

# **Smithy Street Primary School Emergency Evacuation or Lockdown Plan**



***Approved by staff and governors***

***Autumn 2017***

# SMITHY STREET EMERGENCY EVACUATION/ LOCK DOWN PLAN



This Fire/ Emergency Evacuation Plan has been produced to inform staff of their responsibilities in the event of a fire / emergency alert.

Staff must ensure they are fully conversant with the plan and comply with it. Any defects relating to the Fire Safety of the premises must be reported to the Headteacher/ SLT in charge.

A copy of this plan is saved in Staff Documents- Approved policies, and is given to staff during their induction meeting, Staff are reminded of the procedures during the annual H&S refresher training.

There is a telephone with an internal line to the school office in each year group and most adult spaces. All classes ( apart from Year 1 classes) have two exit doors

## SITUATIONS REQUIRING EVACUATION

### Discovery of Fire

In the event of discovering a fire, or suspicion of a fire, staff should sound the alarm by breaking and activating the nearest '**FIRE ALARM BREAK GLASS CALL POINT**'. Fire alarm break glass call points are located adjacent to all fire exits on each floor.

### Discovery of Suspicious Item or an Intruder Attack:

Staff should not touch the item or approach the person. They should move to safe distance, prevent others from approaching and communicate the event safely to the office. Staff should notify the police if they can't get a message to the office. Staff should follow the police advice re.evacuation. Activate the nearest **FIRE ALARM BREAK GLASS CALL POINT**, if the advice is to **evacuate**. In some cases it is better to stay inside and enter a **lockdown** (see guidance below)

### The alarm call to the fire brigade or police

Upon hearing the Fire Alarm (the continuous Fire Alarm bell), the Headteacher/ SLT in charge will establish the reason for the sounding of the Fire Alarm and will decide whether to telephone the Fire Brigade or Police by dialling 9 to get an outside line, and then 999, stating clearly the reason for the call and to request attendance at **SMITHY STREET PRIMARY SCHOOL LONDON E1 3BW**. The Headteacher/ SLT in charge must wait until this information has been repeated back to him/her before concluding the emergency call.

### Evacuation Procedures

On hearing the Fire Alarm, all staff/ children will **IMMEDIATELY** leave the building by the nearest available fire escape route. **DO NOT USE THE LIFTS.**

The building is served by two main fire escape routes, staff and children should evacuate using the nearest exit. The nearest exit is displayed in every room, next to the door.

### Staff/children should use the following evacuation routines:

1. Children should line up **silently and immediately**. They are not allowed to take coats, bags etc.
2. Staff/ children who are not in their own class at the time of the fire alarm should find the nearest exit, and join their class in the fire assembly point. They should not go to their class first.
3. Children should move around the building and the stairs **silently and sensibly**. They should not rush, push or jump.
4. If the alarm sounds during club time, staff should bring the club register to the assembly point.
5. If the alarm sounds during lunch/play time, children should line up in their usual place and staff should join their

class in the assembly point. Staff in the dining hall should ask children to line up and use the nearest fire escape route.

6. If the alarm sounds during the start or end of the day (8:50-9:10) or the end of the day (3:20-3:40), children should make their way to the playground and line up in their usual places. Staff should join their class in the assembly point.
7. The Headteacher and all members of SLT and SMT will bring their mobile phones if possible and safe to do so
8. The Headteacher/ SLT in charge will take the 'Grab Bag', which is located in the school office.
9. The Headteacher/SLT in charge will decide when it is safe to re-enter the building and will give the ALL CLEAR signal

Staff or visitors who have difficulty evacuating the building because of a permanent or temporary disability should be escorted by a member of staff to the nearest fire exit.

Children with mobility issues will have a Personal Evacuation Emergency Plan (PEEP). All staff who work regularly with these children should ensure that they are aware of the arrangements. Evac chairs may be used by trained staff to evacuate children in wheelchairs.

Staff are requested to take responsibility for any visitors they may have with them in the building at the time the alarm sounds.

No person should re-enter the building until instructed to do so by the Fire Brigade officer in charge or by the Headteacher/ SLT in charge

### **Assembly Point**

Staff and Children in Early Years should assemble in the **EARLY YEARS PLAYGROUND**.

If the fire is encroaching on the EYFS playground, EYFS children may be further evacuated into the main playground using the side ally doors.

All other staff/ children should assemble in the **MAIN PLAYGROUND**. The 4 classes who normally line up nearest to the school building should line up in the back of the playground near the slapper-boards.

Upon arrival, children should be lined up silently, so the register can be taken.

In the main playground, the class registers will be handed out by the Office Manager.

In the EYFS playground, the registers will be handed out by another member of the admin team.

Staff should call the register.

Any child not accounted for must be notified to the Headteacher/SLT in charge.

The Office Manager and Admin Support Assistant are responsible for checking that all staff have evacuated, using the staff signing in register.

Any member of staff not accounted for must be notified to the Headteacher/SLT in charge.

On arrival of the Fire Brigade or Police, the Headteacher/ SLT in charge will inform them of any relevant information and of any persons thought to be missing and where in the building they are thought to be.

### **Emergency Evacuation Drills**

An emergency evacuation drill will be conducted at least twice each year at six-monthly intervals.

