

# Meadowside Community Primary & Nursery School

A Member of **The Challenge Academy Trust**

## Evacuation Policy & Procedures – Fire and Critical Incident

<b>Policy written by</b>	School
<b>Date Policy Written</b>	March 2023
<b>Date Agreed by Governors</b>	March 2023
<b>Next Review</b>	April 2025
<b>Head teacher</b>	Mrs C Curtis
<b>Site Manager</b>	Mr Roper-Browning
<b>Chair of Governors</b>	Mr P Calrow

# 'Where Learners Grow'

## INTRODUCTION AND SCOPE

The Governors and Headteacher (HT) of Meadowside Community Primary and Nursery School have a responsibility to consider what could happen and what might be done to prepare and plan for in dealing with potential Fire Evacuations and Critical Incidents. It is almost impossible to predict when, where or what, whether within the school or outside of the school, that a fire or critical incident may occur. Within this policy, the Governors and the Headteacher have a responsibility for drawing up flexible and resilient plans such that the school can prepare a set of broadly suitable arrangements to deal with these risks.

This policy applies to Meadowside Community Primary and Nursery School as the employer. Its requirements extend to all persons within those premises including staff, visitors and contractors whether permanently or temporarily engaged.

## RESPONSIBILITIES

The overall accountability lies with the Headteacher. They will ensure the information in this policy is correct and the responsible staff members adhere to their roles.

## FIRE EVACUATIONS

### PERSONS RESPONSIBLE FOR FIRE SAFETY

Responsibility/ Role	Delegated Responsibility
Overall fire safety	Responsibility Hierarchy: The Head Teacher; in his absence the Assistant HT for Standards & Operations; in the absence of both the <b>Site Team and Admin Team</b>
Fire safety training, induction and revision	Primary Operations Support Office and Assistant HT for Standards & Operations
Fire risk assessments	Site Manager/Maintenance officer
Fire drills	Head Teacher/ Site Manager
Updating/ recording of fire safety log book	Site Manager
Monitoring of the fire safety log book	Site Manager/ Health & Safety Admin Responsible
Actuation of fire alarm at console for drills and checking console for location of active fire call point.	Site Manager
Checks on call points	Site Manager / Annual Service Contractor

Checks on emergency lighting	Site Manager / Annual Service Contractor
Ensuring Fire escapes unobstructed.	Site Manager / All Staff
Check all fire detection and protection systems are maintained	Site Manager
Evacuation of all staff and pupils.	Teacher /group / section leader/ adult in the vicinity
Visitors and contractors Fire Safety Information	The person hosting the visitor/ contractor and / or the receptionist.
Checking/ sweeping of Key Stage 1, 2 and Welfare Inclusion corridors/ classrooms and main admin corridor.	Evacuation Officers (identified Fire Wardens)
Checking/ sweeping of Kitchen area and dining room	Kitchen manager
Collection of registers and staff/ visitor signing in book/ sheets etc.	Administration staff
Calling the fire brigade	Admin staff (RG) / person who discovers the fire
Meeting the fire brigade	Site Manager / Admin staff (RG)

## **FIRE ALARM TEST/DRILLS**

The alarm will be tested every week. The alarm will be initiated from different call points each week to ensure their correct functioning. The Site Manager will keep test records which will be filed in the Health & Safety folder and recorded on iAM Compliant. The alarm will be tested outside of the school day (after 4pm)

A minimum of three evacuation drills, one each term, will be scheduled each school year. There will be changing scenarios when a fire drill takes place. A briefing report will be compiled by the Headteacher, Evacuation Officer and Site Manager after each evacuation drill to establish the success of the drill and any amendments that will need to be made. The site manager, H&S committee will receive these briefing reports.

**Upon finding a fire, please do not attempt to tackle the fire yourself unless specifically trained to do so. Please activate the fire alarm at the closest break glass call point and move out and away from the building through the closest emergency exit.**

Please familiarise yourself with the closest emergency exits, the evacuation routes and call points using **Appendix A**.

