Leigh Primary School

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'Caring, Sharing and Learning Together'

Emergency Procedure Policy
Fire, Lockdown and Missing Child

based on Fire Safety Policy for \|schools released by KCC in November 2019 and Fire and emergency evacuation plan example produced in July 2019

This policy will be reviewed and ratified at least annually and/or following any updates to national and local guidance and procedures.

Statement of intent:

- to meet our legal obligations under the Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order)
- to ensure the fire safety of people in and around all KCC buildings; the protection of property and the environment and to minimise business disruption in case of fire.

General intentions:

- commitment to achieve high standards of fire safety for service users, employees and the public
- providing an effective fire prevention strategy
- exercise good management of fire safety to ensure that fires are unlikely to occur, but if they do occur, they are likely to be controlled or contained quickly, effectively, and safely and that everyone in the premises is able to escape to a place of safety easily and quickly.

Criteria and principles upon which actions are based:

- fire safety is a management responsibility
- named 'responsible persons' for fire safety to be identified throughout the organisational structure; to be responsible for the fire safety of all employees and premises under their direct control
- front line managers identified as the key resource to ensure day to day fire safety, having delegated responsibility for local fire safety arrangements
- promote employee involvement and commitment at all levels.

Objectives

Directorates:

- directorates to operate effective fire safety management systems to ensure the effective planning, organisation, control, monitoring and review of the preventive and protective fire safety measures
- named 'responsible person' to be identified within each directorate for each service / business unit.

All premises:

- to have fire risk assessments which identify the hazards and risks within the premises and any remedial actions that are required
- fire risk assessments need to be reviewed annually with a new assessment completed every 3 years by a competent person.
- all places of work to have efficient and effective fire safety arrangements to put into effect the general fire precautions necessary as identified by the fire risk assessment.

Directorate level

Directorates to nominate a responsible person at Directorate Management Team (DMT) level to oversee fire safety for the directorate. Directorates will also nominate 'responsible person/s' for each service/business unit if appropriate. Responsibilities to include:

- operation of an effective fire safety management system
- the appointment of one or more competent person/s to assist in fire safety duties as appropriate to the service
- consultation with employees or their elected representatives about appointment of competent persons, the nomination of people to carry out particular roles and the arrangements for fire safety
- overseeing a programme of fire risk assessment for all places of work and premises
- ensuring managers with fire safety duties are competent and have sufficient authority and appropriate resources.

Local level

The building manager or other person in control of the premises must ensure a fire risk assessment is completed under the requirements of the Regulatory Reform (Fire Safety) Order 2005. Most KCC premises apart from schools are managed by a Total Facilities Management provider and the responsibility for carrying out a fire risk assessment, rests with them.

Based on the fire risk assessment, the building managers of KCC premises are to maintain and operate an appropriate fire safety system. This will include:

- management arrangements for controlling fire safety
- fire prevention measures (storage of dangerous substances; electrical safety etc)
- safety procedures (instruction and training; ensuring means of escape available etc)
- fire precautions (plans, systems and equipment availability and checks)
- procedures for the identification of people who have special needs, including those with a disability, for their safe evacuation in case of fire.

Employee duties

- all employees have a duty to co-operate with all the measures in place to ensure fire safety and must not do anything that will place themselves or other people at risk
- all Employees have a duty to draw to the attention of management any shortcomings in fire safety arrangements.

Fire risk assessments

Legal requirements

Under the requirements of the Regulatory Reform (Fire Safety) Order 2005 employers (and/or building owners or occupiers) must ensure that a fire safety risk assessment is carried out and kept up to date. This approach is very similar to health and safety management requirements, where it is the employer's responsibility to ensure that risks associated with their business activities are identified and managed.

The responsible person

The headteacher is responsible for fire safety and are known as the 'responsible person'.
The headteacher is responsible for:

- Ensuring risk assessments are carried out by a competent assessor through the KCC.
- Reviewing risk assessments as needed by recruiting a competent assessor
- Providing staff information and training
- Making staff aware of any hazards or risks
- Putting appropriate fire safety measures in place and ensuring that they are maintained
- Planning for emergencies

Ensuring the fire safety regulations are followed

No one should contemplate carrying out a fire risk assessment unless they are competent to do so and they are familiar with the 'Fire Safety Risk Assessment Guide' for the particular type of premises produced by the 'Department for Communities and Local Government' (DCLG) .

