



EMERGENCY RESPONSE PROCEDURES (Fire, Lockdown and Bomb Threat)

Reviewed by SMT	JT - January 2016
Consultation with Staff	
Adopted / Approved by Governing Body	
Next Review Date	Annual - Jan 2017

Purpose

The purpose of these procedures is to document the action to be taken in the event of

- fire,
- lockdown or
- bomb threat situation.

1. Introduction - Fire

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions.

Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

Fire Risk Assessments

An annual risk assessment will be made by the Health and Safety representatives from the Premises subcommittee of governors – the head teacher, staff member and the Buildings Manager. It will:

- Identify any person especially at risk in a case of fire, e.g. A person who is blind, deaf or disabled, and make plans to include their safe evacuation
- Review the evacuation plan and each rooms instructions for this
- Look at the past years records of fire practices etc
- Ensure the provision of adequate training
- Review the Fire Risk Assessment sheets
- Review the provision of instruction to students or visitors to the building

Staff Training

Every member of staff will receive instructions in fire precaution during induction. The training will be recorded in the fire logbook. All members of staff will receive refresher training every 12 months.

Students and visitors will be instructed at the beginning of their placement.

Fire Drills

Announced fire/evacuation drills will be carried out once a term for training purposes. When a fire drill is held it will be recorded in the fire logbook, alongside any identified issues, actions and checks that the advised changes have been made. Evacuation procedures are at Appendix A.

Testing of Fire Alarm System

An approved maintenance company will test the fire alarm system annually and give the school an annual certificate which will be kept in the Property Log Book. However, the Buildings Manager will test the alarm on a monthly basis and record this event.

Emergency Lighting

The emergency lighting will be tested each month by the Buildings Manager and recorded in the Property Log Book. An approved maintenance company will test the emergency lighting system annually and give the school an annual certificate which will also be kept in the Property Log Book.

Emergency Exits

All emergency exits are to be clearly signed, kept clear and free from obstruction at all times.

General Fire Safety

All staff will make it their responsibility to ensure:

- Their exit doors are unlocked when the first person arrives.
- Fire doors will not be propped open
- Tops and fronts of heaters are kept clear
- There is 1 metre clearance to the routes of exit doors
- Displays where possible will not be above heaters, and if this is unavoidable they will be securely fixed
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (Computers, printers, TV and video, fans, laminator toaster, etc) are to be switched off and where possible unplugged.
- The Buildings Manager will ensure all electrical items, plugs and cables are PAT tested annually and the certificate which will be kept in the Property Log Book.

Responsibilities

Head Teacher

- Maintain staff knowledge and understanding of fire safety.
- Ensure that the Buildings Manager undertakes his duties regarding fire safety.
- Maintain risk assessments.

Site Supervisor

- Regularly check fire alarm systems and emergency lighting.
- Arrange annual certification by approved contractors.
- Maintain the Property Log Book.
- Support the risk assessment process.
- Ensure contractors on site are adhering to fire risk procedures

All staff

- Know and follow general fire safety guidelines.
- Ensure the head teacher is aware of risks to fire safety.

Smoking

Smoking is prohibited in or around the school site.

2. What is a Lockdown and why?

The purpose of a lockdown is to prevent an intruder from causing harm to pupils and staff. Entrances to the schools must be secured in an effort to prevent the intruder from entering the premises and staff and pupils must find a suitable place to protect themselves.

The signal for a lockdown must be clearly distinguishable from that of an evacuation (ie, the normal fire alarm signal). Any confusion may result in pupils and staff congregating at the usual assembly point, thus potentially making themselves more vulnerable to an intruder.

It is important that arrangements are in place to deal with such a situation, however, it is to be hoped that our schools will never need to implement a real lockdown.

The following procedures have been designed to be as simple as possible to ensure maximum safety of all persons on the premises, in order to minimise confusion in a potentially stressful situation.

A lock down action sheet is attached (Appendix B) to ensure any adult would know how to respond (which is also in the evacuation folder on each classroom door.)