Notification of a Fire Evacuation will be by a distinctive alarm instructing all personnel to evacuate the building following the procedures below. Please see **Appendix B** for the detailed evacuation procedures.

### **Actions on hearing the fire alarm:**

- All personnel are to evacuate immediately, according to the fire procedure outlined in **Appendix B**.
- Do not stop or return to collect personal belongings.
- Close doors behind you without delaying your escape.
- On hearing the unscheduled emergency evacuation alarm, site team will call 999, ask for the Fire Service stating 'fire at Meadowside Community Primary and Nursery School, Clough Ave, Warrington, WA2 9PH' once confirmation of the existence and location of the fire has been received by the fire wardens.

The fire alarm is monitored by 24/7, 365 days a year by EMCS. EMCS will contact a key holder and the Fire Brigade will only attend if called 'by a person on site'. If you visually see a fire yourself, please call 999.

After a Fire Drill or live evacuation, follow up reports will be concluded and fed back to staff. Any required changes will be identified, and amendments will be actioned.

## **CRITICAL INDICENTS**

### **Critical Incidents Alerts**

Different critical incidents will instigate **different sounding alarms to alert personnel** of the nature of the incident and therefore the required appropriate actions to ensure the safety and wellbeing of all.

Notification of a breach of security will be by a **distinctive alarm** instructing all personnel to lockdown in the classrooms, staffroom, kitchen areas or offices – **See Appendix C 1.1**

Notification of the threat of an explosive device (Bomb Threat) or an explosive device being identified on site will be **by another distinctive alarm – see appendix C 1.2**

Notification of the threat of fire will **be by another distinctive alarm – see appendix C 1.3**

### **Bomb Threats**

In the event of a Bomb Threat, a member of SLT must be informed immediately so appropriate evacuation action can be taken. Please treat all threats and suspicious packages seriously and follow the procedures below.

#### **If the threat has been made by a phone call:**

- Remain calm and talk to the caller.
- Note the caller's number if displayed on your phone and pass this immediately to the police.
- Listen carefully; write down the exact wording and as much detail as possible from the person talking. Use the form in **Appendix E** – 'Actions to be taken on Receipt of a Bomb Threat'.

- If possible record the call, then still take as much detail as possible from the person talking and try and fill in as much information as possible using the 'Actions to be taken on Receipt of a Bomb Threat' report form (**Appendix E**). The recording may prove invaluable so try to ensure that it is saved and kept safe.
- If a colleague is on hand, get their attention and get them to notify the Police direct on 999, this might enable the call to be traced.

**If the threat has been sent via email or social media:**

- Take time to understand the content and use the form in **Appendix E** to document the threat.
- Ensure the email or message has been saved and is passed to the emergency services.
- Do not reply to, forward or delete the message. Make a note of the emailer's email address or username or user ID.

**If a suspicious package has been received or identified on site:**

- Alert a member of the senior management team immediately.
- Do not touch, investigate, or open a suspect package.
- Do not allow pupils near the suspect package and isolate the area as soon as possible.
- The Headteacher and/or the Assistant Headteacher (AM) will carry out an initial enquiry to ascertain if the package belongs to anyone on site.
- The Headteacher and/or the Assistant Headteacher (AM) will assess the level of risk.
- If the package owner is not identified and/or the package shows any of the signs identified on the letter and parcel bomb warning notice (see **Appendix G**), then the alert will be escalated.
- The Headteacher will inform the emergency services.
- The Headteacher will identify an appropriate response and communicate further instruction or information to staff.

Once the threat has been identified and the evacuation alert has been raised, please move out and away from the building by your closest emergency exit (**Appendix A**) following the evacuation procedure (**Appendix B**) and head to the pre-arranged emergency evacuation assembly point to await further instruction. Staff and pupils will not return to the building until advised to do so by the Headteacher or emergency services.

Once advised to do so, a member of the school admin staff will inform parents of the situation via Class Dojo asking them **NOT** to come to the school site until advised by school it is safe to do so.

