



Devonshire Primary Academy Fire and Emergency Policy



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Contents

Page 3	Objectives
Page 3	Definitions
Pages 3-6	Responsibilities
Pages 7-11	Fire/Emergency Evacuation Procedure
Pages 12-14	Lockdown Procedure
Pages 15-16	Bomb Threat
Pages 17-18	Hazardous Materials
Page 18	Shows & Productions
Page 18	Lettings & Community Use
Page 18	Exit Plans
Page 18-19	Visitors
Page 19	Summary
Pages 20-23	Appendix 1 – Site Plans (Main Site & Satellite (Y5/6 Building))
Page 24	Appendix 2 – Fire Extinguisher Types
Page 25	Appendix 3 – Fire Warden Duties
Page 26	Appendix 4 – Fire Safety Checklist
Pages 27-28	Appendix 5 – Bomb Threat Checklist
Pages 29-30	Appendix 6 – Bomb Threat Caller Details Checklist

Objectives

The safety of pupils, staff and visitors on the premises is paramount and Devonshire Primary Academy takes their duty to protect the wellbeing and welfare of these people very seriously.

The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the school. In an emergency, staff at the school will endeavour to take all reasonable actions in order to ensure the safety of pupils and visitors.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

This Fire and Emergency policy is designed to help Devonshire Primary Academy comply with their duties under the Regulatory Reform (Fire Safety Order) 2005 to ensure that, where possible:

- all persons are safeguarded from injury or death by effective management of fire safety and emergency procedures;
- fire is prevented;
- risks are adequately controlled;
- the potential for fire or emergency to disrupt services, damage buildings and equipment, or harm the environment is minimised; and
- the potential for fire or emergency to disrupt the learning environment is minimised.

The Governing Body has a legal responsibility to ensure that the school has suitable and sufficient arrangements for complying with their statutory duties. Devonshire Primary Academy will ensure, so far as is reasonably practicable, that all staff, pupils and visitors are protected from fire and emergency situations whilst on the premises.

The Fire and Emergency policy forms part of the Health and Safety policy.

Definitions

The term '**evacuation**' refers to the orderly removal of all people from the school building; this can be as a result of a fire, bomb threat or other incident within the building.

The term '**lockdown**' refers to the process of making staff aware of an emergency and moving all people inside the building to take immediate shelter in a secure location. This procedure is employed if moving outside would increase the risk of harm to people and is typically invoked as a response to a security threat or toxic fumes in the air.

Responsibilities

All members of staff are responsible for assessing fire risks and ensuring that they are aware of the requirements of this policy. The Headteacher has overall responsibility for the implementation of this policy.

The **Governing Board** will be responsible for:

- Ensuring the school meets its responsibility to keep all pupils, staff and visitors safe.
- Ensuring the Headteacher carries out an effective and rehearsed emergency evacuation drill once per term.
- Monitoring the overall implementation of this policy.

Devonshire Primary Academy
Fire and Emergency Policy

- Reviewing this policy, in conjunction with the Headteacher, Business Lead and Health and Safety Coordinators to ensure its effectiveness.

The **Headteacher** will be responsible for:

- Appointing a competent member of staff to lead on school security and the procedures outlined in this policy – this will be the Health and Safety Coordinators (currently Business Lead & Deputy Headteacher).
- Ensuring the Health and Safety Coordinators regularly review the Fire Risk Assessment and update the document when necessary.
- Ensuring effective and rehearsed emergency procedures are in place at the school and drills are carried out once per term.
- Ensuring all staff members are aware of this policy and can access a copy.
- Ensuring that new staff members receive training on the school's emergency procedures as part of their induction.
- Ensuring all staff are informed of updates to the school's emergency procedures and training is provided where necessary.
- Raising the alarm in an emergency and delegating this duty to a designated member of staff to carry out when they are not present at the school – this will be the Site Supervisor or the Business Lead.
- Closing all doors and windows before the building is locked each evening, when last on site.
- The overall security of the premises.

The **Health and Safety Coordinators** (Business Lead and Deputy Headteacher) will be responsible for:

- The implementation and regular review of the annual Fire Risk Assessment.
- Identifying the likelihood of a security-related incident occurring that would result in activating this policy, and assessing the level of impact of these incidents.
- Developing the school's lockdown and evacuation procedures, in conjunction with the Headteacher.
- Assisting the Headteacher in leading rehearsals of emergency procedures.
- Recording all evacuation procedures, including drills and practices, on Every.
- Reviewing the school's emergency procedures following any incident during which they were activated, and at least annually, to ensure the procedures remain effective.
- Taking responsibility, alongside the Headteacher, for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency.
- Closing all doors and windows before the building is locked each evening, when last on site.
- The overall security of the premises.

The **Site Supervisor** will be responsible for:

- Ensuring grounds and waste maintenance is disposed of safely and efficiently on a regular basis, in conjunction with Envoco.
- Ensuring any combustible waste is stored in the bin compound area and the store bolted.
- The safe use and storage of hazardous materials (something that has the potential to cause a fire or something that has the potential to burn easily in a fire, thereby accelerating the spread and/or ferocity of the fire).
- Ensuring flammable stores have appropriate signs on the outside to warn others of the nature of the materials stored within.
- Ensuring that emergency exits and evacuation points are clearly signposted.