It may be necessary to implement the Critical Incident Guidance and Business Continuity Plan subsequent to an emergency lockdown and these documents should be read in conjunction with these procedures.

Lockdown procedures should be practised annually with staff.

3. Bomb Threats

Although quite rare, these incidents do happen and can cause considerable disruption. There are six stages to responding to a bomb threat;

- i. Planning & Preparation prior to a threat
- ii. Person receiving a bomb threat
- iii. Contacting West Midlands Police
- iv. Deciding to evacuate
- v. Police attendance and searching buildings
- vi. Post-incident investigation

To aid staff a one sheet response plan has been created (Appendix C) which can be used as a quick reference guide.

EVACUATION PLAN – FIRE

On Hearing the Alarm Bell

1. Children put equipment down and **leave** all possessions.
2. Children and adults stand up **calmly** and walk out of building via **NEAREST** exit, following the **fire exit signs**.
3. An adult leads the children **calmly** out of the building to the **NEAREST fire assembly point**;

The **PLAYGROUND** or

The **FRONT OF THE SCHOOL**.

In the case of an **extreme event** all children should be escorted calmly to the annexe site on **Osborne Road**.

4. The last adult checks that all children have left the classroom or curriculum area.
5. If possible, the last adult closes the door.
6. On the playground, children line up **QUIETLY** and answer the register.
7. Each adult (**first one to arrive** eg teacher, TA or Lunchtime Supervisor) taking the register should **inform** the senior teacher as soon as possible, that all children are present or report a missing child.
8. **Lunchtime Supervisors** will **bring the registers** out of the building, as they leave.
9. **Office staff** will bring the **registers, visitor's and staff signing in book** and **card index** out of the building, as they leave. Parents can then be contacted if we cannot return to the building.
10. Any **adult nearest** to the **toilets** and **ICT suite** will check they are vacant before leaving the building.

APPENDIX B - LOCK DOWN RESPONSE PLAN at Osborne Primary - Immediate Action Sheet:

1. AWARENESS of THREAT on site during school day	
Threats could include: aggressive or violent intruder; siege/hostage incident; dangerous animals; armed robbery or intruder; lightning/severe storms.	<ul style="list-style-type: none"> • Close and lock hatch if possible to ensure isolation of staff and pupils form a threat • Tell Head (Deputy or Assistant in Head's absence) who should then contact Emergency Services on 9-999 with intruder information <p>School and Governor Support – 0121 303 2541</p>
2. ALERT staff via claxon in whole school ,if safe to do so, or claxon in KS2 and internal phone system or staff mobile phones (in office or grab bags)	
<ul style="list-style-type: none"> • Office staff to relocate to staffroom, if not safe to stay in office. Take grab bags if possible • Kitchen staff to be alerted and relocate to staffroom, if not safe go to KS1. • SLT to ensure all outside doors are closed, if safe to do so • Y4 and Y5 to relocate to hall, if safe to do so, or Y3 and Y6 classrooms. 	
3. DESIGNATED PERSONS: Head, Deputy, Assistant Head and SBM to relocate to Inclusion/AHT office and known as incident room	
<ul style="list-style-type: none"> • Office staff to inform Site Buildings Manager to enter site if on playground within school fence; if outside school fence vacate site if possible • After lock down consider: Do you recognise the voice? Accent? Comments made. Make notes. 	
4. IF SAFE TO MOVE around inside school, the Head, D, AH and SBM, should liaise and inform staff of appropriate actions.	
5. IN CLASSROOMS pupils and staff should stay inside the room, with the door and windows closed and blinds drawn. It may be necessary for pupils and staff to sit or lie on the floor beneath windows. If necessary, teachers should lock the classroom doors.	
6. Pupils not in classrooms should be taken to the nearest securable room, and stay in that room until the all clear signal is given; pupils in toilets etc should go to nearest occupied room	
7. IF OUTSIDE pupils should be brought into the building as soon as possible.	
8. STAFF to CHECK pupil's names against the fire register and report pupils present and absent via mobile phone, e-mail if doors are secured.	
9. Any pupils not accounted for should be communicated by the Office staff to HT, DH, AH or SBM and an immediate search should be instigated. inform when the pupil is located and deposited in a place of safety.	
10. Once the lockdown has been initiated, all staff and pupils (unless Head, DH, AH or SMB) should remain in their secure position until they are advised that it is safe to leave by the above staff.	
11. Following the all-clear , a debrief will be undertaken.	
12. Before School	
<ul style="list-style-type: none"> • Claxon to be sounded in and outside of building • Lock school pedestrian and vehicle gates so threat cannot enter school site • Following message to be sent to parents by Office Manager after conferring with Head “WM Police have advised the school to lock down temporarily due to an incident. The phones and entrances will not be staffed, external doors locked and nobody will be allowed in or out.” <p>Any children at front of school before 8:45am, on playground after 8:45am to be collected by SLT, if safe to do so.</p>	
13. Contact City Council Officers during school	Out of School Hours
For all critical incidents during school hours please contact the relevant manager below. Dave Yardley, School Support Manager (North) Tel: 0121 464 3174 Mobile: 07881 617187 If not available please contact: Amanda Daniels, Head of Ed Psych Tel: 0121 464 1364 Mobile: 07766 925152	For all critical incidents outside of normal school hours please phone the <u>Press Office out of hours number: 0121 303 3287</u>. The Press Officer on duty at the time will contact the relevant People Directorate Director or Assistant Director.
14. Complete incident log pro forma.	