**If a threat is received out of school hours, please follow the protocols as above and inform the Headteacher, or a member of SLT immediately. Under no circumstances should a member of staff attend the site to carry out a search. Please await further instruction.**

### **Gas Leak**

If you smell gas or suspect there is a gas leak, you should immediately:

- Open all doors and windows.
- Notify the Headteacher/SLT of the incident who will action the following:
  - [Hannah.Beardsley@emcs.co.uk](mailto:Hannah.Beardsley@emcs.co.uk)



- That all gas appliances are switched off.
- Shut off the supply at the meter control valve if necessary. (located in the main reception)
- Evacuate part, or all the premises, as necessary. (See **Appendix B** for evacuation procedures)
- If gas continues to escape, telephone the National Grid on 0800 111 999

### **Security Breach – External to the school building**

External breaches of security can be anywhere on the school premises, but outside of the school building. The administration office staff have uninterrupted views across to the main school entrance and on the road and pathway to the front of the school building.

In the event any member of staff identifies a potential security breach, they should contact the Headteacher or a member of SLT immediately to report their findings.

In the case of an external breach of security, the Headteacher or the most senior teacher in his absence will assess the situation and initiate a **Lockdown Procedure if appropriate.**

### **Security Breach – Internal to the school building**

Internal breaches of security can be anywhere on the school premises, inside of the school building. If intruders are identified anywhere inside of the school building, the Headteacher or member of SLT must be informed immediately. **Staff must not approach or confront intruders.**

If there is any doubt whatsoever as to their own safety, the safety of other personnel and pupils, or irrational/threatening behaviour of an intruder is evident, the lockdown alert can be activated before informing the Headteacher.

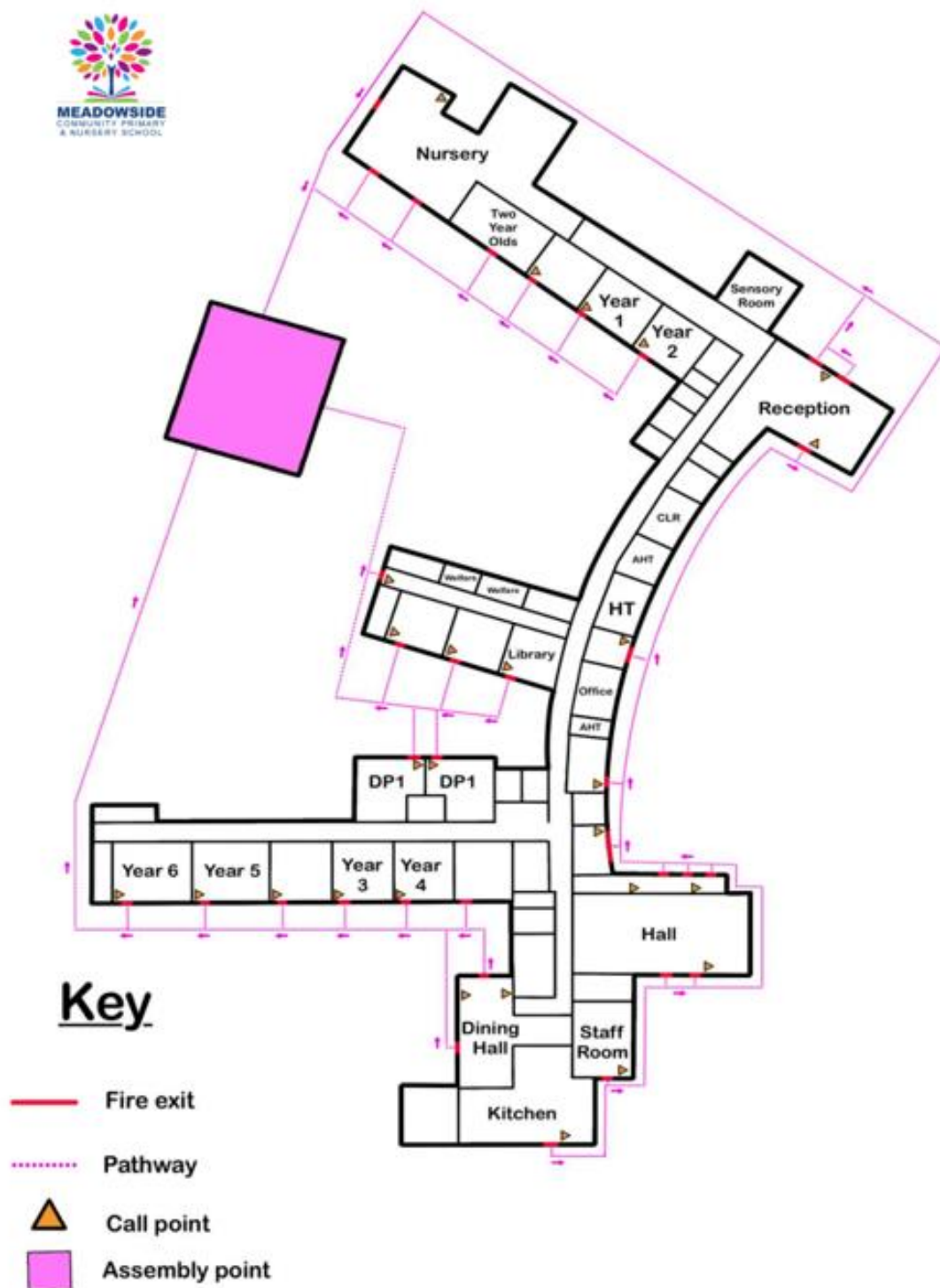
In the event a '**Lockdown**' is initiated, please following the procedures below (for more detailed procedures, please see **Appendix D**)

