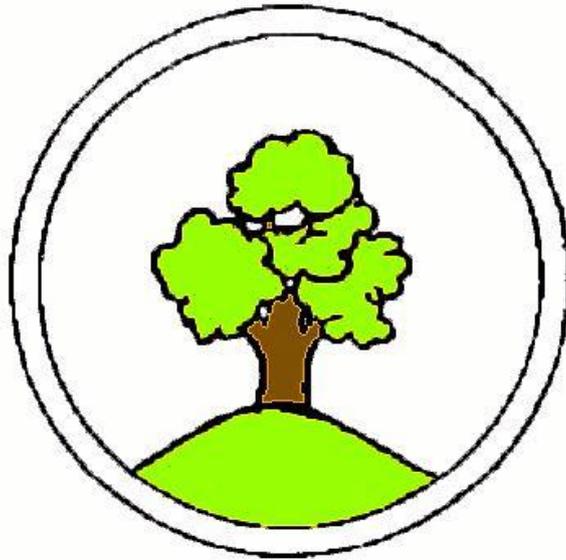


BUSHBURY HILL PRIMARY SCHOOL



FIRE, EVACUATION AND LOCKDOWN POLICY

Document Holder	Charlotte Underwood
Date Approved By Governors	December, 2022
Review Date	December, 2023

Fire Emergency Procedures

This section should be read in conjunction with Lockdown Emergency and Bomb Emergency procedures.

1. General Policy information

- The fire risk assessment and the emergency plan will be reviewed annually and after any significant changes such as changes to the building and room use.
- Flammable substances will be kept stored in a locked area. Minimal amounts of flammable substances will be kept on site.
- The capacities for the School Halls are based on the following calculations;
Fire exit 1050mm = 220 person evacuation in two and a half minutes
Every additional 5mm add one person
- The site is kept as a non-smoking site – there are signs in school grounds initiated by our School Council – pupils have ownership of our no smoking policy.
- External storage of items or waste disposal is kept at a distance from the buildings in new lockable fenced area. (5 metres is recommended by the Fire Service) – the distance of our waste area exceeds this distance.
- Control measures for 'Hot Work' (incl. Contractors with a permit to work system.) are in place. This includes information / training on fire extinguishers, hot work is only conducted in areas cleared of combustible materials, and checks are made after work is complete to ensure there are no smouldering fires. Ducts / flues are cleaned and maintained regularly.
- Electrical wiring / equipment will be tested as detailed in the maintenance programme. PAT testing undertaken in April 2021.
- A competent person, Midwest conducts maintenance and checks on fire fighting equipment; fire detection equipment and fire protection equipment. These will be conducted within the time frame required and recorded. Last check was by 'Midwest' was in July 2022. The next check will be December 2022 for Fire fighting equipment and every 3 months to check alarms and smoke detectors.
- Checks and maintenance will be carried out on the fire alarms; emergency lighting and smoke/heat detectors etc. as identified by statutory requirements. Our maintenance is carried out by 'Midwest'. Checks are undertaken by S. Potts. Refer to 'Statutory Testing Inspection File'
- A review of training in the use of fire fighting equipment and for fire marshals will be conducted on a regular basis. Whole school staff training was undertaken on 5.9.22.
- Where there are any pupils who could be put at increased risk during an emergency situation due to reduced mobility (either permanently or temporarily) a 'Personal Emergency Evacuation Plan' (PEEP) will be developed. Visitors and staff need to let the office know if a PEEP is needed on entry to the building.
- Appropriate instruction & training for staff, pupils, disabled persons, visitors & contractors will be given and reviewed at regular intervals. (e.g. an audience given the information prior to the start of a concert).
- Regular fire drills will be held this will include for out of normal hours occupation. These are undertaken at Bushbury Hill 3 times a year (statutory is once per year).
- A debrief session will be held after each exercise and will be recorded.
- The Fire Service will be informed of every fire outbreak even if it has been extinguished.
- The event will be logged even if it is a false alarm.
- Identify precautions taken to prevent arson e.g. locking doors, windows, preventing access to the site: Building secure and site locked in evenings and holidays.

- Relevant staff / pupils are asked to provide us with a PEEP

1.1 Training & training provision.

Staff training is delivered annually at the start of each academic year.

Fire marshal training is every held every 3 years or due to change of staffing / building.

The following are trained in the use of fire equipment and fire marshalling (on 8th November 2022) which is valid for 3 years. This needs reviewing in November 2025.

