarm Activations

Regular fire drills will be carried out on a termly basis, as a minimum. Drills will include before and after school/academy activities and lunch/break periods. Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. A Fire Alarm Test / Drill procedure for deactivating / reactivating the fire alarms monitoring system is to be detailed and implemented by the Premises Team. All activations of the fire alarm system will be recorded. All incidents including small fires being extinguished will be formally recorded.

Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

Grab Bag

A grab bag containing significant information will be kept in [insert local arrangements]. On hearing the fire alarm sound, [insert name or job role] will be responsible for taking the bag to the nominated evacuation controller.

Grab bag contents:

- A map of the site to include: evacuation routes, assembly points, asbestos locations, storage of chemicals
- emergency lock of points (gas, electrical, water)
- Registers
- First Aid Kit
- Note pad and pencil
- Pupil contact numbers
- Emergency contact details
- Any spare keys or access codes (ensure these are secure)
- Useful contacts such as Business Continuity or the Major Incident Line.

The admin staff will be responsible for taking any pupils medication, which may be necessary, to the assembly point.

Fire Protocols

Immediate Actions to take on Discovering a Fire or on Hearing the Fire Alarm

On discovering a fire:

- Activate the nearest fire alarm call point
- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.
- Report immediately to the nominated Fire Marshal and relay as much information as possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have.

On hearing the fire alarm:

- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.
- Staff should take immediate appropriate action on becoming aware that an emergency evacuation is in progress.

Fire Marshals	Fire Wardens
Kathryn Priddey	Clare Johnston
Shelley Meer	Maz Barratt
	Darren Wragg
	Andy Farren
	Catherine Cooper

Evacuation Controller	Area/Responsibility
Kathryn Priddey	Has specific responsibilities for overseeing the whole evacuation process.
Fire Marshals	Responsible for assisting in the safe evacuation of the building, with identified areas of the building to check/sweep prior to leaving the building (if safe to do so).
Darren Wragg/Andy Farren	Outside classrooms blocks (colour coded PURPLE on Evacuation map) New building block (colour coded BLUE on Evacuation map)
Shelley Meer	Main building block Striders corridor (colour coded ORANGE on Evacuation map) New building block (colour coded YELLOW on Evacuation map)
Office Admin	Office area, Scholars office, PPA room, gingerbread and riverbank (colour coded GREEN on Evacuation map)
Control Panel Officers	

Darren Wragg Andy Farren	Checking the fire panel to identify whether detectors/call points have been activated and the zone of the building (if applicable) or to identify faults
Business Manager	Ensure that registers are available for staff at the assembly point. Ensure all visitors, support staff and contractors are accounted for.

Teachers duties

Safe evacuation:

1. Children to immediately stand behind chairs, waiting for the teacher to direct them towards the nearest exit having made sure that it is safe.
2. No person should stop to collect personal belongings, clothing or wait for any other person.
3. Staff should ensure that the children have been evacuated in a group from the area
4. Evacuation should be made through the immediately available fire door.
5. The last person leaving the area should be an adult
6. The evacuation should be made at **brisk walking pace** and in **silence** from the moment the alarm is heard.
7. Doors and windows to be closed when last person is out of the area
8. Proceed to the assembly point on the school playground.
9. All staff must prevent persons from re-entering the building.
10. Classes are to be lined up in silence and checked by the responsible staff member calling the register and carrying out a headcount.
11. **The register should then be handed to the Headteacher or teacher in charge to indicate that all are present and safe. Any concerns must be raised at this time.**
12. Teachers must ensure that their children and themselves are waiting in silence for any further instructions from the Headteacher or teacher in charge.
13. No staff member or child should re-enter the building until the Headteacher/teacher in charge has announced a safe return. Relevant staff should remain supervising their class group until instructed by the Headteacher or teacher in charge to disperse/return to the school.

Support staff, visitors, contractors

- Staff not assigned to a class group are required to assemble on the playground with the children.
- All visitors to assemble on the main playground and will be checked off by the office staff. (Please note all visitors must sign in with the office even if they are regular visitors or helpers in your classroom).
- Do not stop to collect any personal belongings.
- If safe to do so, close windows and doors as you leave.
- Do not tackle a fire unless it is to aid your escape from the building.

No staff member may give information to either parents or to the press, as information must be carefully considered before release. Requests for information must be redirected through to the Headteacher until a clear indication is given otherwise. Only the Headteacher or Chair of Governors will authorise the release of information.

Any review of an action would consider whether the overall intention of the procedure had been adhered to or whether the action lay behind a sensible and responsible action to be taken by a reasonable person in the event.