Devonshire Primary Academy
Fire and Emergency Policy

- Closing all doors and windows before the building is locked each evening, when last on site.
- The overall security of the premises.
- Liaising with contractors and those who let the premises.
- Ensuring that all contractors or external services working within the school are aware of or supplied with a copy of the school's emergency procedures.
- Ensuring contractors are made aware of procedures and that any work they carry out on the premises complies with this policy.
- Ensuring all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times, taking into account the needs of any disabled users.
- Ensuring all fire exits are kept clear, are clearly marked and unlocked and that corridors are free from obstacles.
- Conducting a daily visual check of the Fire Alarm panel (note on Every if problem and call service company).
- Conducting a weekly check of audibility of sounder; weekly check that fire doors close; weekly check of an actuation point etc.
- Regular testing of the fire alarm and emergency lighting system to ensure they are compliant and in good working order.
- Ensuring appliance testing is carried out annually.
- Carrying out/arranging improvements to premises to reduce fire risk as required.
- Ensuring firefighting equipment is maintained and regular inspections carried out.
- Assisting the Business Lead to maintain and update the Fire Risk Assessment.
- Responding to the fire alarm when activated and contacting appropriate services.
- Making the Fire Log available to the Fire Brigade in the event of a fire.

The **Business Lead** will be responsible for:

- Ensuring all staff members are aware of this policy and can access a copy.
- Ensuring that new staff members receive training on the school's emergency procedures as part of their induction.
- Ensuring all staff are informed of updates to the school's emergency procedures and training is provided where necessary.
- Ensuring that all those who let the premises are supplied with a copy of this policy.
- Liaising with contractors and those who let the premises.
- Maintaining and updating the Fire Risk Assessment in conjunction with the Site Supervisor.
- Responding to the fire alarm when activated and contacting appropriate services.
- Making the Fire Log available to the Fire Brigade in the event of a fire.
- Providing the emergency services with copies of the school's site plan.
- Continuously monitoring any emergency situations and keeping both the emergency services and fellow colleagues up-to-date.
- Closing all doors and windows before the building is locked each evening, when last on site.

All staff will be responsible for:

- Acting in accordance with this policy at all times.
- Knowing what to do on hearing an alarm.
- Knowing what to do if they discover a fire.
- Knowing the location of and how to activate the fire alarm call points.
- Knowing the location and types of all fire extinguishers and blankets provided.
- Understanding the lockdown and evacuation procedures, including assembly points and when to use them.

Devonshire Primary Academy
Fire and Emergency Policy

- Ensuring they are familiar with all exits from the building and are able to operate the opening devices on each of them (ask at the office for the barrel lock number to open the wooden gate at the bins to the playground if this exit route applies to your class evacuation procedure (east stairway).
- Ensuring escape routes are free from obstacles at all times: fire exits and fire doors should always be closed and not wedged open.
- Preventing waste materials accumulating in corridors, classrooms, stairwells or obstructing fire exits or any other means of escape.
- Ensuring the minimum amount of resources are stored in the classrooms.
- Considering the potential fire hazard of any resources they purchase.
- Ensuring electrical equipment is turned off before leaving any room each evening and all windows and doors are closed.
- Ensuring their workplace is tidy and uncluttered by observing good housekeeping routines.
- Reporting any issues to the Health and Safety Co-ordinators immediately (Business Lead/Deputy Headteacher or, in their absence, the Site Supervisor).
- Carrying out a risk assessment for any activity which includes the possible hazard of fire.
- Following safe practices for handling and storing flammable materials.
- Ensuring pupils know the action to take when each alarm is activated.
- Maintaining an orderly manner and encouraging pupils to stay calm during emergency procedures.
- Ensuring evacuation plans in each room remain clearly displayed and inform the Business Lead immediately if a plan needs replacing.
- Putting a lead on the therapy dog if he is working in your learning space and ensuring he remains with you throughout the evacuation.

Fire/Emergency Evacuation Procedure

The assembly point is the **MUGA (Multi Use Games Area)**.

The warning siren for a fire evacuation is a two-beat tone, followed by *“This is a fire alarm. Please leave the building immediately.”* This siren is repeated until the fire alarm has been deactivated by a member of staff or the fire service.

See appendices 1 for site plans of the main building and the satellite (Y5/6) building and appendix 2 for fire extinguisher types.

Anyone discovering a fire should:

- Sound the alarm immediately by operating the nearest fire alarm call point.
- Commence the evacuation procedure immediately.
- If you have been trained, and do not have specific duties in evacuating pupils, and, in the event of a very small fire which you consider that you can easily and safely extinguish then, after first raising the alarm, attempt to fight the fire with the nearest correct type of extinguisher. **Never take personal risks** and always call for assistance. **Never attempt to fight any fire alone.**
- Inform the Business Lead, SLT or Site Supervisor - only if safe to do so.

On hearing the alarm, teachers in charge of children must:

- Collect your iPad and escort your children quietly and calmly out of the building in a line via the allocated route, closing any internal doors behind you (staff must be aware of alternative routes in the event that their route is blocked).
- Ensure, where possible, the line of children is led by a Teaching Assistant or, if not possible, the most responsible member of the class. Children with special needs or disabilities must be supervised by support staff to ensure rapid evacuation. The teacher in charge must remain at the end of the line of children and be the last person to exit after checking their area, remaining at the end of the line until they reach the assembly point.
- Ensure children exit the building quietly and remain quiet when in the assembly point.
- Assemble in your allocated position at the assembly point. The teacher in charge must now remain at the front of the line of children, unless moving along the line whilst taking the register.
- Direct any visitors/placement students/volunteers etc. (other than those supporting children 1:1) to the office staff to be registered (office staff will be wearing orange high-vis vests).
- Take a verbal register on the iPad by navigating to the *Arbor Home Page* > Selecting the most recent register taken in *My Calendar* on the left-hand side. Teaching staff that are covering a class should navigate to the *Arbor Home Page* > Use the search bar in the top right corner to search for the class teacher > Select the most recent register taken in *My Calendar* on the left-hand side. In the event of an issue with Arbor, paper registers can be collected from a member of the office team/a fire warden.
- Check all support staff that should be timetabled to be working with you are present.
- If any children or support staff are not accounted for, hold up the **RED** card on your lanyard so that it is visible to office staff. If you do not have your **RED** card, raise your hand in the air. For both situations, someone will come to your line.
- When all staff & children are accounted for, hold up the **GREEN** card on your lanyard so that it is visible to office staff. If you do not have your **GREEN** card, raise your hand in the air and someone will come to your line.
- Please note, you must **keep your card raised until the evacuation process has ended** and the all clear has been given.
- When the all clear is given, **return to your classroom via the route you used to exit the building**, ensuring you secure all doors/gates etc. behind you. *Please note, those who exited*