C Nicholds

A McMath

P Bains

M Groves

C Underwood

K Selvey

Duties

C Nicholds Rec/Y1 Sweep

A McMath Ground Floor Sweep

P Bains First Floor Sweep

M Groves School register to Muster

C Underwood Fire Command, Communications

K Selvey Cover

Additional staff member - J Kent completed training in 26.1.22. Although there is no longer a specific duty, Julie's knowledge means she can support if necessary.

S Potts and C Williams (caretakers) are trained in the use of the fire panel.

Class Teachers are identified to register pupils at the assembly area.

The staff have an agreed procedure and instruction for fire evacuation – see fire drill.

1.2 Information distribution

Escape route notices are provided in every room/corridor in the building.

Route signage complies with British standards (new build October 2011)

New staff are given information about fire evacuation on arrival.

Method of informing personnel (incl. visitors / contractors) of escape routes.

Visitors are given sight of the fire drill and appropriate directions for their Fire Assembly point in the event of an emergency evacuation.

Visitors have information on signs in the foyer.

All contractors are given sight of the fire drill and appropriate directions for their Fire Assembly point in the event of an emergency evacuation Instruction.

Teachers are reminded of and have access to this document both electronically (shared area) and in staff room (See Health and Safety)

2. Emergency Evacuation Plan

NOTE: All aspects of the plan must consider out of hours occupation and identify where there would be differences e.g. personnel; locked doors; different escape routes etc.

Bushbury Hill Primary School Emergency Evacuation Plan

In the event of a fire the following emergency procedure must be followed.

1. Sound an alarm to evacuate the premises.
2. Evacuate. Do not use the lift.
3. Fire marshals to sweep the building and tackle the fire only where appropriate
4. Call the emergency services.
5. Assemble at assembly point on middle playground.
6. Roll call.

1.Sounding the alarm.

Anyone discovering a fire must immediately sound the alarm. This will be done by pressing the nearest alarm. They are situated as follows:

- In foyer by main entrance door
- By MAST staircase door at rear of building
- At top of MAST staircase
- By main staircase door at rear of building
- At top of main staircase
- In the hall
- By the library exit door

The fire panel or fire alarm must be checked by Fire Marshal to determine location of possible fire and then location checked to see if there is a fire and appropriate action taken.

If false alarm, fire alarm should be reset.

2.Evacuation.

In the event of a fire, or on the sounding of the fire alarm, an orderly evacuation of premises should take place. All pupils should leave in single file under the direction of the teacher and walk to the assembly point. See separate instructions for nearest exit. Anyone not in class when alarm rings should leave by the nearest exit and go immediately to the assembly point. People with particular needs will be subject to PEEP

3. Fire Marshals to sweep building

Trained Fire Marshals will carry out the following responsibilities: C Nicholds Rec/Y1 Sweep, A McMath Ground Floor Sweep, P Bains First Floor Sweep, M Groves School register to Muster, C Underwood Fire Command & Communications, K Selvey Cover. Only staff identified as Fire Marshals and trained in the use of fire equipment should tackle the fire if appropriate, unless the only exit to a room is blocked by fire.

4. Calling the emergency services.

Outbreaks of fire which require assistance to extinguish must be reported immediately by dialling 999 or 112 and giving the address of the school with the postcode WV108BX. This should be done in school hours by the school office manager/ Headteacher using a mobile phone.

5. Assembly.

Once outside the building all persons should make their way to the assembly point on the middle playground. Pupils will line up in classes, there are signs for all classes and visitors, which are updated annually. (Fire assembly point sign)

5. Roll call.

Immediately after pupils and staff have assembled, a check will be made by teachers to ensure all pupils are present. Registers prints will be brought to the assembly point by the Office Manager. Office clerk to bring contact cards. Office Manager will check adults present and accounted for.

The Headteacher and/or the emergency services must be informed of any persons not accounted for.

The Headteacher will liaise with the fire service.

No-one should re-enter the building until permission is given by the emergency services/Headteacher.

If the building cannot be re-entered staff will escort pupils to Moreton Community School. Parents can then be contacted using the contact cards.

SAFETY OF LIFE IS OF PRIMARY IMPORTANCE

3. Fire Control Panel

Fire panel is checked by the site managers Mr S Potts/C Williams

This is labelled according to rooms and is updated annually.

