

BUSHBURY HILL PRIMARY SCHOOL



FIRE, EVACUATION AND LOCKDOWN POLICY

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TAKE ACTION



HOLD



SECURE



LOCKDOWN



EVACUATE



SHELTER

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.
- 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. Electrical wiring was last checked on 28.8.20. PAT testing was last undertaken on 20.11.23.
- 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 14.12.23. The next check will be 14.12.24 for Fire fighting equipment and every 3 months to check alarms and smoke detectors. The fire alarm was last tested on 16.7.24.
- 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 2.9.24.

- 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.

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 which is valid for 3 years.

C Nicholds (8th November 2022, due Nov 2025)

P Bains (8th November 2022, due Nov 2025)

C Underwood (8th November 2022, due Nov 2025)

K Selvey (8th November 2022, due Nov 2025)

J Kent (19th March 2024, due March 2027)

E Smith (19th March 2024, due March 2027)

S Potts (19th March 2024, due March 2027)

C Williams (19th March 2024, due March 2027)

A Biles (19th March 2024, due March 2027)

A Thompson (19th March 2024, due March 2027)

K Smith (19th March 2024, due March 2027)

C Judson (19th March 2024, due March 2027)



Roles - C Nicholds Nur / Rec Sweep, J Kent Ground Floor Sweep, P Bains First Floor Sweep

J McMahon School register to Muster, C Underwood Fire Command, Communications

K Selvey Cover, 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 Evacuation Procedures.

BUSHBURY HILL PRIMARY SCHOOL EMERGENCY EVACUATION PLAN

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

1. **SOUND THE ALARM**
2. **EVACUATE – DO NOT USE THE LIFT**
3. **FIRE MARSHALS TO SWEEP BUILDING AND TACKLE FIRE IF APPROPRIATE**
4. **CALL EMERGENCY SERVICES**
5. **ASSEMBLE AT ASSEMBLY POINT**
6. **ROLL CALL**



1. SOUND THE ALARM

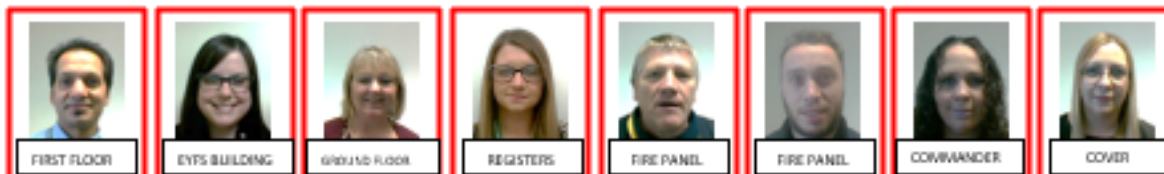
Anyone discovering a fire must sound the alarm immediately by pressing the nearest alarm / call point. These are situated in foyer at main entrance, MAST staircase ground floor, MAST staircase first floor, MAIN staircase ground floor, MAIN staircase first floor, HALL and by the library exit door.

The fire panel must be checked by Fire Marshal to determine location of possible fire and then location checked to see if there is a fire. If false alarm, 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 a staff member and WALK to the assembly point. See separate instructions for exit procedure. 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 have identified themselves as needing a PEEP.

3. FIRE MARSHALS TO SWEEP



Trained fire marshals will have the above responsibilities. Only the above staff should use fire equipment to tackle fire if appropriate.

4. CALL EMERGENCY SERVICES

Outbreak of a fire must be reported immediately by dialing (9)999 and giving the school address and postcode WV108BX. This should be carried out by Headteacher or Office Manager using a mobile phone.

5. ASSEMBLY POINT

Once outside the building, all persons should make their way to the FIRE ASSEMBLY POINT on the middle playground. Pupils will line up in classes at their sign. All signs for classes and visitors are updated annually.

6. ROLL CALL

Immediately after pupils and staff have assembled, a check will be made by teachers that all pupils are present. Register prints and grab bag will be taken by the office manager to the assembly point. The office manager will check adults are present and 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 via back gate near MUGA. Parents can be contacted via Class Dojo.

SAFETY OF LIFE IS OF PRIMARY IMPORTANCE

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 electronically and can request a paper copy from the office.

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.

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 Early Years Building

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 class dojo / 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 ANY ELECTRONIC DEVICES, THIS INCLUDES WALKIE-TALKIES AND MOBILE PHONES. 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, where the MUGA / field will be considered.** Conduct a scan of the area for any suspicious items.
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:

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.

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.

Safe Inside and Lockdown Emergency Procedures

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES
Headteacher or DHT if absent	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.
Office Team	Press police call button and call 9999 possibly from mobile device, evacuate office area.
Teachers and support staff	Bring class pupils, any other staff and visitors to classroom or other place of safety. Take register and stay with pupils.
Site manager	Make sure all access points are secured if Safe Inside situation.

Safe Inside / Lockdown plan

SAFE INSIDE may 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.

LOCKDOWN

The DfE states 'Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity'.

This 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 and according to DfE guidance, the school should remain in a state of lockdown until a senior member of staff or the emergency services confirms that it has been lifted and gives the ALL CLEAR sign via TEAMS and verbally.

Awaiting Governor approval



Safe Inside



HOLD

Safe Inside – Phone-call to all classrooms & TEAMS messages to update

Get inside. Check all staff and pupils are present.

Hold all children in classroom.

Close and lock all external outside doors and windows, including hall doors, KS1 library, KS2 playground.

Continue as normal.

Wait for TEAMS all clear from HT / SLT.



SECURE

Lockdown



LOCKDOWN

Lockdown – Someone will raise the alert. Share alert as safely as possible. Office to press police button and call 999 from mobile.

Recover pupils from corridor if possible.

Locks, lights, out of sight – Lock all external doors and windows, close automatic windows, turn off lights and whiteboard, place door wedge in closed door, barricade door, close all blinds / shutters, move out of sight, get under tables, hide. Stay away from windows and doors. Do not open door. All staff and children silent.

Mobiles / Phone / laptop on silent – look for TEAMS communication for directions.

Wait for ALL CLEAR, do not follow fire drill unless all clear is given.



EVACUATE

Contact with others

Bill Hague, Linda Brown and Phil Leivers from Local Authority need to be informed. They will support with press and communications. It is requested that initial contact be always made with the Local Authority in emergencies in case they have wider significance.

Inform Chair of Governors:

- Of incident and, if appropriate, of involvement of 'Local Authority Support Team'.

Media

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.

Communication to Parents

Parents will be told (verbally):

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

See also Business Continuity Plan

This policy will be reviewed together with key staff annually.