Devonshire Primary Academy Fire and Emergency Policy

*the building via the staff door to the car park and the west stairway should re-enter the building via the double doors in the playground and not the route you used to exit the building. The west stairway should be closed by the Assistant Headteacher (SEND/DSL), the front garden gate should be padlocked by the office and the staff gate should be closed by the Business Lead. **Unless a member of staff is directly behind you and you have confirmed with them, do not assume someone else will secure the building by closing doors/gates etc.***

Non-class-based staff that support teaching and learning must:

- Leave the school via the allocated route, supporting other staff escorting children.
- Assist staff in ensuring children exit the building quietly and remain quiet when at the assembly point.
- Escort any children who are not with their class to their class teacher.
- If you are timetabled to a class, stand with that class in the assembly point and remain there. If you are not timetabled to a class, report to the office staff to be registered and remain there.

Non-class-based staff that do not support teaching and learning must:

- Leave the school via the allocated route, checking their area is clear and closing all internal doors behind them.
- Report to the office staff to be registered and remain there.

Person in charge – usually the Headteacher or most senior person on site must:

- Supervise the safe departure of all persons from the building.
- Check with the Business Lead that the Fire Brigade have been notified.
- Ensure everyone on site is accounted for. (Teaching staff will hold up a **GREEN** card if all children/timetabled support staff are present and a **RED** card if children/timetabled support staff are missing.)
- Assist the office staff and fire wardens if requested to do so.
- Give the all clear when appropriate to do so.
- Reset the Fire Alarm panel and gas supply if the Business Lead or Site Supervisor are unavailable to do so.

The Business Lead must:

The Site Supervisor should carry out the Business Lead's duties if the Business Lead is unavailable. If the Site Supervisor is unavailable, the Finance Lead or another member of the office staff must carry out the Business Lead's duties.

Collect the Fire Alarm Drill instructions from the Business Lead notice board (spare copy available at fire panel in staff entrance).

- Collect the Fire Alarm Drill instructions from the Business Lead notice board (spare copy available at fire panel in staff entrance).
- Take personal mobile phone.
- Go to the Fire Alarm panel to ascertain the location of the 'fire' and check the area for signs of a fire.
 - For a false alarm, call 999 and notify the Fire Brigade to stand down. During closure periods, also call Security and notify them to stand down.
 - For a live alarm, call 999 and confirm details of the fire with the Fire Brigade. Once contact is made, wait in the staff car park area for the Fire Brigade to arrive and direct them when they arrive on site.
- Silence the alarm, if notified to do so by the Fire Brigade or Headteacher/most senior person on site.
- When the all clear has been given, reset the fire alarm panel and gas supply/safety circuit if Site Supervisor is unavailable to do so.

Devonshire Primary Academy
Fire and Emergency Policy

- On the instruction of the Headteacher, disable the fire alarm for a short period of time if it is likely that the alarm will be activated by an event in school. This must only be actioned if it is safe to do so and staff are aware that the alarm is 'not activated'.
- Ensure the staff gate is secured before returning to the office.

The Site Supervisor must:

The Business Lead should carry out the Site Supervisor's duties if the Business Lead is unavailable. If the Business Lead is unavailable, the Finance Lead or another member of the office staff must carry out the Site Supervisor's duties.

- Immediately report to the Business Lead at the Fire Alarm panel at the office entrance to assist. If the Business Lead is unavailable:
 - Go to the Fire Alarm panel to ascertain the location of the 'fire' and check the area for signs of a fire.
 - For a false alarm, call 999 and notify the Fire Brigade.
 - Silence the alarm, if notified to do so by the checking fire marshal or Headteacher/most senior person on site.
 - Wait in the staff car park area for the Fire Brigade.
 - Report to the Fire Brigade when they arrive.
 - Reset the Fire Alarm Panel and gas supply/safety circuit.
 - On the instruction of the Headteacher, disable the fire alarm for a short period of time if it is likely that the alarm will be activated by an event in school. This must only be actioned if it is safe to do so and staff are aware that the alarm is 'not activated'.
 - Check perimeter after all clear given.
- Schedule and carry out fire drills termly (to include activations).

Office Staff must:

- Collect the Fire Evacuation Box from admin printing room and add the following:
 - Office iPad
 - Signing In/Out Book
 - Inventory Evac Lists
 - (Inventory > Fire Evac Symbol > Print > Collect from admin corridor printer)
 - Arbor Evac Registers
 - (Arbor > Students > Attendance > Emergency Evacuation Register > Collect from admin corridor printer)
 - Club Register Box (if after 3:10pm)
- Evacuate the building via the allocated route, checking area is clear and closing all internal doors behind you.
- Unlock and remove the padlocks on the front garden gate and the Devonshire Road playground gate.
- Assemble at the assembly point, put on a high-vis tabard and direct Fire Wardens.
- Perform the following checks:
 - All teaching staff and non-class-based staff are present against the clipboard list
 - All classes have been accounted for by signal (**GREEN** card) from the class teacher against the clipboard list.
 - All visitors signed in are present against the Inventory list
- Report to the person in charge any missing visitors and/or staff.
- When the all clear is given, return to the office via the route you used to exit the building, ensuring you secure all doors/gates etc. behind you, including padlocking the Devonshire Road playground gate and the front garden gate.

The Assistant Headteacher (SENDCO/DSL) must:

The Safeguarding Officer should carry out the Assistant Headteacher's duties if the Assistant Headteacher is unavailable.

