



Clarendon Primary School, Nursery & Family Centre Fire and Lockdown Policy

Policy Aims

- In the event of a fire or lockdown, ensure the safety and well-being of all pupils, staff, contractors and visitors.
- To ensure all aspects of fire safety management and lockdown procedure is co-ordinated, consistently applied and supported by training, drills and equipment maintenance.

Roles

Persons Responsible:	Headteacher and Chair of Governors, (in the absence of the headteacher, the deputy headteacher or most senior member of staff.)
School Fire Marshalls:	Debbie Bull, Sabah Shah & Jeni Constantinou for school
Family Centre Fire Marshalls:	Zoe Curtis
Key holders for doors:	Sheila Proudfoot, William Neale, Louise Stondzik, Carol Foley, Sue Burgess, the chair of governors and class teachers (All classes and teaching staff have a gate key.)
Evacuation Officers:	Jeni Constantinou (top corridor) Debbie Bull and Sabah Shah (bottom corridor) Zoe Curtis (Family Centre)
Register checks:	Office, (staff and visitors) teachers, (children) and Sue Burgess, (Family Centre) <i>In the event of a fire, this will take place within the fire assembly point,</i> <i>In the event of a 'lockdown' this will take place in the locked classrooms & reported to the office using the internal phone system.</i>
Call Emergency Services:	Office staff Sue Burgess for the Family Centre

Responsibilities

All staff:

- To ensure all aspects of Fire Safety and lockdown procedures are in place and adhered to.
- To ensure the Fire Brigade are called in the event of alarm activation or the police in the event of a lockdown. (Not as part of a fire drill or lockdown practice.)
- To ensure all personnel are trained and aware of evacuation or lockdown procedures.
- To ensure good order is maintained at assembly points or within class / group rooms.
- To ensure that **all** personnel are accounted for.

Fire Marshalls:

- To ensure all staff, children and visitors have evacuated the building safely.

- To assist in the control of the assembly area.
- To ensure the building is cleared in the event of an evacuation during the lunchtime.
- To ensure all escape routes are kept clear.
- To ensure that all combustible materials are safely stored.

Caretaker:

- To ensure all escape routes are kept clear.
- To ensure all flammable materials are stored safely.
- To ensure that correct notices and signs are displayed in all areas.
- To check, during a fire test, that the bell can be heard in all areas of the school.
- To report any malfunction of equipment to the Person Responsible.
- Ensure all statutory fire bell checks and servicing procedures are completed.
- Ensure all classrooms clearly display the most up to date copy of the school's fire and lockdown procedures.

Office /Family Centre Staff:

- To ensure a Fire Risk Assessment is carried out for both school and Family Centre.
- To ensure that there is verbal communication between Children's Centre staff and the Headteacher.
- In the event of a fire, take the following out to the assembly point: registers of children, staff and visitors, medication for children, class list of phone and mobile phone.
- In the event of a lockdown, co-ordinate the collation of information regarding the whereabouts of all staff, children and volunteers. (Are they all accounted for?)
- Check all staff and visitors against the signing in board and visitors book.
- In the event of real fire, call the Emergency Services.
- In the event of a real lockdown, call the police.

Teaching staff

In the event of a fire:

- Take class keys to ensure gates can be unlocked by the first person reaching them.
- Ensure all children assemble calmly and quietly at the assembly point.
- Complete register checks and inform the person responsible of the outcome. (I.e. that all children accounted for or which children are missing.)
- Ensure all children wait calmly and quietly for further instruction.

In the event of a lockdown:

- Ensure all doors and windows are locked and children are away from doors / windows where the 'potential threat' may be visible.
- Ensure all children stay calm and continue with their learning as normal. (Unless there is a need to hide under tables in or the corner of a room. At these times, ensure the children stay calm.)
- Complete register checks and inform the office of the outcome using the school's internal phone system. (I.e. are all children and adults accounted for or which children are missing?)
- Ensure all children work / wait calmly and quietly for further instruction.

Evacuation Procedures

- Fire evacuation and lockdown procedures are to be displayed in every room, in the office and in general areas.
- All new staff will be made aware of these procedures as part of their induction and existing staff will be reminded of them on a regular basis.
- All appropriate staff receive Fire Awareness Training and training with regards to the school's lockdown procedures.

Fire Drills

- Fire Drills take place termly without any advance warning.
- A record of each drill is kept in the Fire Book, which can be found in the school office.
- The day and time of the drill will be varied and a report on each drill will be submitted to the Governing Body. For each drill, the time taken to clear the children from the building will be recorded.