How to Reset Control Panel

Locations

- The keys to Alarm/Sprinkler Panels and Call Points are kept with the Site Health and Safety Folder in the School Office
- Alarm and Sprinkler Panels are located in the Visitor Entrance Lobby

Identifying which Panel

- Identify in which zone the active call point is in by checking either panel for a light next to the activated zone.
- Go to the activated zone and find the call point.
- Use the call point key to deactivate the call point by inserting the key into the base, releasing the casing, removing the key and pushing it up until the yellow bar is not visible.
- Unlock panel using key.
- At panel, press 'Silence Alarms'
- At panel, press reset
- Close panel

4. Emergency Services

Liaison Procedures

C Underwood and site managers will liaise with the emergency services on arrival. A plan of the site will be available.

4.2 Specific Information for the emergency Services.

The emergency services will be met at the gate by a member of the Leadership Team and informed of the location of the fire using the site plan. They will also be informed of any missing persons and the location that they would be expected to be at.

Any other information such as non-timetabled activity or temporary arrangements to the site will be shared.

4.3 Location of information

The plan of the site is stored in the office and in the outside caretakers store.

5. Assembly points

5.1 Location of Assembly Points.

All staff, pupils and visitors meet in the middle playground.

5.2. Accounting for personnel

All people (staff and pupils) will be accounted for by register. Office Manager takes registers to assembly points.

All visitors and contractors are accounted for by Entry Sign print out. Office staff check at assembly point.

All personnel accounted for/missing are reported to the Fire Command

Fire Marshals liaise regarding missing persons - Missing persons will be located using sweep of building. Fire or smoke blocked areas to be accessed ONLY by Fire Emergency Service.

5.3 Reception and Year 1

In the unlikely event that both escape routes are blocked due to the fire, class teachers will assemble children in safe place and Fire Marshal C Nicholds will make her way via perimeter fence to the assembly point to communicate information and roll call.

6. Re-entering the building

No one will re-enter the building until instructed to do so by their Fire Marshal. Fire Marshals receive instruction from the Headteacher and Emergency Services.

Note: If the emergency services have been called then the Senior Officer is responsible for giving permission for re-entry to the building.

7. Procedures to follow if the building cannot be re-entered.

If the building cannot be re-entered, pupils and staff will normally wait until it is safe to do so.

If time implications/weather are an issue, staff and pupils will exit the grounds via double exit gates adjacent to Moreton School where pupils and staff can seek indoor cover.

A member of staff will remain on the front gate to inform parents.

Class teachers will escort/supervise pupils as per usual risk assessment procedures for outdoor activities.

Pupils' parents will be contacted by phone if they are required to go home early.

Pupils whose parents are unable to be contacted will remain with staff until parents arrive to collect.

Bomb Emergency Procedures

This section should be read in conjunction with Fire Emergency and Lockdown Emergency procedures.

The presence of an explosive device and/or the reception of a bomb threat are situations that must be prepared for to confront in a calm and professional manner.

Although many bomb threats turn out to be a prank, they must be taken seriously to ensure the safety of the Pupils, Staff and Visitors at our school.

A bomb threat could be written, e-mailed, communicated verbally or received by phone. The majority of bomb threats are delivered by telephone. Generally, a bomb threat call is made for one of two reasons:

1. The caller has definite knowledge about the explosive device and wants to minimize personal injury.
2. The caller wants to disrupt normal activities by creating anxiety and panic.

IN THE EVENT OF A BOMB OR BOMB THREAT:

DO NOT USE PORTABLE SCHOOL OR PUBLIC SAFETY RADIO, CELLULAR PHONE, DIGITAL PHONE, OR ANY OTHER ELECTRONIC DEVICES. THESE DEVICES HAVE THE CAPACITY TO DETONATE AN EXPLOSIVE DEVICE. IN ADDITION, DO NOT TURN THE LIGHTS ON OR OFF BUT HAVE THEM REMAIN IN CURRENT POSITION.

Procedure:

A) Person receiving the bomb threat telephone call will:

- Stay calm and indicate your desire to cooperate with the Subject. **DO NOT** Antagonize or challenge the Subject.
- Obtain as much information as possible. Prolong the conversation as long as possible. Ask permission to repeat any instructions to make sure they were understood.
- Attempt to determine the caller's knowledge of the facility.
- Identify background noises.
- **DO NOT HANG UP THE PHONE!** Signal to a co-worker nearby to call for assistance, if this is not possible, use another phone to call for assistance.

B) SLT or Office Manager will:

BY LANDLINE ONLY: Immediately call 9999

Report verbatim the threat/call.

1. AN EVACUATION IS ORDERED: This is similar to our Fire drill in other than staff and pupils evacuate as far to the perimeter of the school as possible. **This is communicated by fire wardens to staff verbally.** Ensure that it is away from vehicles, refuse containers or mailboxes. Conduct a scan of the area for any suspicious items.