- Evacuate the building via the allocated route, checking the main entrance and bottom west stairwell are clear and closing all internal doors behind you.
- Make yourself known to office staff during the evacuation in order to be registered.
- Remain at the piazza throughout the evacuation to ensure the security of the main entrance and bottom west stairwell. Please remain in position until the evacuation has ended and the office staff have returned to the office.
- When the all clear has been given, secure the bottom west stairwell door before returning to the building.

Fire Wardens must:

- In the event of an evacuation, ensure your respective area is clear by carrying out a "sweep". DO NOT return to your area if you are not already in situ.
- Evacuate the building via the allocated route, closing all internal doors behind you, and assemble at the assembly point.
- Report to the person in charge (usually the Headteacher or most senior person on site) if the area being swept is not clear and await further instruction if safe to do so.
- If you are timetabled to a class, stand with that class in the assembly point and remain there. If you are not timetabled to a class, report to the office staff to be registered, collect a high-vis vest and assist with duties as directed.
- Please see appendix 3 for full Fire Warden duties.

Lunchtime Procedure:

- Children in the building will be escorted to the assembly point by the persons supervising them.
- All staff on the premises will leave the building by allocated exits, closing any internal doors behind them and make their way to the assembly point.
- All staff on the premises to assist in lining the children into their registration groups, collect paper registers from the office staff and follow the main evacuation instructions.

Unless responsible for a class, or supporting children 1:1, all visitors must make their way/ be directed by staff to the office staff (wearing orange high-vis tabards) and remain there.

In the event of fire in the satellite (Y5/6) building or close to the main assembly point, the 2nd assembly point is located in the staff car park on the pavement area under the windows.

- Years 5/6 should exit the site via the gate on Devonshire Road if safe to do so and line up in front of the minibuses. The remainder of the evacuation procedure should be completed as normal.
- Years 1-4 should exit the site via their normal evacuation route if it is safe to do so and line up on the East (towards the allotment) or West (towards the car park entrance) side of the pavement below the windows, relevant to your classroom location. *Use the car park as an overflow if necessary.* The remainder of the evacuation procedure should be completed as normal.
- Preschool and Reception should line up in the front garden area. Staff from these classes are responsible for securing padlocked gates behind them, as these may have already been opened as part of the normal evacuation procedure. The remainder of the evacuation procedure should be completed as normal, with the addition of sending a member of staff to notify office staff that all pupils/timetabled staff are present.

Devonshire Primary Academy
Fire and Emergency Policy

- Office staff, visitors and staff not assigned to a class must assemble near the staff door.

In the event of a whole site evacuation, the assembly point is St Thomas Parish Church on Counce Street.

- A member of SLT or the Business Lead must contact Rev. David O'Brien for access (01253 399276 and personal mobile number available from office staff).
- The Headteacher and members of SLT will be responsible for ensuring everyone is evacuated from the site safely.
- The Headteacher or, in their absence, the most senior member of staff will be the last person to leave and secure the site.

Please note that the main assembly point is inside the MUGA – in the event of this not being a safe location, staff must be aware of the alternative assembly point locations and proceed to these alternative assembly points if directed by senior members of staff during the evacuation procedure.

Re-Entering the Building - No one must re-enter the building for any purpose unless it is to the complete satisfaction of the Headteacher that it is a false alarm and only the Fire Brigade can authorise return to the building following a fire.

Lockdown Procedure

Within this section of the policy, any instruction that relates specifically to a **partial lockdown will be green text** and any instruction that relates specifically to a **full lockdown will be red text**.

There are two alarm panels in school and they are a small white/grey box. The panels are located in the Office at the front desk and the Preschool at the entrance. The panels buttons are:

Button 1	–	Evacuation Announcement
Button 2	–	Full Lockdown
Button 3	–	Wet Play
Button 4	–	Partial Lockdown

Lockdown procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff and visitors. The aim of the procedure is to protect lives by keeping people inside and away from perceived danger.

The Headteacher will take all factors into consideration when deciding whether to partially or fully lockdown the school and, where possible, advice will be sought from the emergency services. It is worth noting that although the partial lockdown procedure is a precautionary measure, it puts the school in a state of readiness should the situation escalate.

The **partial lockdown** procedure will be used in the event of, but not limited to, the following:

- A local risk of air pollution
- Chemical spillages
- A civil disturbance in the local community with the potential to pose a risk to the school
- The close proximity of a dangerous dog, or other animal, roaming loose

Staff (SLT/office/Preschool) will sound the alarm as soon as a concern has been raised. The warning siren for a partial lockdown is *“Attention, attention. The school is going into partial lockdown. I repeat, the school is going into partial lockdown. Please stay indoors, begin the partial lockdown procedure and wait for further instructions.”* This is followed by repeats of the instruction.

The **full lockdown** procedure will be used in the event of, but not limited to, the following:

- An intruder – armed or not - on the school site
- A major fire in the vicinity of the school

Staff (SLT/office/Preschool) will sound the alarm as soon as a concern has been raised. The warning siren for a full lockdown is *“Attention, attention. The school will now go into full lockdown. I repeat, the school will now go into full lockdown. Please go to your designated safe place, begin the full lockdown procedure and wait for further instructions.”* This is followed by repeats of the instruction.

When either lockdown warning siren is played, the following instructions should be adhered to:

- Unless doing so could endanger them and/or others, those outside the building should move quickly and quietly through the nearest entrance to the building, closing all doors behind them. **Those who remain outside during a full lockdown should try and hide in another building e.g. satellite (Y5/6) building, sheds, pagoda etc.**
- Staff who are in buildings adjacent to where pupils, staff and visitors are outside, will signal to them to come inside immediately.