KCC's Fire Safety Policy requires that all premises:

- have a fire risk assessment which identifies the hazards and risks within the premises and any remedial actions that are required
- have fire risk assessments reviewed annually with a new assessment completed every 3 years by a competent person.
- have efficient and effective fire safety arrangements to put into effect the general fire precautions necessary as identified by the fire risk assessment.

Emergency Fire Evacuation Instructions

1	**The action employees should take if they discover a fire** Immediately operate the nearest alarm call-point.

	If the fire is small and you are trained to use fire extinguishers, you may attempt to tackle the fire without taking any personal risks. The call point alarm switches are located at: • Back corridor by toilets at either end • Entrance hall behind the door • Turtles by the back door of classroom • Panda Class by back door • Jessica's Hall (by fire doors) • Jessica's Hall (by exit to school) • Music room • Top of stairs outside headteacher's office • Tiger cloakroom • Tiger toilets • Next to Mezzanine door • Rhinos (loft) landing • Front corridor by red door to KS2 playground • In Otters by cloakroom door
2	**How will people be warned in there is a fire** The electrical fire alarm system will sound on operation of the manually operated alarm call-point. Person activating the alarm must make themselves known to a fire warden/marshal once the school has been safely evacuated in order to supply information.
3.	**How the evacuation of the building will be carried out** On hearing the alarm: 1. On hearing the alarm (a continuously ringing bell) everyone should leave the building quietly in single file and in an orderly fashion, from the nearest safe exit. Particular care should be taken to ensure the safety of any disabled persons in the school. They should walk carefully but quickly, running and pushing might easily cause an accident. Pupils must be supervised by a member of staff. DO NOT stop to collect personal belongings. 2. The office manager should first call the Emergency Services on hearing the alarm. They will be met by the Fire Officer on duty upon arrival. She will then leave the building taking a copy of each fire register to the Green for class teachers. The office manager will take a list of absentees from the morning electronic register. 3. The fire registers are in the office and they will be kept in the red box marked fire safety. (If the office manager is not available then the headteacher or other fire warden will do this). Office Manager to bring out the adults register as well as signing in book to ensure that all adults are accounted for. 4. Visitors should be escorted from the building and accounted for at the assembly point. 5. All doors and windows should be closed, by adults, as they leave the building, unless it would be dangerous to do so. 6. Teachers will supervise the children on the Green, checking children against registers. When adults are sure that all children are accounted for a hand will be raised. If a child is not present a fire warden should be alerted. Adults should await further instructions. If there is a greater danger, the children will be moved further on to the field. On no account is anyone to re-enter the building until they have been told they can do so by the HEADTEACHER/fire warden during a drill or in the case of a real incident the emergency services.
4.	**Identification of escape routes** Alternative Exit Routes to the Green • Reception/Panda Class - Through conservatory door, through back playground and onto Green. **Alternative:** through school front door, then on to Green. • Year 1/2/Turtle Class – Through either outer door, onto back playground, onto green. • Year 3/4/Dolphin Class - Through back corridor to back playground, and onto the Green. **Alternative:** Through front corridor, then red door and onto the Green.