Lockdown Drills

- Lockdown Drills take place at least annually without any advance warning.
- A record of each drill is kept in the school office.
- The day and time of the drill will be varied and a report on each drill will be submitted to the Governing Body. For each drill, the time taken to account of all children, staff and adults in school will be recorded.

Staff Fire Training

The staff will be trained annually in the following areas:

- What to do in the event of a fire.
- How to raise the alarm.
- What to do on hearing the alarm.
- In the event of an alarm, what to do with members of the public and other school visitors.
- What to do at the assembly point.
- Location of escape routes.
- Location of all firefighting equipment.
- All general fire precaution measures.

Fire Marshalls will receive specific training for their specific role.

Staff Lockdown Training

The staff will be trained annually in the following areas:

- What to do in the event of a lockdown.
- How the alarm is raised.
- What to do on hearing the alarm.
- In the event of an alarm, what to do with members of the public & other school visitors.
- How to report register checks to the office.
- How to manage the children calmly during a lockdown.
- Strategies to help keep children safe and calm.
- What to do if a child, group or children or whole class are not in their classroom when the lockdown alarm sounds.
- How to manage unforeseen situations, e.g. in the event of a bomb threat where it may be decided that the children need to be evacuated from the school building to the other end of the school field. (These decisions will be made on a case by case basis in consultation with the police / fire brigade.)

Record Keeping

- It is the responsibility of the office / business manager to ensure that the Fire Log Book and lockdown procedure log are kept up to date.
- People with disabilities: - All pupils with disabilities will have a fire risk assessment. (Where required, special arrangements can be made for these children, which will be discussed with parents.)

Re-entering premises after an evacuation

It is the responsibility of the Headteacher or, in the event of their absence, the person responsible to give permission to re-enter the building. (In the event of an evacuation that was not part of a planned fire drill, this will be undertaken in conjunction with the appropriate emergency services.)

Ending a lockdown

Again, it is the responsibility of the Headteacher or, in the event of their absence, the person responsible to give the all clear and instruct classes to return to 'normal' daily activities. (In the event of a lockdown that was not part of a planned drill, this will be undertaken in conjunction with the appropriate emergency services.)

Use of Fire Fighting Equipment

- All fire equipment will be checked, as required, by an appropriately trained person. Where a recommendation is made to replace this equipment, this will be actioned.
- Staff should only attempt to use the equipment if trained to do so.
- If staff decide to use firefighting equipment, they should always place the safety of themselves, other staff, adults and children first. They should also ensure that the fire alarm has been sounded so that the building can be safely evacuated.

Always remember

As soon as the fire is discovered, sound the alarm. Do not delay while attempting to fight the fire with an extinguisher.

Types of fire extinguishers to use:

Fire Type	Materials	Extinguisher
Class A	Wood, paper, cloth, plastic	Water or Foam
Class B	Liquids and Liquefiable solids	Foam, Co2, Dry Powder
Class C	Gases or Liquefied gases	Turn off supply Water, Foam or dry powder

Other relevant policies

This policy should to be read in conjunction with the School's Emergency Plan and the school's Health and Safety Policy.

Monitoring and review

This policy will be monitored and reviewed by the school governing body in consultation with the headteacher and Senior Leadership Team.


Policy Review

Date reviewed: Spring term 2022
Review date: Spring term 2025

Appendix 1

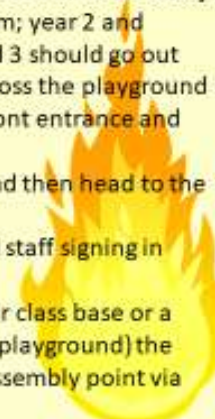
Presentation slides shared annually with staff – Fire Procedures

Overview of fire procedures

- **What would you do if you discover a fire?**
 - *Call the fire brigade*
 - **Who are the fire marshals? (What do they do?)**
 - **Importance of familiarising yourself with positioning of fire exits, fire alarm points and fire fighting equipment**
(Fire fighting equipment should only be used if you know how, if all people are accounted for and it doesn't put you at risk. Otherwise it should only be used to help ensure you get to a place of safety)
 - **Importance of explaining fire procedures to parents at the start of any performance / workshop/ session.**
(Where to go, who will manage the children and where they will be reunited.)
 - **Importance of keeping exits clear and free from hazards as well as all rooms as free as possible from flammable materials**
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Overview of fire procedures

When the fire bell rings:

- When the bell rings, the entire school should evacuate to the fire assembly point, which is at the front of the school on the playground outside year 1 and 2. *(Family Centre fire assembly point is in front of this, down the Family Centre pathway)*
 - Children should walk quietly and orderly out to the playground – no pushing, holding on, being silly or running.
 - Staff in each class should pick up the class' school keys in case they are the first to arrive at the gate and need to unlock it. ***(All teaching staff will also have one on their ID card.)***
 - Year 1, 6, LW's group room should go out through the year 1 classroom; year 2 and nursery should go out through the front office entrance; year 5, 4 and 3 should go out via the back door by the toilets; Reception go out their back door, across the playground and through the carpark; finally, the Family Centre will go out their front entrance and gather on the other side of the playground's fence.
 - The fire marshals will complete their sweep of the designated area and then head to the outside fire point.
 - The office staff will take out the registers, visitor signing in sheets and staff signing in board.
 - In the event of an exit being blocked, a group working away from their class base or a class being in a different part of the school, (e.g. the hall, ICT suite or playground) the class teacher / group leader will take their group or class to the fire assembly point via the closest entrance.
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Overview of fire procedures

Continued

When assembled outside:

- All children should line up without talking and stay quiet.
- The classteacher should count the children in their class and check it matches the number recorded in the register.
- If the number doesn't match, the class teacher should take the register quickly by calling out the children's names. *(This is why all children **must** be lined up quietly.)*
- A member of the office team will check the visitors and staff registers.
- The fire marshals should inform the office team that the school is checked and clear.
- **As soon as the register is taken** the teacher should hand their register back to the office staff.
- When everyone is accounted for, the office team will inform the most senior member of staff in school.
- In the event of a real fire or unplanned evacuation the headteacher / most senior member of staff will liaise with the fire brigade. In the event of a fire practice, the headteacher or most senior member of staff will speak with the children and dismiss them back to class.
- In the event of the fire assembly point is not being safe to use, the second assembly point is in Ashford Baptist Church's grounds. (Office will bring out key when evacuating.)



Appendix 2

Presentation slides shared annually with staff – Lockdown Procedures

Lock down procedures

What to do when 3 short bells are heard:

- The teacher/adult in charge needs to lock the classroom door, remain with the children and keep them calm, quiet and safe. *(In some circumstances this could involve hiding under tables. In other circumstances it is best for them to continue with their work or listen to their class text.)*
- If an adult is working outside the classroom in a small group room, they should lock this door, remain there with the children and keep them quiet and calm.
- If an adult is outside or in a place that cannot be locked, then they should head towards the nearest classroom. *(If the room is already locked, the adult should knock 3 times on the door and say who they are. If clear and safe to do so, they can be let in.)*

Once the room is safely locked and all children are calm:

- Office staff will liaise with Surrey County Council and the emergency services.
- Staff in classrooms or groups rooms need to make sure all windows are shut.
- The teacher or adult leading a group will phone the back office on 202/203 using the internal phone system to inform them of their current situation. Information should include:
 - ✓ Whether all children are present and accounted for, (if in class) or which children you have with you and which class they are from if in a small group
 - ✓ Information about any additional adults and children who are with you
 - ✓ Name of any children that are out of the class (where they are and who they are with?)
 - ✓ Name of any missing children and adults
- **N.B** – If the office don't answer, just be patient and call again in a couple of minutes.
- The office will then collate this information against each class registers to check everyone in the school is accounted for.
- If it is safe to do so, someone from the office will ensure external doors are locked.
- **N.B** - Family Centre staff will call the Family Centre office who will inform the school office



Lock down procedures Continued

People unaccounted for:

- In the event of children, staff or visitors being unaccounted for, a list will be made and emergency services informed on arrival. If possible, the office will email this list to all classes to see if their whereabouts can be ascertained. *(Please monitor you email account.)*

Possible variations:

- If a class are in the hall, on the playground or using the outdoor classroom, the classteacher/adult in charge should quickly and calmly escort their class to the nearest classroom.
- On arrival, if the room is already locked, the adult should knock 3 times on the door and say who they are. If clear, they can be let in.
- The classteacher/adult in charge will then follow the system previously discussed.

N.B - If there are visitors outside waiting to come into the school or Family Centre, they will need to wait outside until the 'lockdown' is over.



REMAIN IN CLASS OR GROUP ROOM UNTIL YOU ARE ADVISED THAT THE SITUATION IS SAFE AND SCHOOL CAN RESUME AS NORMAL