### **Lockdown procedures:**

- Upon hearing the lockdown alert, staff must remain calm and calmly ask the children to stop working and quietly sit on the floor, close to solid walls and away from windows and doors.
- Blinds must be closed, and internal and external doors locked.
- P.C's, laptops and projector screens must be switched off immediately.
- Staff must remind children to remain silent during the lockdown.
- Staff that are in the staffroom, kitchen/dining room, CLR or assembly hall must remain in the rooms and follow the above procedures.
- Any staff working in hallways or outside of their classroom must move to the closest classroom and follow the above lockdown procedures.
- No further movement should take place until the stand down warning has been communicated via the phone system.

## **Appendix A**





## **Appendix B – Evacuation Process**

**In the event of an evacuation, staff must take responsibility for the safety of the pupils and themselves. To this end, the procedure below should be followed.**

- a) Upon hearing the evacuation alarm (Fire or Bomb Threat) staff will remain calm, ask their class to stop what they are doing and calmly line up to leave the school building.
- b) Staff will walk the children out of school via their closest emergency exit and make their way to the emergency evacuation assembly point that is alerted to.
- c) Evacuation responsible staff members will ensure that their areas are free of personnel and that the main building is empty.
- d) Once they are happy that their areas are free of personnel, the evacuation responsible staff members will each pick up the 'All Clear' tree from their area and on arrival at the evacuation point raise it in the air to declare to the Head Teacher that their area is free of personnel.
- e) Each teacher will receive an up-to-date class register from the admin staff to complete a headcount at the evacuation point, letting the HT know in the event of any anomalies immediately.
- f) Admin office will be responsible for the headcount of visitors and report any anomalies to the HT immediately.
- g) In the event of a drill, any absentees will be searched for by Evacuation Responsible staff members following advice from HT. In the event of a live evacuation, absentees will be reported to Fire Officer.
- h) In the event of a live situation, the Site Manager or Admin Officer (RG) will liaise with the emergency services and give them the appropriate information to enable them to assess and confront the situation.
- i) In general, everyone will meet at the pre-arranged emergency evacuation assembly points (see Appendix A), unless the source of the incident makes this impossible or the evacuation is due to a bomb threat.
- j) In the event of a bomb threat, please evacuate to the pre-agreed evacuation point and await further instruction.
- k) In the event of it not being possible to reach the emergency evacuation assembly points then all personnel will move clear of the building to a safe place and contact the Site Manager or Admin officer to communicate their situation.
- l) In the event of a drill, permission to re-enter the building will be given by the Headteacher, only when she is satisfied that all persons are present.
- m) In the event of a live situation permission to re-enter the building will only be given by the Emergency Services only when they are satisfied that the building is safe to re-enter.

