



1. Aims

At Priory CE Primary School, we endeavour to keep our school community safe at all times. Normal safeguarding practices and health and safety procedures are adequate to keep everybody safe. On very rare occasions it may be necessary to increase security measures whilst a potential threat is investigated and resolved. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school building or grounds or outside the school in the near vicinity.

Our emergency procedures provide guidance for implementing:

- an Evacuation of the school building to move everyone outside and away from the building.
- an Invacuation to move everyone into the building and to secure the building.
- Lockdown to keep everyone inside the building and to prevent movement around the building.

These procedures exist to cover situations such as:

- A fire or potential fire in the school building.
- A major fire within the vicinity of the school.
- A reported local incident or civil disturbance which potentially poses a risk to the school.
- Air pollution problems or a warning e.g. smoke plume, gas cloud.
- A dangerous dog or similar roaming loose.
- An intruder on the premises.

2. Fire Safety

Under the **Regulatory Reform (Fire Safety) Order 2005** and the **Management of Health and Safety at Work Regulations 1999** employers are required to undertake a specific risk assessment of the risks posed by fire within their school's undertaking. A specific fire risk assessment is undertaken and the findings implemented. The fire risk assessment will be reviewed at least annually, or if there is any significant change in the circumstances.

Essentials

Fire prevention is part of everyone's duties. In particular attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. In line with good practice and managing the environment all electrical appliances should be switched off when not in use rather than left in standby mode. This should include closing down computers, kettles etc. If equipment is needed to be left on or in standby mode they should be kept clear of combustible material in case of a fault developing when unattended.

The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building.

Fire Drills

In the event of a fire being discovered the nearest call point should be broken and only if safe to do so a fire extinguisher used to attempt to limit the fire spread.

In the Autumn term the staff and children will be informed before the first drill is to be held and all staff and pupils will be walked through the procedure. No warning will be given on subsequent occasions and there will be additional drills during the year.

Responsibilities

The alarm system will be tested weekly with records maintained by the Site Supervisor.



The person responsible for carrying out the evacuation practices at least three times each academic year and then recording the results is the Headteacher.

The fire marshals are listed on the Fire Instructions in key areas, including each classroom.

All fire extinguishers are inspected by Engie annually and are replaced when discharged.

The emergency lighting is tested monthly by the Site Supervisor and any defects found reported and repaired.

Emergency exits and evacuation routes will be kept clear at all times and checked at regular intervals by the School Business Manager.

All flammable liquids and gases will be stored safely. Flammable liquids will be kept in a flameproof locker and employees will return them to the locker after use. Compressed gases are kept in a compound away from other sources of ignition and fuel, When a bottle is exchanged the empty will be returned to the compound immediately and not left in the working area.

3. Fire Procedure/Action

If you discover a fire:

- Raise the alarm by the recognised method.
- Only tackle the fire if trained to do so, with the equipment provided, ensuring your exit is clear at all times and without taking personal risks.

Contact with Emergency Services:

In the event of the alarm being triggered automatically, all staff are to follow the procedures laid down in the emergency evacuation procedure.

Upon hearing the alarm:

All pupils will form a line in silence to leave the working area. The person in charge of the pupils will instruct the pupils to leave by the nearest safe exit, follow behind and close all windows and doors behind them, switching off any electrical equipment where possible. The pupils must make their way to the fire assembly point in an orderly manner.

The assembly points are situated at Key Stage 1 and Key Stage 2 playgrounds.

The registers will be used to ensure that all people (including visitors and contractors) are present. This will be coordinated by the appointed Fire Marshals.

Once Evacuated from the building

- Any missing persons must be reported to the Head Teacher.
- The Head Teacher will inform the fire service of any missing persons.
- The Head Teacher may direct that the children be moved to another place of safety depending on the circumstances.
- Do not re-enter the building until the Premises Manager informs the Head Teacher that it is safe to do so.

For the detailed evacuation process see Appendix 1 (Not a public document)



4. Initiating an Invacuation or full Lockdown

The decision to implement an Invacuation or full Lockdown will be taken by The Headteacher (or SLT member on site) based on the likelihood that this will be less harmful than the alternative. A member of staff will sound the relevant alert.

If staff notice anything that concerns them they should report this immediately to the Headteacher or in their absence the School Business Manager or Deputy Headteacher.

We would always endeavour to carefully judge any perceived risk to ensure an appropriate reaction. Situations will be dealt with in a calm and thoughtful manner. The Emergency Services will be contacted as soon as we consider it necessary. We will always act on their advice.

Many potential threats can be dealt with by securing the building, whilst allowing work and lessons to continue. This would mean an increase in security to our 'Amber Level' and carrying out the Invacuation Procedure.

If there was a significant risk such as an intruder on the premises who is likely to pose a risk, we would implement a higher level of security and a full 'Red Level' Lockdown.

If an evacuation is considered to be more appropriate the Fire Evacuation Procedure will be implemented.

The full Lockdown Procedure is not made public as recommended by experts. Staff will know and understand the procedure and the pupils will understand it at a level appropriate to their age. The person responsible for carrying out the Invacuation and Lockdown practices at least three times each academic year and then recording the results is the Headteacher. We will provide a de-brief for staff, so any necessary improvements can be made.

5. Communication with Parents

- If necessary parents will be notified as soon as it is practical to do so via text message.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lockdown.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter/email will be sent to parents as soon as possible, following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

For the detailed evacuation process see Appendix 2 (Not a public document)

6. Links to Other Policies

- Health and Safety
- Critical Incident

7. Monitoring and Review

The Senior Leadership Team and Governing Body are responsible for monitoring the implementation and effectiveness of this policy. Following an Evacuation, Invacuation or the implementation of Lockdown and any practices this procedure will be reviewed and amended if necessary. It will be reviewed at least every two years.

Priory CE (C) Primary School: Policy on Emergency Procedures



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Responsible Committee: Business Committee

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