	• Year 4/5/Tigers - Through cloakroom door, onto Front Playground via and then onto Green. **Alternative:** Through classroom door, onto back corridor and onto back playground, and hence onto Green. • Year 5/6/Rhinos - Down stairs and through front door onto the Green. **Alternative:** Down stairs, and through red door, onto front playground and then onto the Green (NB Class room is fire rated room. Door should be kept shut at all times.) • **Library** – through outside door/red door, onto front playground and thence onto Green. **Alternative:** through Class 3/4/Dolphins, through cloakroom and onto front playground, and hence onto Green. • **Mezzanine** – down stairs, through either back door onto back playground and onto Green. **Alternative:** through Class 3/4olphins/D, through door onto Front Playground and hence onto Green (NB Classroom is fire rated room. Door should be kept shut at all times). • **Jessica's Hall –** Through side exit (Crandalls) and then onto Green. **Alternative:** through Drive exit, over drive and onto Green – be aware of vehicles on the drive. • **Offices –** Via stairway to front door. Alternative: via stairway to red door in front corridor or through reception backdoor to back playground. All exit doors can be used as escape routes.
5.	**Assembly** **Children will be lined up in order of cohort ages.** **The assembly point is on The Green nearest the school** Staff will be handed a fire register by the Office Manager or Fire warden and should take a head count, and compare any anomalies against the register. Once satisfied that all children are present and correct, member of staff should raise their hand. In the event of a child or adult being found missing, the Head Teacher, Deputy Head and Fire wardens should be immediately informed to inform fire services at the scene or locate the pupil.
5.	**Fire-fighting equipment provided** Fire extinguishers are located in circulation areas and near fire exit doors and are inspected annually. Only trained employees should attempt to fight a fire and only if safe to do so without taking personal risks: Jenna Halfhide, Joanne Shobbrook, Victoria Short, Katie Bone, Jill King, Nataliya Huxley, Peter Draper, Karen Korvin, Sacha Baldock, Paula Marsh

	Water	**CO2 (electrical fires)**
	• Turtles by back door • Front and Back corridor by stairs to Mezzanine • Mezzanine • Outside headteacher's office • Entrance Hall • Jessica's Hall – by toilet • Jessica's Hall – by fire doors on Green • Tiger Class • Rhino Class • Dolphin Class **Powder (Multi-purpose)** Back Corridor **Fire blankets in both kitchens**	• Turtles by back door • Library • School office • Turtles by back door • Jessica's Hall – Kitchen • Outside headteacher's office • Tiger Class • Rhino Class • Mezzanine • Back corridor by Tiger Class

6.	**Duties and identity of employees with specific responsibilities in the event of fire.** **On hearing the alarm**: *NB. Procedures must ensure that there are steps taken to confirm the presence of a fire before calling the Fire and Rescue Service.* All staff will usher visitors out of the building and assemble at the muster point. In the event of the alarm sounding Fire Wardens will ensure: • help to locate and evacuate the building by checking toilets, interior rooms and walk in cupboards

	– Paula Marsh and Sacha Baldock will ensure that the EYFS and KS1 areas are clear including all toilets in Panda and Year ½ classroom. – Jill King, Karen Korvin, Katie Bone and Victoria Short are responsible for ensuring that the Year 6, Mezz, Thrive Hive and both sets of back corridor toilets are clear of children. – Joanne Shobbrook, Jenna Halfhide, Nataliya Huxley, Jane Burbridge are responsible for offices being clear and ensuring that registers for children and adults are taken out and ensuring head counts, services are called if required and directing the safe evacuation of the buildings in including Jessica's Hall. • Direct pupils and staff to escape routes (firm clear instructions) • Supporting anyone with mobility issues evacuate • contribute to smooth implementation of the fire procedures • all doors and windows are closed if it is safe to do so • registers are collected on the way out • class teacher roll calls are made to ensure everyone is out • If the fire is between you and the exit or the fire is localised then an attempt to put out the fire may be made. Any doubt in your ability should lead you to evacuate to safety. • If it is not a drill, and no fire has been confirmed or reported, meaning there has been a possible fault, then one should attempt to locate the fire by re-testing the alarm. If this does not locate a fire, wardens should identify if there is any risk before calling fire services. If there is a real possibility of a fire, then the emergency services should be called. As a matter of course Fire Wardens will ensure: • Test the fire alarm weekly (Peter Draper) • To prepare PEEP for members of staff with disabilities (Jenna Halfhide) • Ensure new staff are aware of fire procedures (Jenna Halfhide or delegated fire warden) • Monitoring and ensuring maintenance of emergency signage and fire safety installations (Peter Draper) • Care of hazardous materials with designated persons trained in their safe storage and documentation (Jenna Halfhide/Peter Draper) • Maintaining paperwork and reports related to fire safety and risk assessments (Jane Burbridge, Jenna Halfhide and Peter Draper) • Ignition devices are reported and removed/secured if brought onto the premises (All) • Report and act upon rubbish and combustible material build up (All) • Report and act upon any fire escape routes that are narrowed or blocked, or which have trip hazards (All) • Report any fire doors that are wedged open or locked (they should always be closed and unlocked). Fire doors can only be open when fitted with the self-closing mechanism which is activated on the sounding of the fire alarm (All) • Heaters/sources of heat are not unattended or near anything combustible (All) At regular intervals the 'responsible person' who is also a fire warden will ensure (Jenna Halfhide, Nataliya Huxley and Peter Draper): • Fire risk assessment is reviewed annually, and a new assessment completed every 3 years. • The fire policy and procedures are reviewed annually and staff are briefed • PAT testing is performed yearly • Fire warden training is reviewed to ensure adequate cover across the school • Fire safety training is provided to employees • Fire extinguishers are inspected yearly • Designated fire wardens are trained in COSHH (Jenna Halfhide/Peter Hood) and this is reviewed and refreshed as appropriate • Fire drills are actioned 3 times a year
7.	**Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.** • **visitors:** the host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit • **contractors:** office staff must issue the Visitors' Site Safety information sheet about fire procedures at the time the visitors sign the visitors' book.