Devonshire Primary Academy
Fire and Emergency Policy

- Staff will be responsible for giving clear instructions and reassuring pupils to keep them calm during the procedure.
- Staff will instruct pupils to remain in the classroom, or guide them to the nearest suitable room e.g. hall. (Please note, depending on the circumstance, staff may need to instruct pupils to disperse if this will improve safety.)
- In a partial lockdown, staff should
 - lock external doors and windows securely and close any blinds/curtains
 - movement may be permitted within the building, but this should always be with the authorisation of the Headteacher and under the supervision of staff
- In a full lockdown, staff should:
 - lock internal and external doors and windows securely and close any blinds/curtains
 - turn off all lights and electronic monitors expressing light
 - ensure personal devices are to-hand but are switched to silent mode
 - block off access points by moving furniture to obstruct doorways
 - instruct pupils to sit or lie down on the floor underneath their desks and stress the importance of remaining as quiet as possible
 - sit or lie down on the floor underneath their/a desk and remain quiet as quiet as possible
- If possible, teaching staff should take a visual register and make a mental note of other staff and visitors to determine whether anyone is missing. Where possible, staff should use their personal mobile device or class iPad to contact a member of SLT/office if there are any concerns regarding missing people.
- All people will follow lockdown procedure until an all-clear instruction has been given by the Headteacher or the emergency services.
- When the lockdown has ended, teaching staff will immediately inform SLT/office of any people they believe to be missing or any concerns regarding the procedure.

If during a lockdown it becomes necessary to evacuate the building, the Evacuation Announcement will be activated (or an announcement will be made over the tannoy) and the evacuation procedure should commence. If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.

SLT/office will take all factors into consideration when deciding whether to lock the main entrances into school.

If sheltering from an environmental hazard, all ventilation and/or air circulation systems will be switched off by the Site Supervisor/Business Lead.

Throughout the procedure, the Headteacher, or another designated member of staff, will continuously keep other staff members updated, where possible, using class iPads, radios and personal mobile devices. Staff members will keep in contact using class iPads and personal mobile phones to inform each other of any problems experienced while carrying out the procedure, e.g. missing pupils. It is important that unnecessary calls to the school office phones are avoided as this could delay important communication.

Throughout the procedure, the Headteacher, or another designated member of staff, will keep in contact with the emergency services, ensuring the procedure is being implemented correctly.

Following an occurrence necessitating the partial or full lockdown procedure, the following actions will be taken:

Devonshire Primary Academy
Fire and Emergency Policy

- A follow up talk with staff members and pupils will be delivered by the Headteacher.
- Support will be sought where necessary, for example, from counselling services.
- Parents and other stakeholders will be informed.
- The response to the crisis will be evaluated and procedures amended where necessary.
- The school's risk register and business continuity plan may be activated to help restore normality following an incident.

Bomb Threat

(See also Appendices 5 & 6)

In the event of a bomb threat demanding a whole site evacuation, all on site will assemble at St Thomas' Parish Church on Devonshire Road. A member of SLT or the Business Lead must contact Rev. David O'Brien for access (01253 399276 and personal mobile number available from office staff).

There are two alarm panels in school and they are a small white/grey box. The panels are located in the Office at the front desk and the Preschool at the entrance. The panels buttons are:

Button 1	–	Evacuation Announcement
Button 2	–	Full Lockdown
Button 3	–	Wet Play
Button 4	–	Partial Lockdown

This section outlines the procedures for a bomb threat. The likelihood of a threat being made against the school is extremely remote; however, it is essential that any threat is taken seriously and acted upon in a professional manner.

In the event of the school or a nearby area receiving a bomb threat, the Headteacher will decide which procedure to use by taking into consideration which poses the least risk.

Office staff or a member of the SLT will sound the alarm as soon as a concern has been raised. The warning siren for a bomb threat evacuation (or an evacuation for any other reason than fire) is ***“Attention, attention. This is an evacuation announcement. Please leave the building via the nearest available exit, go to the assembly point and await further instruction.”***

Telephone Threats

- All members of staff who answer school telephones and receive a bomb threat via phone call should remain calm and use the Bomb Threat Checklist (appendix 5) to keep the caller conversing and gather as much information as possible.
- If possible, staff answering a threatening phone call should signal to another member of staff to alert the Headteacher. If this is not possible, the Headteacher should be notified as soon as the telephone call has ended.
- The member of staff who answered the threatening phone call will complete the Bomb Threat Caller Details Checklist (appendix 6) as soon as the telephone call has ended, if safe to do so.
- The Headteacher, along with the staff who answered the threatening phone call, will ring 999 immediately and provide them with the following information:
 - Details from the Bomb Threat Checklist
 - A mobile contact number, so the Headteacher can be contacted if the premises are evacuated
 - The approximate number of pupils and staff at the school
 - Whether a decision has already been made to evacuate and, if so, the location of the assembly point
- The Headteacher will liaise with the police to determine the best course of action.
- If the threat specified a particular time, the evacuation procedures will be followed. This will only be done if the Headteacher believes there is enough time for an evacuation to be carried out safely. Otherwise, the Headteacher will await instruction from the police.

Suspicious Packages/Envelopes

If a package or envelope is deemed suspicious, the following steps will be taken:

- Inform the Headteacher;
- Do not open or handle the item;
- Do not put the item in water or a confined space;
- If possible, open all windows in the room;
- If possible, evacuate the immediate area and seal it off;
- Call 999 to contact the police;
- Ensure the item is left clear of other objects, so that it can be clearly identified by the emergency services;
- Once members of staff have reached a safe area, a written record of all the individuals who handled the item will be created and made available to the emergency services.

Written Bomb Threats

If a written bomb threat is received, the following steps will be taken:

- Inform the Headteacher;
- Call 999 to contact the police;
- Handle the letter as little as possible to preserve any potential evidence;
- Make the letter available to the police;
- A written record will be made of the date and time the letter was received and updated with any subsequent communication/outcome.

