



Clarendon Primary School, Nursery and Children's Centre
Fire and Lockdown Policy
'Doing our best to achieve our best'

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: 1 member of staff from each of the following areas:
Office, Key Stage 1 & Key Stage 2

Children Centre Fire Marshalls: 1 allocated member of staff from Children's Centre

Key holders for doors: Caretaker, School Business Manager, Children's Centre Manager, Headteacher, Deputy Headteacher, class teachers

Evacuation Officers: 1 member of staff from each of the following areas:
Office, Key Stage 1, Key Stage 2 & Children's Centre

Register checks: Office, (staff and visitors) teachers, (children) and Manager, (Children's Centre)
In the event of a fire, this will take place within the fire assembly point,
In the event of a 'lockdown' this will take place in the locked classroom & reported to the office using the internal phone system.

Call Emergency Services: Office staff
Children's Centre Manager

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 /Children's Centre Staff:

- To ensure a Fire Risk Assessment is carried out for both school and Children's 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 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 2019

Review date: Spring term 2022