	• **people with disabilities:** specific arrangements may need to be made for those with disabilities. These arrangements will be made with the assistance of the Area Health and Safety Adviser.
8.	**How will the Fire Service and any necessary emergency services be called and who will be responsible for doing this.** • on confirmation of fire the Office Manager will Dial 999 and ask for the Fire Service or other emergency service as appropriate. • Fire Wardens will call the Fire Service in the absence of the Office Manager (this may be best achieved using a mobile phone)
9.	**Procedures for liaising with the Fire Service on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.** • The Office Manager/Headteacher or other member of the Fire Wardens will liaise with the Fire Brigade on their arrival and inform them of the location of fire and any COSH documentation required.
10.	**The following arrangements and training is given to staff at the school:** • Fire drills will be announced for at the beginning of the year to account for new children so teachers can inform them of the routine and then they will be unannounced for the remainder of the year. • all staff - fire drills three times a year • all staff - fire briefing once a year (at September INSET day) • Fire Warden training: for designated fire wardens • record of training to be kept within Arbor SMS system • training to reviewed on a yearly basis and planned into budget.

Fire and Emergency Procedures

The head teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.
Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. (playground/ field)

- **Names of fire wardens:**

⇒ Nataliya (Office Administrator)
⇒ Jenna Halfhide (Co-Headteacher)
⇒ Sacha Baldock (HLTA)
⇒ Peter Draper (Site Manager)
⇒ Katie Bone (SENDco Assistant)
⇒ Paula Marsh (HLTA)
⇒ Karen Korvin (HLTA)
⇒ Jill King (HLTA)
⇒ Joanne Shobbrook (Co-Headteacher)
⇒ Victoria Short (Inclusion Manager)

Emergency evacuation will be practiced three times a year and a record will be kept.

- **A record will be kept by:**

⇒ Office Manager/Administrator

Kent Fire and Rescue will be contacted by:

⇒ Office Manager
⇒ Fire Marshall not engaged in marshalling the children

Regular testing of fire alarms will occur on:

⇒ Tuesday mornings 8:00am (term-time)
⇒ Name of tester: Site Managers (Peter Draper)

The fire log book will be kept:

⇒ In the school office by Site Manager and Office Manager

Lock down procedure

Very rarely, an emergency may arise which is beyond the school's control which could trigger the panic alarm and lockdown procedure.

A) Intruders on site.

All official visitors to the school must register at the school office and will be issued with a badge. Any adult in school without a badge and who is unknown to staff, should be politely approached and asked their business. No member of staff should put themselves at risk if a member of the public appears agitated or likely to cause harm. In this event, help should be sought, and a panic alarm button sounded which can be found in the front office and in the head teacher's office. No staff member should invite anyone onto site without the permission on the Headteacher this includes: ex-members of staff, friends and family members.