Bombs Threats via Email

If a bomb threat is received via email, the following steps will be taken:

- Inform the Headteacher;
- Call 999 to contact the police;
- Save the email, in order for it to be investigated by the police.
- A written record will be made of the date and time the email was received and updated with any subsequent communication/outcome.

Hazardous Materials

Something that has the potential to cause a fire OR something that has the potential to burn easily in a fire, thereby accelerating the spread and/or ferocity of the fire.

- electrical hazards have the potential of starting a fire and should be controlled in the following ways:
 - always purchase to the appropriate British Standard;
 - ensure equipment is regularly tested and maintained in accordance with the manufacturer's instructions;
 - ensure equipment is used for the purpose for which it was intended;
 - ensure equipment is visually inspected before each use, any faults reported immediately and the equipment taken out of circulation if damaged and repaired by a qualified electrician;
 - unqualified persons must not interfere with any electrical appliances in any way;
 - prohibit the use of adaptors and limit the use of extension leads;
 - ensure electrical intake rooms are kept clear of any combustible material at all times;
 - staff should switch off electrical items when not in use and particularly at the end of the day.

- chemical hazards will accelerate the spread and ferocity of fire and should be controlled in the following ways:
 - ensure all chemicals purchased comply with the Control of Substances Hazardous to Health (COSHH) and data sheets are requested and retained where necessary;
 - ensure stocks of chemicals are not excessive and do not exceed safe storage capabilities;
 - ensure storage areas for chemicals have suitable health and safety signage;
 - ensure disposal of chemicals is undertaken in a manner prescribed in the Hazard Data sheets.

- gas hazards have the potential to start a fire and will accelerate the spread and ferocity and should be controlled in the following ways:
 - ensure all staff working in areas with gas equipment are made fully aware of the cut off valve location;
 - ensure isolation valves remain accessible at all times and are free from obstructions;
 - boilers and other gas equipment are maintained and tested regularly;
 - no combustible materials are to be stored in the boiler room or near any other gas equipment.

- furniture and furnishings will accelerate the spread and ferocity of a fire and should be controlled in the following ways:
 - furniture and furnishings should have suitable fire-retardant properties and be compliant with the Furniture & Furnishings (Fire Safety) Regulations Reform 2005;
 - regular inspections of furniture and furnishing to identify damage which may affect their fire-retardant properties.

- Stationery, paper, cardboard etc. will accelerate the spread and ferocity of fire and should be controlled in the following ways:
 - minimum amount of paper to be stored within classrooms and workrooms - all other supplies should be stored centrally;

Devonshire Primary Academy Fire and Emergency Policy

- stocks are to be kept at a reasonable level and not exceed safe storage capabilities;
 - ensure art work/displays do not obstruct doorways, exit signs, fire exit plans or fire alarm points;
 - ensure art work/displays do not obstruct fire exits;
 - ensure all packing materials are removed from the premises at the earliest opportunity.
- Cooking in the workplace where staff prepare food for themselves can be hazardous and has the potential to start a fire and it should be controlled in the following way:
 - ensure any combustible materials such as cloths, towels and loose-fitting clothing are kept well clear of any cooking appliances;
 - microwaves, toasters and cookers should never be left unattended when in use;
 - cooking appliances must always be turned off at the end of each use;
 - all equipment must be tested annually.

Shows and Productions

Productions and events should have a risk assessment completed. Any activity within the production which includes the hazard of fire, e.g. using candles, scenery or props must be considered. Props must not be purchased unless they are fire retardant and considered safe to use within the risk assessment. A maximum number of spectators must be agreed with the Headteacher and any seating plans or staging must not obstruct fire exits, signs or escape routes. The audience must be notified of fire exits and exit routes before the performance begins on each occasion.

Lettings and Community Use

Before any letting takes place, the Fire and Emergency Policy must be read by each adult in the party to acknowledge its understanding; this is the Hirer's responsibility. The Hirer is responsible for assessing the risks associated with the activities which it plans to undertake during the letting. The Hirer should provide a copy of its risk assessments prior to the letting taking place.

The person in charge is responsible for:

- raising the alarm;
- ensuring the safe evacuation of all those attending;
- liaising with the fire service if present;
- ensuring a full head count at the evacuation point;
- informing the school's Site Supervisor, Business Lead or Headteacher of any alarm activations, false or not;
- ensuring all adults on site are fully aware of the exit routes.

Exit Plans

Every room must have a plan of its escape route and its assembly points shown

Visitors

Every visitor without DBS clearance must be provided with a red visitor lanyard without site access. Every visitor with DBS clearance must be provided with a black visitor lanyard with site access. Each lanyard must have the fire evacuation procedure inside the plastic wallet to inform

Devonshire Primary Academy
Fire and Emergency Policy

visitors what to do if the alarm is activated. All visitors must report to the assembly point (on the MUGA) and report to the office staff, who will be wearing orange high-vis tabards. Staff who are overseeing visitors and placement students etc. must direct them directly to the office staff for registration.