## **Appendix C**

### **C 1.1**

Breach of Security (lockdown) - <https://drive.google.com/file/d/1OJjXYsxszhBj5f9xZO5l3t--rpr58aZ/view?usp=drivesdk>

The alarm will sound as per the link above. This consists of a 3 second alarm sound, followed by a 3 second pause which will continue to alternate until silenced. In the event of hearing this sound. Please follow the lockdown procedure (Appendix D)

### **C 1.2**

Bomb Threat Evacuation alarm sound - <https://drive.google.com/file/d/1Oc2CFK-fcFTDKzJk1-p5L0DCZDDh0SOI/view?usp=drivesdk>

The alarm will sound as per the link above. This consists of a short 0.5 second alarm sound, followed by a 0.5 pause which will continue to alternate until silenced. In the event of hearing this sound. Please follow the Evacuation procedure (Appendix B)

### **C 1.3**

Fire Evacuation alarm sound - [https://drive.google.com/file/d/1OMrv6LdhXpLL\\_3uSDDZ6RMVjDpi5rhPd/view?usp=drivesdk](https://drive.google.com/file/d/1OMrv6LdhXpLL_3uSDDZ6RMVjDpi5rhPd/view?usp=drivesdk)

The alarm will sound as per the link above. This consists of a continuous alarm which will continue, without pausing until silenced. In the event of hearing this sound. Please follow the Evacuation procedure (Appendix B)

## **Appendix D – Lockdown Procedure**

**In the event of a lockdown alert, staff must take responsibility for the safety of the pupils and themselves. To this end, the procedure below should be followed.**

- a) Upon hearing the lockdown alert staff will remain calm, ask their class to stop what they are doing and quickly and quietly move to the ground out and away from sight. Any classes that are doing activities outside of their classroom, must make their way to the closest classroom and follow these procedures.
- b) Staff will ensure children are out of sight, away from doors and windows and are secured by solid walls, where applicable.
- c) Staff will then close all windows and blinds and lock internal and external doors whilst remaining silent.
- d) All computers, monitors and projection screens must be turned off and mobile phones must remain on silent.
- e) It is vitally important that pupils remain quiet and calm whilst in lockdown. Re-assurance and comfort should be given to any child who is struggling.

- f) No further movement should be taken until the 'stand down' notification is received from the Headteacher or emergency services via internal phone call.

Any staff working in the Assembly hall, kitchen/dining room, CLR or staffroom must remain in the room and follow the above lockdown procedures. Any staff working in the internal corridors must move into the closest classroom and follow the above procedures.

Staff working in the admin office must move into the back-right office, locking the door. Once in the room, a member of Admin staff will dial 999, ask for the Police stating, 'Intruder at Meadowside Community Primary and Nursery School, Clough Ave, Warrington, WA2 9PH'. Once the emergency services have been informed. A member of admin staff will send a message via class Dojo advising of the incident and asking parents not to attend site until told to do so.

### **Lunchtime Lockdown Procedure**

**In the event of a lockdown alert at lunchtime, middays must take responsibility for the safety of the pupils and themselves. To this end, the procedure below should be followed.**