Lockdown Procedure

Lockdown procedure may be commenced when there is a disturbance that poses risk to persons within the school. At this point the intruder alarm is activated (found in school office and headteacher's office). This is the signal for lockdown. The signal for all-clear will be given in person.

Ref	Initial response- Lockdown	tick/sign/time
L1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety All adults are responsible for their own class. If it would endanger children to bring them inside then move to the nearest point of safety off site.	
L2	Lock / secure entrance points (e.g. doors & windows) to prevent the intruder entering the building. All adults.	
L3	Dial 999. Dial once for each emergency service that you require. All staff who have access to a telephone to do so.	
L4	Ensure people take action to increase protection from attack: ● Block access points (e.g. move furniture to obstruct doorways) ● Sit on the floor, under tables or against a wall. ● Keep out of site. ● Draw curtains/blinds ● Turn off lights ● Stay away from windows and doors All adults are responsible for their own class. Once in lockdown staff should notify office via telephone/email of any pupils that are unaccounted for.	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. All adults aware. Encourage children to stay calm.	
L6	If possible, check for missing / injured pupils, staff and visitors. All adults.	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services. If it is necessary to evacuate the fire alarm will be sounded.	

B) Emergency evacuation

Should a situation arise which requires the school to be evacuated, the protocol for leaving the building outlined on the fire procedures should be followed.

Missing Child Procedure

The purpose of this policy statement is to give all staff a clear understanding of how to respond and who to inform should they discover a child is missing.

The aims of this policy are to:

- Provide a clear procedure which is understood and effectively implemented by staff;
- Enable the missing child to be located as quickly as possible and given the appropriate level of safety and security consummate with the pupil's age and emotional/behaviour maturity.

Staff need to be mindful that a child can go missing at any time of the day. These times and examples of the occasions providing opportunities for a child to go missing are:
Occasions when a child goes missing:

a. From an indoor lessons for example when a child is allowed to leave the classroom to go to the toilet
b. From an outdoor lesson for example during PE lessons
c. Travelling around the school for example assemblies or playtime.
d. On a school trip
e. Other times such as at the start or end of the school day

Our Educational Visits risk assessment outlines procedure off site.
We also have on-site checks on a daily basis to ensure the safety of our children for example taking the registers in the morning and afternoon. However, in the unlikely event that a child should go missing the following procedures will apply. This applies to all situations where:

a. Having arrived at the School, a child goes missing.
b. A child goes missing whilst on a trip organised by the School.

The most senior member of staff to co-ordinate this procedure, either directly, or by phone if the children are on a trip. If the incident happens whilst on a trip, the trip leader will inform the most senior member of staff at the School.

What to do next:

- Gather all children on the trip/at the school into one place and check the register against the children you have.
- Identify which child/children are missing and inform the most senior member of staff at the School.
- Check all exterior doors and gates are secure if in the School.
- If on a trip, check the immediate area.
- At least one member of staff to stay with the children in each classroom while another is dispatched to search all areas the child may have gone.
- If out on a trip, keep the appropriate ratio with the children and dispatch any others to search vicinity.
- Police will be contacted immediately or within 2 minutes of searching the area
- Staff will continue to search and regroup to re-assess after 10 minutes.
- Staff dispatched to search must remain in contact with the trip leader/SLT in school
- If on a trip, most adults and all children to return to the School after search. However, two members of staff should await the arrival of the police to the location of the incident. You may need to ask a member of staff from the School to join you to help to get the children home.
- Senior member of staff meanwhile to gather the relevant information on the child, D.O.B, where last seen and a basic description. The most senior person in the School will;

1. Inform Police on 999 and hand over all relevant details of the child/children.
2. Call the parents to inform them and let them know what is being done.
3. Social Services (where necessary)
4. Chair of Governors

- After the event, the team will reflect on the incident and the procedure to see if anything can be learned from the process and if any measures can be taken to improve.