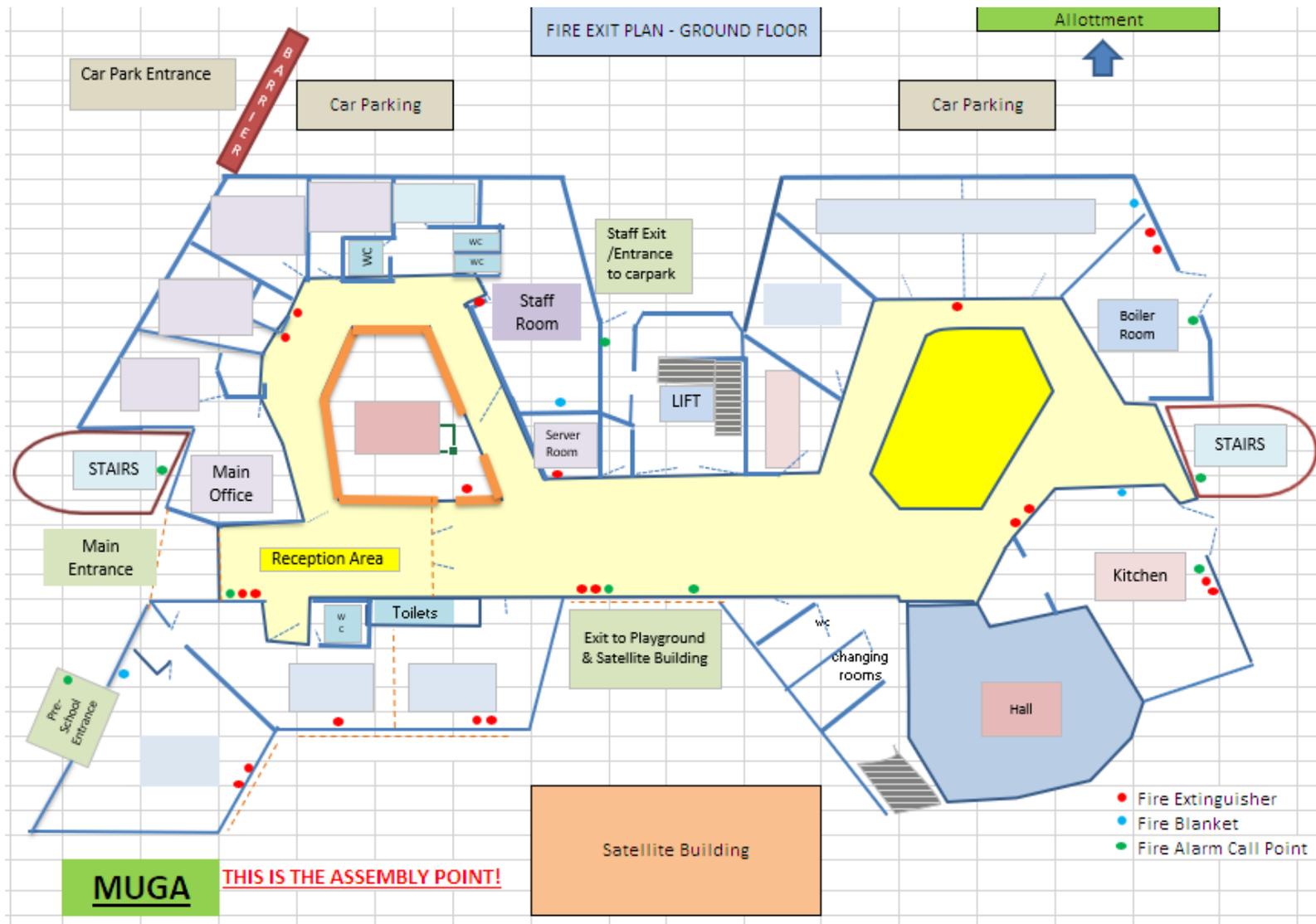
Summary

The Headteacher will oversee the day to day development and implementation of safe working practices and conditions for all staff, pupils and visitors. They will also take reasonably practicable steps to ensure the Fire and Emergency Policy is implemented by all members of staff. Furthermore, they will identify risks relating to possible accidents and injuries and make reasonable adjustments and suggestions to prevent them occurring. Finally, they will support the Business Lead and Site Supervisor to update this policy.

Appendix 1, PG1

Site Plan – Main Building Ground Floor

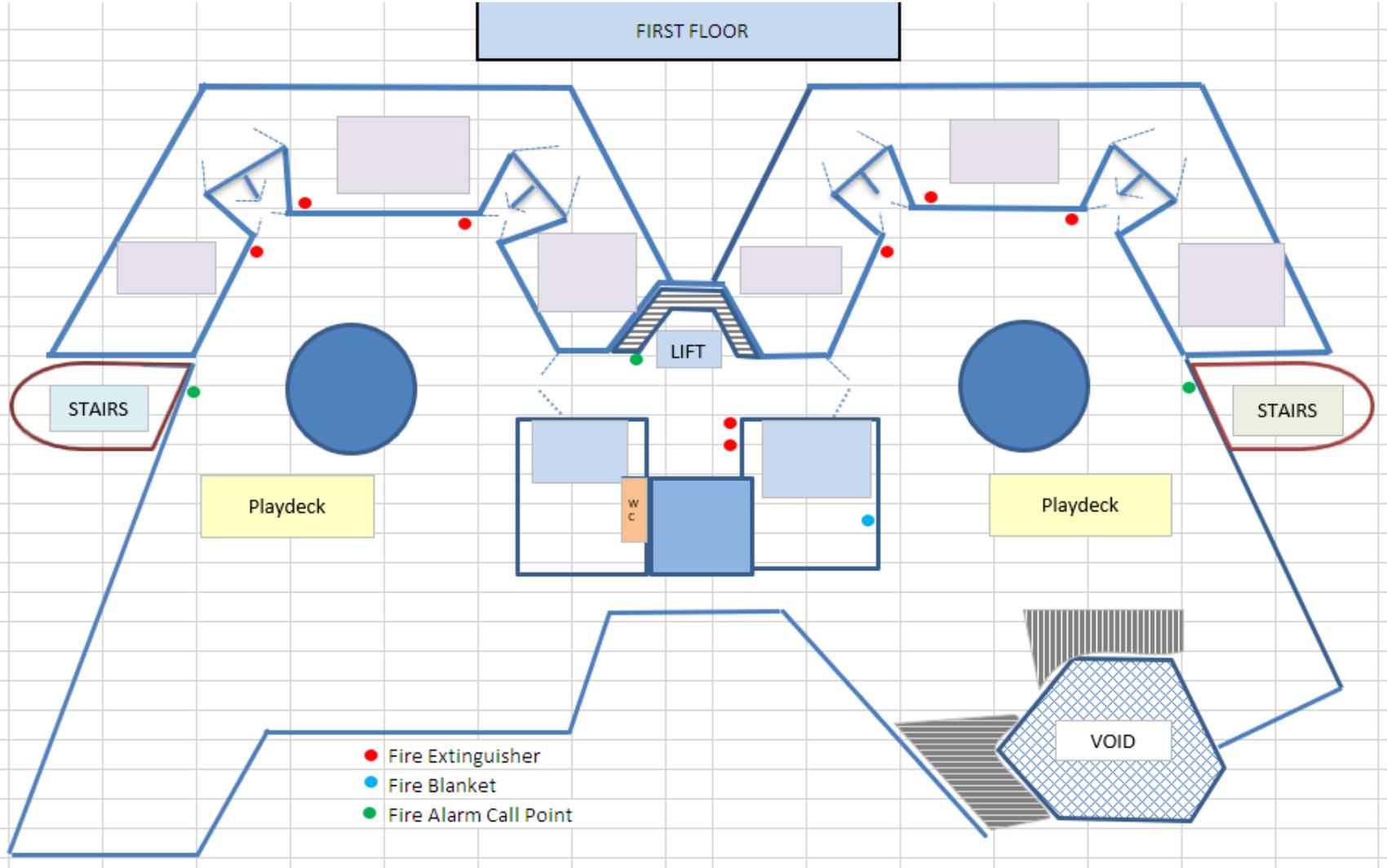
The assembly point is the MUGA (Multi Use Games Area)