All rooms to have a display of **Emergency Procedures** and **Lockdown Procedures** next to the emergency fire procedures notice in your classroom. **Appendix 1 and Appendix 2**

Methods for Communicating with the Emergency Services

In the event of a confirmed or suspected fire, a nominated person is to place a direct call to the fire service by dialling 999. Nominated persons are: Headteacher, Deputy Headteacher.

In the event of a confirmed fire and you are unsure as to whether a call has been made to the Fire Service, anyone can call the fire service.

The person calling the fire service needs to give as much accurate information to them as possible i.e.

- Has a fire been confirmed or is there a smell of smoke?
- What is the location of the fire?
- Do we know whether there are any persons trapped in the building or unaccounted for?
- Do we know how or why the fire started? i.e. cooking, hot working, naked flame, arson.

PEEP Support Staff – Responsible for providing support to individuals as per the information contained in the individual PEEP. Within our school, where persons have been identified as at risk, Personal Emergency Evacuation Plans (PEEPs) have been developed, implemented and communicated to relevant persons to ensure they evacuate safely on the alarm sounding. Refer to specific PEEP documents for further information.

PEEP Support Staff: **Shelley Meer**

Whole site evacuation

The Headteacher may require the school to re-assemble at a site of safety some distance from the school. This is to be sorted as soon as it is viable and in agreement with the Governors. If the whole site is required to be evacuated whilst there are pupils on site, an arrangement is in place with the Baptist church next door to relocate to their premises.

A member of senior management team will advise the local authority and communications team in the event of pupils having to be relocated to another site.

Parents / Guardians / Carers will be advised of the situation via a group text message or other method deemed suitable by the school/academy.

Methods of Communicating Information Relating to Fire Evacuation

- Teaching and support staff – Fire awareness training, communication of fire and emergency plan within staff meetings (teaching, support, admin and site / premises staff), fire drills and debriefs.
- Lunch Time Supervisor's - Fire awareness training, communication of fire and emergency plan at LTS meeting, fire drills and debriefs.
- Catering and cleaning staff – Communication of fire and emergency plan and pre-arranged meetings, fire drills and debriefs.
- Shared users of site – Consultation in development of fire and emergency plan, communication of relevant information at staff meetings led by a member of the Senior Leadership Team responsible manager.
- General visitors – Visitor/contractor leaflet, generally escorted on site.
- Contractors – Visitor/contractor leaflet, site induction (as required).
- Arrangements for when building or refurbishment work is being undertaken should be detailed here.

Higher Risk Areas / Activities

Within Launde Primary School,, the following areas/activities have been identified as high risk with regards to fire/emergency.

- **Main kitchen** - Catering staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken.
- **Staff room**- Cooker, dishwasher, washing machine. Staff aware of risks. No child is allowed in the room.
- **Mini kitchen** – cooker Staff aware of risks. No child is allowed in the room.

- **Food technology room** – cooker, dishwasher. Staff aware of risks.
- **Boiler/plant room** – Access to this area is restricted. Premises team and contractors who may need to access area are familiar with plant and emergency shut-down procedures and are responsible for ensuring these are undertaken.

Emergency Lockdown Procedures

Rationale: Our procedures are important and are a sensible and proportionate response to an internal or external incident which could be a threat to the safety of staff and children 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, these may be a reported incident, disturbance in the local community, an intruder on the site, a warning being received

regarding a local risk of air pollution (smoke plume, gas cloud etc), a major fire in the vicinity of the school or the close proximity of a dangerous dog roaming close.

If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

All rooms have lockdown procedure displayed.

In the event of an actual lockdown, parents will be notified by a text message as soon as possible. The school's lockdown plan is as follows:

Signal for Lockdown	Alarm sent through phone system Or if the phone system is not working: continual short, sharp whistle											
Signal for All- clear	Verbally from designated person by phone											
Rooms suitable	All classes to remain in own classrooms											
Entrance points to be secured	External doors Internal doors Close Blinds	Fire Doors All windows										
Instructions Class teachers												
INSIDE PROCEDURE												
<ul style="list-style-type: none"> Staff alerted through school phone system or if this is not working a continuous whistle. On hearing the whistle, children and staff will remain in the room they are in. Staff will ensure windows, blinds, roof openings and doors are closed. Children to be positioned under tables where appropriate and away from windows and doors. Ensure corridor doors are closed if the classroom is near an exit – <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Watership Down</td> <td style="text-align: center;">Bosworth</td> <td style="text-align: center;">Bradgate</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Striding Top</td> <td style="text-align: center;">Strath Avon/Speedwell</td> <td style="text-align: center;">Foxton/ Swithland</td> <td style="text-align: center;">Rivendell/Rosewood</td> <td></td> </tr> </table> Lights, smart boards and computer monitors to be turned off. Staff should sit on a chair, on the floor or under a table. If in the hall, teacher to move the class to the new hall and sit them down. A roll call taken using the fire registers once in lockdown positions. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class, e.g. children using toilets when continuous whistle sounds. Staff to support children in keeping calm and quiet. Staff to remain in lock down positions until informed by key staff that there is an all clear. This will take place by a verbal 'all clear' message from the Headteacher or Business Manager. As soon as possible after the lock down is at an end, teachers return to their base classroom and conduct a roll call and notify the office immediately of any pupils not accounted for. 			Watership Down	Bosworth	Bradgate			Striding Top	Strath Avon/Speedwell	Foxton/ Swithland	Rivendell/Rosewood	
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<ul style="list-style-type: none"> Staff will be alerted by a recognised whole school whistle Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. Staff on duty to do a sweep of the playground before coming in to the school and securing the doors. Those inside the school should remain in their classrooms. Then follow inside procedure 												
Office	<ul style="list-style-type: none"> to make sure the front entrance door is locked to inform the catering staff of the nature of the emergency. The catering staff are to remain in the kitchen and make sure all outside doors are locked. School Administrator will get the school mobile phone and contact the police. Dial 999. <p>Front gate and entrance door to be opened if instructed by the Headteacher.</p>											
All staff Including IT Lead, PPA staff, Parent Officer	<p>Ensure people act to increase protection:</p> <ul style="list-style-type: none"> Block access points (e.g. move furniture to obstruct doorways) Sit on the floor, under tables or against a wall Keep out of sight Draw curtains / blinds Turn off lights Stay away from windows and doors Keep children calm Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services. 											

Headteacher	<ul style="list-style-type: none"> • Alert school using signal • Check 999 has been rung. • Make sure doors are locked in main building • Follow instructions from Police.
Site manager	<ul style="list-style-type: none"> • Make sure doors are locked in outer buildings and main building • Stay in 1 building and radio office to state where located
Catering	<ul style="list-style-type: none"> • Catering staff to lock the kitchen and hall door and remain in the kitchen.

STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill will be undertaken at least once a year. Depending on their age, pupils will also be aware of the plan. (Regular practices will increase their familiarity).

Partial Lockdown

Alert to staff: 'Partial Lockdown'

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils remain in building and external doors and windows locked
- Movement may permitted within the building dependent upon circumstances but this must be supervised by a member of staff

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This will then be communicated to staff and pupils.

'Partial Lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come get their children, and where this will be from

Parents will be told

'..the school is in a full lockdown situation. During this period the telephones and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as the situation unfolds. The school site may or may not be cordoned off by Emergency Services depending of the severity of the incident that has triggered a Lockdown.

Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

EMERGENCY EVACUATION

ALARM SYSTEM:

CONTINUOUS ALARM WILL SOUND

In the event of an emergency, leave via the nearest exit.

Your assembly point is the:

**MAIN PLAYGROUND
(BEHIND CANTEEN)**

The orderly clearance of classrooms, offices and kitchens depends entirely on the handling of the situation by adults in the school.

EVACUATION

- On hearing alarm, children to go to assembly point through the nearest fire exit in single file and silence.
- An adult should be last to leave the room and doors should be closed on exit.
- Anyone working outside of the classroom should go to the nearest assembly point.
- Staff should be aware of alternative exit routes in case it is not safe to leave by the nearest.
- Visitors to leave by nearest exist and wait to be registered by New Street entrance.

ADMINISTRATION

- Admin staff will bring registers outside for children, staff and visitors.
- Fire Marshals – Kathryn Priddey, Shelley Meer
- Fire Wardens – Darren Wragg, Andy Farren, M Barratt, C Johnston, C Cooper
- Senior staff will use walkie talkies to communicate with each other

ONCE ASSEMBLED

- Teachers take registers.
- Children to remain silent and in single file.
- Teachers to hand in register as soon as completed and certain that all children are present.

Launde Primary School Lockdown Procedures 2023 - 2024

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Signal for All- clear	Verbally from designated person by phone
Rooms suitable	All classes to remain in own classrooms
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Instructions Class teachers	
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Site manager	<ul style="list-style-type: none"> Make sure doors are locked in outer buildings and main building Stay in 1 building and radio office to state where located
Catering	<ul style="list-style-type: none"> Catering staff to lock the kitchen and hall door and remain in the kitchen.

If it is necessary to evacuate the building, the fire alarm will be sounded.