15. PRACTICE PROCEDURES with just staff on first occasion. Annual practices. Recommendations noted and, where appropriate, incorporated into the procedures.

Appendix C

BOMB THREAT RESPONSE PLAN at Osborne Primary - Immediate Action Sheet:

1. On receiving call	
Listen to caller without interruption	
Obtain factual information where possible	Where is the bomb? What does it look like? What time will it go off?
After phone call	Do you recognise the voice? Any background noises? Accent? Child or adult? Phone number (caller ID or 1471) Date and time of call Other notes
Tell Head Teacher (Deputy or Assistant in Head's absence)	They will contact the Police on 9-999 and provide the information recorded above
Evacuate school	If safe and necessary

2. If call is before School	
Lock school pedestrian and vehicle gates so children or late arrivals cannot enter site.	
SLT at corner of Osborne/Station Road and Station Road/High Street/ Sutton Road notifying parents to await a Group Call text of further information.	
Message to be sent by Office Manager after conferring with Head. Must not be sent from school site	'WM Police have advised the school to shut temporarily due to an incident.'
Office staff to take evacuation card to all staff	
Office staff to ensure all staff are present at evacuation point and all staff leave site to gather at Annexe	KS2 – front of school KS1 – playground double gates
Office staff to take grab bag(s)	
Any children on site without an adult are to go to the Annexe with school staff	
Any children on site with an adult are asked to leave and to wait for a text message from school	
SLT organise staff to collect and look after pupils	

3. If call is during School Day	
Office staff to take evacuation card to all each classroom	
If during class - Class teachers / TA to take children to evacuation point If during break / lunch – Class teacher / TA or SLT / Lunchtime supervisor to collect children and lead to evacuation point	KS2 – front of school KS1 – playground double gates
Office staff to take grab bag(s)	
Class teachers (or supervising adult) to take register call	Once all children are accounted for, immediately leave site via Station Road and proceed to Annexe
Building Site Manager / Office staff to lock pedestrian and vehicle gates (between 11 am and 3 pm)	
If necessary, relocate to The Abbey	SBM to call ahead of evacuation – 0121 373 1793

4. Incident room allocated with a dedicated phone line if possible	
Parent Room, Annexe	Tel: 0121

5. Contact City Council Officers	
During School Hours Dave Yardley, School Support Manager (NORTH)	Tel : 0121 464 3174 Mobile: 07881 617187
If above is not available, please contact Amanda Daniels, Head of Ed Psych	Tel: 0121 464 1364 Mobile: 07766 925152
Out of School Hours Press Office (they will contact the relevant Director / Assistant	Tel: 0121 303 3287

6. Keep families informed through Group Call text

7. Complete incident log pro forma