



Charlton-on-Otmoor CE Primary School
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EMERGENCY AND LOCKDOWN PROCEDURES POLICY

In the event of an emergency Charlton-on-Otmoor C.E. Primary School, staff will take as their primary concern, the safety of the children in their care. To this end, in all cases the evacuation of all children to a safe place takes precedence over all other concerns

EMERGENCY SIGNAL

The Emergency Warning Signal will be initially a sounded alarm followed by information relayed by office staff. Upon hearing/being informed about the

Emergency Warning Signal, all teachers must follow the full Evacuation Procedure. Staff will be told about the speed of the evacuation. In the event of a fire, the evacuation should be immediate. Should there be an incident where we evacuate to the Church and have to leave school buildings for an incident not requiring immediate evacuation, children should dress warmly if cold and bring their water bottles. Teachers should bring their personal belongings (eg: phones, car keys, handbag etc...)

The signal will be checked as arranged by office staff responsible termly.

EMERGENCY PROCEDURE FOR SAFE EVACUATION

Evacuation Safety Area: This is initially the front playground

Evacuation Safety Area (off-site):

If an emergency occurs and there is the possibility of risk to the safety of children or staff, the following steps will be taken.

Take immediate steps to ensure the safety of any children or staff in the vicinity of the emergency

Notify the office staff who will then raise the alarm

Evacuate all buildings

Notify the Fire Brigade or Police

The first procedure is to ensure the safety of children and staff in the immediate evacuation to the designated EVACUATION SAFETY AREA.

When EVACUATION occurs, the teacher must accompany all children.

Office staff will bring registers.

Teacher and students are to move to the EVACUTION SAFETY AREA i.e. front yard.

Once the EVACUATION SAFETY AREA is reached the roll for specific class must be called to ensure all students are present or accounted for.

Under no circumstances are children to be left unattended in any location scene of the emergency or the Safety area

Staff should not attempt to fight a fire unless it is necessary to do so to enable the safe evacuation of the students

On hearing the alarm all classes will proceed in an orderly and safe manner, under the supervision of a teacher to the EVACUATION SAFETY AREA Communication between areas will be via Headteacher.

The teachers/fire warden in each class should check toilets are empty.

The office staff will be responsible for checking all rooms in the administration area and hall.

EMERGENCY LOCKDOWN PROCEDURE

A lock in will occur when it is necessary for the community to remain indoors or, if outdoors, to return indoors quickly.

WARNING

The warning will an alarm signal followed by a member of the office staff informing each class of the lock-in and further precautions to take if necessary. A dynamic risk assessment will take place in response to the reason for lock-down. For example: a rabid dog on the playground would need a different reaction to a trespasser with suspected firearm.

PROCEDURES

- All staff are to remain in the building.
- If it is playtime or lunch time all staff and children must return immediately to their regular classroom
- Lock all external exterior doors
- Close and secure all windows.
- Teachers to check adjoining rooms to ensure that doors and windows are locked
- Close all blinds and curtains
- Teachers are to call the roll and note any absentees. Account for those missing
- All teachers must notify the office of roll call and report missing children to office.
- Missing persons must not be searched for

The Critical Incident Officer (Headteacher/Deputy Headteacher) will be responsible for this

- Do not open the door to any person unless they are recognised as accredited staff. Or Police.
- Do not permit anyone to leave the building.
- Remain calm
- Those who are outside when this emergency signal is given must go immediately to the building.

ALL CLEAR

The All Clear to the above emergency will be given by the Headteacher/Deputy or police.

EMERGENCY EVACUATION POLICY

Fire

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest fire alarm
- Evacuate the school
- Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm the following staff procedures/duties will take place:

Classroom Staff/Support Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the front playground
- Staff will check children against the register

Administrative Staff

- Unless otherwise informed that a fire drill is to take place, the administrator/office coordinator will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.
- The school registers will immediately be taken by the office staff to the front playground.
- The school phone must be taken out with the registers
- The visitor's, staff and volunteer signing in books must also be taken out and checked.

Headteacher and Deputy Headteacher

- The Head/Deputy will monitor the evacuation of the premises
- To enable them to monitor the assembly points, teaching staff will raise the registers if they tally. Any missing pupils/staff must be reported immediately.
- When the headcount has been completed the Head or Deputy will inform the Office Manager.

Kitchen Staff

When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as you leave
- Assembly at their assembly point on front playground
- **NO ONE** should stop to collect personal belongings
- Do not re-enter building until told to do so by Head/Deputy or Fire Service

No-one may re-enter the buildings until they have been given the all clear by The Headteacher, in the case of a fire drill or Fire Officers, in the case of a fire.

Fire Warning System

- Push button alarms and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly
- The main fire alarm panel is situated on the wall opposite the main entrance doors. **This is serviced annually.**

Evacuation Procedures

- All areas have a site plan indicating nearest escape route and outside assembly points.
- All staff are shown the Induction Folder on their first day. This contains all Health/Safety Data and Fire Evacuation procedures.
- Visitors and contactors are informed of evacuation procedures when they sign the visitors' book.
- Regular fire drills/ Emergency evacuation and Lockdowns are arranged throughout the year on different times and days.

Key Escape Routes

- All areas have direct escape routes
- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are tested on a rota basis and full serviced bi-annually.

Fire Fighting Equipment

There are a variety of fire extinguishers CO2, Water and foam throughout the building. These are checked weekly on a rota basis and serviced annually.

Assembly Points

- Front playground

Fire Risk Assessments

Risk assessments are carried out annually.

Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

Fire Prevention Measures

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

Fire Protection Measures

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Firefighting equipment
- Limiting the spread of fire

It is illegal to smoke on our school site.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.

Approved by: Nadia Gosling **Date:** 01.06.2021

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