The one difference to is you **do not use Security Radios or cell phones; employ runners to communicate to Staff and Students at evacuation sites.**

Ensure that the handicapped receive assistance in evacuating.

2. Staff should complete a visual check of room/building as they exit. Report any unusual objects or activity and do not touch any suspicious items. (Refer to Search techniques described below).
3. Wait for emergency services to begin search.
4. Affected area remains under control of emergency services until building search is completed and all clear signal is given by SLT
5. In consultation with Emergency Service, return to class when it is deemed safe.
6. Police reports are to be completed on all bomb threats.

C) Teacher/Staff Responsibilities

IF EVACUATION OCCURS:

Tell pupils and staff to turn off their mobile phones. Evacuate as per Fire Drill.

Registers will be brought by Office Manager to account for all pupils and continue to supervise your class and report any suspicious items or activity to a Fire Marshal or Police.

Remain away from buildings until an "ALL CLEAR" announcement is given.

If it appears that the search will be for an extended time, or if weather is a factor, move pupils off the school site – your SLT will inform you.

Do not use cell phones or security radios. Staff members should utilize "runners" to communicate with the command centre.

A bomb can look like an ordinary object, such as a knapsack, briefcase or lunch box.

Be aware of objects that do not belong or that someone does not claim, such as an unattended briefcase.

IF A SUSPICIOUS ITEM IS FOUND:

1. DO NOT APPROACH, MOVE, OR TOUCH ANY SUSPICIOUS ITEM.
2. Report the exact location and an accurate description of the object to police or SLT
3. Identify the danger area and immediately evacuate the building. Be sure evacuation takes place away from danger area and at least 300 feet from object where possible.
4. Do not allow re-entry into building until Emergency service informs you that it is safe to do so.

Stay In Emergency Procedures

This section should be read in conjunction with Fire Emergency and Bomb Emergency procedures.

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school.

NOTE: 'Reported incidents' can be from a variety of sources and it may be difficult to determine their validity or level of threat to the school.

The Headteacher, in consultation with the Leadership team will decide to initiate lockdown unless instructed to do so/not to do so by external agencies such as the emergency services or Local Authority.

Office Manager / Headteacher to call 9999.

Invacuation (STAY IN) might be required if:

- There is local air pollution due to a nearby fire or chemical release.
- There is a dangerous animal (usually a dog) in the grounds.
- There is an incident or civil disturbance in the area that might affect the school.

STAY IN might be implemented if:

- There is an aggrieved, disturbed or intoxicated person trying to gain access to the school (this could be a parent or a stranger).
- There is an intruder on the site.

It is very hard to have a plan for all extreme case possibilities. If in the unlikely event of the necessity to remain in the building, these procedures should be followed:

1. A clear signal should be given that pupils, staff and visitors can identify as an invacuation signal – phone call to Rec Y1 building, shout out STAY IN to all staff, followed by upstairs check.
2. If pupils are outside, staff should immediately take them to the nearest safe area inside the building.
3. All external doors and windows should be shut and locked as necessary.
4. The register is taken to ensure all children are accounted for.
5. The staff member in charge of taking the register must notify the office if any children are unaccounted for.
6. Everyone should remain where they are until the all-clear is given. The All clear signal is verbal ALL CLEAR.

What happens during a lockdown?

Follow the above but - the shout out will be **SHUT DOWN**. Reception building will have phone-call and must shut shutters. The doors and windows must be shut and locked, and blinds or curtains should be drawn. Depending on the nature of the threat, children may be told to move upstairs or hide under their tables. Any door stoppers should be used the other way. All mobile phones should be kept with staff, placed on silent and used as a way of communicating.

Local Authority to be contacted when safe to do so via Bill Hague, Linda Brown and Phil Leivers.

NB it is requested that initial contact be always made with the Local Authority in emergencies in case they have wider significance.

Unless there is overwhelming pressure, avoid closing the school & maintain normal routines & timetables.

Inform Chair of Governors:

- Of incident and, if appropriate, of involvement of 'Local Authority Support Team'.
- To standby to be available for interview by the Media.
- To be prepared to receive many telephone calls

NB: It is especially important that if names of those who may have been involved in the incident are known DO NOT release – or confirm – them to anyone, before those identities are formally agreed and parents are informed. Rooms most suited to lockdown: All classes to remain in own classrooms (or room they are currently in).

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

Communication to Parents

Parents will be told (verbally):

“After an incident today the school was placed in shutdown at Procedures and policies were followed and all members of staff and children are safe.”

This policy will be reviewed together with key staff annually.