- a) Upon hearing the lockdown alert, **staff in the dinner hall** will remain calm, ask the children to stop what they are doing and quickly and quietly move to the ground out and away from sight.
- b) Upon hearing the lockdown alert, **staff on the playground** will remain calm, ask the children to stop what they are doing and quickly and quietly ask children to either enter the school via the middle classroom and secure themselves and the children in the closest empty classroom or take the children to the bottom of the school field.
- c) Upon hearing the lockdown alert, **staff around the school** will remain calm, stop what they are doing and quickly and quietly move to the ground out and away from sight.
- d) Staff will ensure children are out of sight, away from doors and windows and are secured by solid walls, where applicable.
- e) Staff will then close all windows and blinds and lock internal and external doors whilst remaining silent.
- f) All computers, monitors and projection screens must be turned off and mobile phones must remain on silent.
- g) It is vitally important that pupils remain quiet and calm whilst in lockdown. Re-assurance and comfort should be given to any child who is struggling.
- h) No further movement should be taken until the 'stand down' notification is received from the Headteacher or emergency services via internal phone call.

**Staff who are on lunch break must not move around the school and must secure themselves in the closest lockable room.**

### **Appendix E**

### ACTIONS TO BE TAKEN ON RECEIPT OF CRITICAL INCIDENT BY PHONE

1.	Note the time of the call, remain calm and talk to the caller
2.	Note the caller's number if displayed on the phone
3.	If the threat has been sent via email or social media see appropriate section below
4.	If you can, record the call
5.	Write down the exact wording of the threat

### ASK THESE QUESTIONS & RECORD ANSWERS AS ACCURATELY AS POSSIBLE

1. If the threat is a bomb then where exactly is the bomb right now?	
2. When is it going to explode?	
3. What does it look like?	
4. What does the bomb contain?	
5. How will it be detonated?	
6. Did you place the bomb? If not you, who did?	
7. What is your name?	
8. What is your address?	
9. What is your telephone number?	
10. Do you represent a group or are you acting alone?	
11. Why have you placed the bomb?	
Record time call completed:	

**INFORM THE HEAD TEACHER OR MOST SENIOR TEACHER IN HIS ABSENCE, AWAIT INSTRUCTION FROM THE SENIOR MEMBER TO; MONITOR THE SITUATION, LOCKDOWN OR EVACUATE. ACT IMMEDIATELY ON ANY INSTRUCTION INCLUDING THAT TO CONTACT THE EMERGENCY SERVICES.**

**Time informed:**

**INFORM PREMISE MANAGER / HEAD TEACHER / ASSISTANT HEADTEACHER**

**People contacted details**

**This part should be completed once the caller has hung up, the Headteacher and the Maintenance Officer, have been informed and, further instructions have been carried out i.e. contacting the emergency services etc.**

**Date and time of call:**

**Duration of call:**

<b>The telephone number that received the call:</b>					
<b>About the caller:</b>	Male	Female	Nationality	Age	
<b>Threat language:</b>	Well spoken	Irrational	Taped	Foul	Incoherent
<b>Caller's voice:</b>	Calm	Crying	Clearing throat	Angry	Nasal
	Slurred	Excited	Stutter	Disguised	Slow
	Laughter	Rapid	Deep	Familiar	Hoarse
					Other

<b>What accent?</b>	
<b>If the voice sounded familiar, Who did it sound like?</b>	

<b>Background sounds:</b>	Street noises	House noises	Animal noises	Crockery	Motor
PA System	Voice	Static	Clear	Booth	Music
Factory machinery	Office machinery			Other	

<b>Remarks:</b>	
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<b>Additional Notes:</b>	
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Signature:.....Print Name:.....Date:.....

## Personal Emergency Evacuation Plan (PEEP)

This form should be completed for anyone who requires assistance with any aspect of emergency evacuation. Once developed, the PEEP will describe the pupil / member of staff's intended means of escape in the event of emergency, including drills. The PEEP will specify what type of assistance is agreed and how it is to be maintained to ensure the pupil's continued safety and should include assistance required from the point of raising the alarm to passing through the final exit of the building.