A register of all emergency evacuation with comments etc. must be kept. Following the drill, staff are expected to evaluate the conduct of the drill with their class, and discuss any problems encountered. Issues should be reported to the Headteacher/ SLT in charge as soon as possible.

## **SITUATIONS REQUIRING LOCKDOWN**

**Discovery of Civil Disturbance in the local community, a risk of Dangerous Air Pollution (e.g. gas cloud/ smoke plume) or a Violent Intruder:**

It is not feasible to provide a generic lockdown plan which covers each situation, due to the unique circumstances of each event, the available means of internal communication and other variables. Each member of staff should use their best judgement in minimising the risk to themselves and to children.

The principles: 'Run- Hide-Tell' should be followed in some cases, in particular if there is a violent intruder. When taking this decision, staff should consider **RUN HIDE TELL**:

- a. **Run:** Run to a place of safety if possible, but only if it won't put you or children in greater danger, consider your route and avoid entering the line of fire, act quickly and quietly, leave belongings behind, don't leave anyone behind. If this is not possible then:
- b. **Hide:** find a space to accommodate a whole class/group, consider the escape routes, keep phones on silent and turn vibrate off, lock the door and move away from it.
- c. **Tell:** only phone for help when safe to do so, try to stop others from entering the situation if this won't put you in danger.

If a lockdown is deemed to be required, this may be communicated/ requested by any person in the school by asking admin the **THE INTERNAL BELL FOLLOWING THE SOS SIGNAL**:

Three short bursts, followed by three long bursts, followed by three short bursts: . . . \_ \_ \_ . . .

In the event of children being outside, for example during breaktimes:

**RING THE PLAYGROUND BELL as well as the SOS BELL**

**Staff/ Children should use the following lockdown routines UNLESS IT IS SAFER TO NOT DO SO:**

**Civil Disturbance in the local community / Dangerous Air Pollution:**

1. Staff should pick up classes from the playground and go to the classrooms as quickly as possible, maintaining Health and Safety/ behaviour standards
2. Staff should close all external and class doors and windows
3. Staff can carry on with normal routines and keep children settled

**Violent intruder/ children in the playground or around school:**

2. Children should be taken to back to their classes from around the school and from the playground as soon as possible, if it is safe to do so.
3. Children may be evacuated off-site, if it is safer to do so.

**Violent intruder/ children in classes:**

1. Staff should encourage children to:
  - a. Stay out of sight
  - b. Minimise movement
  - c. Stay silent
  - d. Avoid drawing attention
2. Staff should barricade the door and move away from it

The 'all clear' signal would normally be given by the Headteacher or the SLT in charge

**Responsibilities of all staff**

All staff must ensure that:

- (a) they know what to do in the case of a fire or security emergency;
- (b) they know the nearest means of escape;
- (c) they are aware of the location of fire alarm points, fire hose reels and extinguishers;
- (d) they are aware of the location of the Fire Assembly Point.

All staff must note the following points:

- **NEVER** obstruct or misuse fire extinguishers;
- **NEVER** obstruct a fire exit or escape route;

- **NEVER** wedge open a fire door (these are designed to stop the spread of fire, heat or smoke in the event of a fire )
- **NEVER** store clothing, paper or any other combustible materials near a source of heat or ignition;
- **NEVER** cover electrical equipment or allow it to become overheated;
- **ALWAYS** report any defects in fire doors or equipment immediately to the Headteacher/ SLT in charge.

### **First Day Fire/ emergency evacuation instructions**

All new staff/ supply staff must be given a copy of the Emergency Evacuation or Lock down plan. It will be the responsibility of the Officer Manager to ensure that this is carried out.

### **Off-site Evacuation Plan**

In the event of an incident requiring children and staff to be evacuated from the school site, the off-site evacuation location is Redlands School. If the danger is such that this is not possible, the other off-site evacuation location is Stepney Green Park. If the weather does not permit this, we will evacuate to Cayley Primary School. The Headteacher/ SLT in charge should bring along the Grab-Bag. Children should walk in a single file line. Staff should take extra care when crossing the roads. SLT and SMT should wear high-vis jackets and should all take an active part in ensuring evacuation is taking place in a safe and orderly manner. The Headteacher and all members of SLT and SMT will bring their mobile phones.

### **'Grab Bag'**

The 'Grab- bag' is located in the school office. The 'Grab-Bag', which is a pull-along bag , should contain the following items: 8 high-vis jackets for SLT and SMT, a small first aid kit, 2 emergency asthma pumps, any other essential and relevant medication referred to in children's' individual PEEPS, a small Megaphone with a set of spare batteries, a list of all contact details of all parents and LA emergency contact details (to be kept in a waterproof wallet), 5 small water bottles, 2 safety whistles, 20 foil first aid blankets, 5 instant cold packs

### **Medical Oxygen Canister**

The school occasionally has a medical oxygen canister small unit for a staff member, which is stored in an area that is free from naked flames and all sources of ignition and a no smoking area. It is stored against an outside wall and in a ventilated area. (Headteacher's office). The staff member is responsible for ensuring that the canister is in good order and no leaks are present. A PEEP needs to be completed for the member of staff.