A completed form should be held:

- In the pupil's/member of staff's personal records
- By the Headteacher (Responsible Person for Fire Safety)
- By the Admin Officer responsible for evacuation (RG) (Competent Person for Fire Safety)
- By the Class teacher
- In the Fire Log Book

**Note:** This plan must be reviewed on an annual basis (at least) and also when a significant change in circumstances (of the building or pupil) is anticipated or identified. The PEEP should be co/ordinated by the Headteacher or designated member of the SLT. Advice is available from Adele Partridge H&S In Care [adele@hsincare.co.uk](mailto:adele@hsincare.co.uk)

<b>Pupil's Name:</b>	
<b>Class Room Number or Name:</b>	
<b>Location of classroom in building:</b>	
<b>Teacher's Name:</b>	
<b>Name of Person who Completed this Form:</b>	
<b>Date Completed:</b>	
<b>Date of Next Review:</b>	

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**Points to consider:** In preparation for completing details in this form, consider the following and discuss with the parents/guardian and, if appropriate, the pupil.

Questions	Answer	Comments
What is the pupil's special educational need or disability?		
Does the pupil change classrooms during the course of the day, which takes them to more than one location within the building and other buildings?		
Do they have difficulties reading and identifying signs that mark the emergency exits and evacuation routes to emergency exits?		
Does the pupil have any difficulties hearing the fire alarm?		
Are they likely to experience problems independently travelling to the nearest emergency exit?		
Does the pupil find stairs difficult to use?		
Are they dependent on a wheelchair or other walking aid for mobility?		



If the pupil uses a wheelchair would they have problems transferring from the wheelchair without assistance?		
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### A: Alarm System.

1. The pupil is able / is not able to raise the alarm (delete as appropriate)

If the pupil is unable to raise the alarm independently, please detail alternative procedures agreed. If able give brief description of how.

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### 2. The pupil has been informed of an emergency evacuation by:

existing alarm system:		vibrating pager device:	
visual alarm system:		other: (please specify)	
<b>Give Details:</b>			

### B: Exit Route Procedure (progress starting from when the alarm is raised and finishing on final exit).

1.
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**C: Designated Assistance (details of all persons designated to assist in the evacuation plan and the nature of assistance to be provided by each).**

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**D: Method of Assistance (e.g. transfer procedures, methods of guidance)**

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**E: Equipment Provided (details of all equipment needed to execute the plan and its location).**


**F: Training on use of equipment:**

Date	Comments

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**G: Safe route(s) (description of all the safe routes that can be used).**

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	Yes	No
Have the route(s) been travelled by the pupil and responsible person?	<input type="checkbox"/>	<input type="checkbox"/>
Has a copy of the exit route on plan been attached?	<input type="checkbox"/>	<input type="checkbox"/>
Has the equipment detailed above been tried and tested?	<input type="checkbox"/>	<input type="checkbox"/>
Have all issues been completed to full satisfaction?	<input type="checkbox"/>	<input type="checkbox"/>
Has a copy of this form been sent to the person responsible for the fire evacuation?	<input type="checkbox"/>	<input type="checkbox"/>
Has the fire safety competent person informed all relevant staff of these arrangements? i.e. Class teacher, support assistant etc.	<input type="checkbox"/>	<input type="checkbox"/>

Record the length of time of practice evacuation;

Date:

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Issues encountered:

**If No to any of the above please explain/list issues in practice evacuation and add any other support or control measures:**

**I (pupil/parent/guardian) am/are aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above, (a parent is to sign this off on behalf of a minor):**

Pupil Signature:		Date:	
Pupil Name:			
Parent Signature:		Date:	
Parent Name:			
Headteacher Signature:		Date:	
Headteacher Name:	Stuart Wright		

<b>List of people who have received a copy of this completed document:</b>
Miss C Curtis
Mrs R Gahgan
Mr Roper-Browning
Parent or Gurardian

- Grease marks or oily stains on the envelope or wrapping.
- An unusual odor including but not restricted to almonds, ammonia, or marzipan.
- Discoloration, 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 handwriting, 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.

**In the event that the letter or parcel shows any of the above signs, DO NOT handle the package and proceed immediately with a Bomb Threat evacuation. In the event the package has been handled, place the package slowly and carefully down on a hard visible surface and exit the room immediately.**