Appendix 1, PG2

Site Plan – Main Building 1st Floor

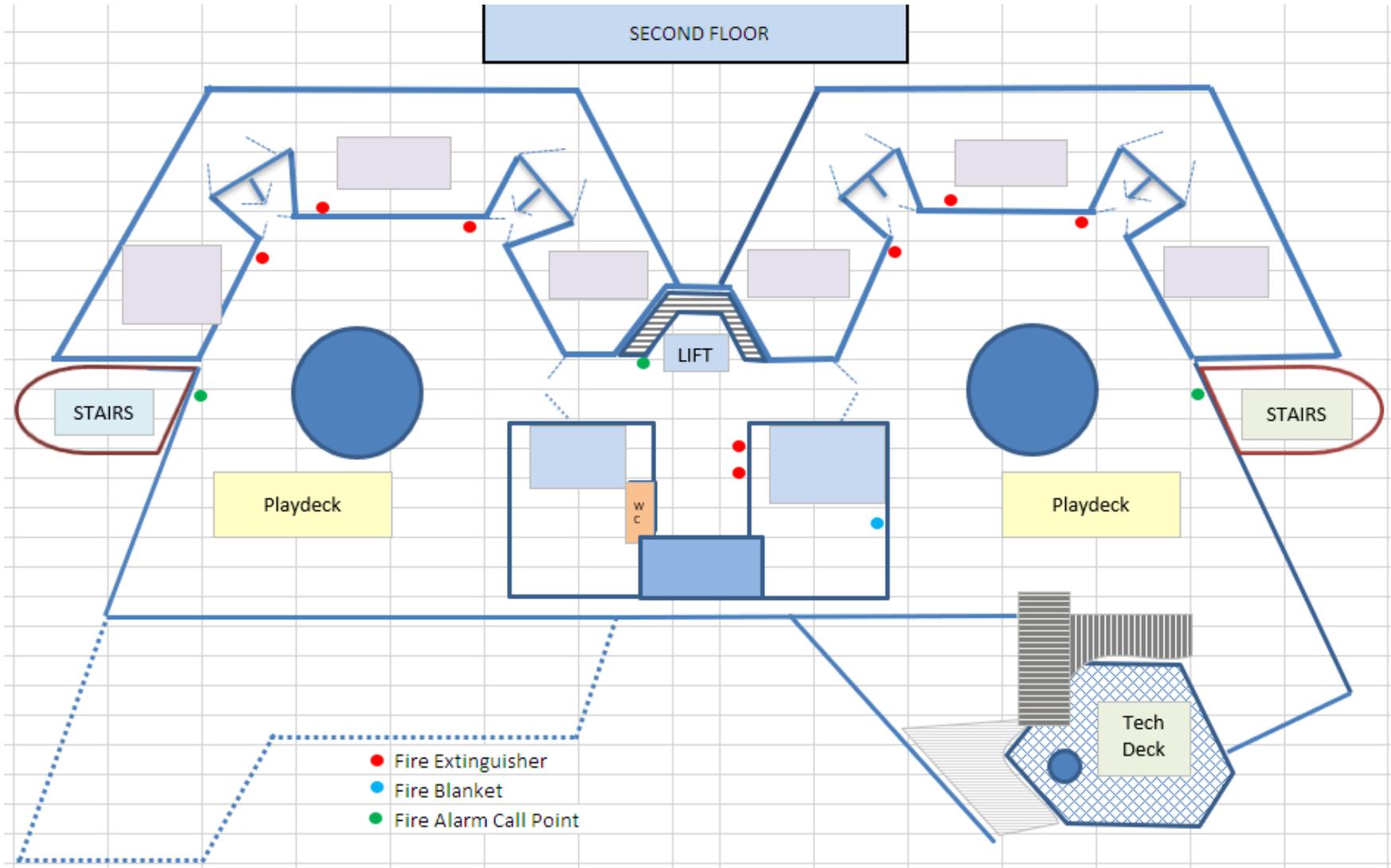
The assembly point is the MUGA (Multi Use Games Area)



Appendix 1, PG3

Site Plan – Main Building 2nd Floor

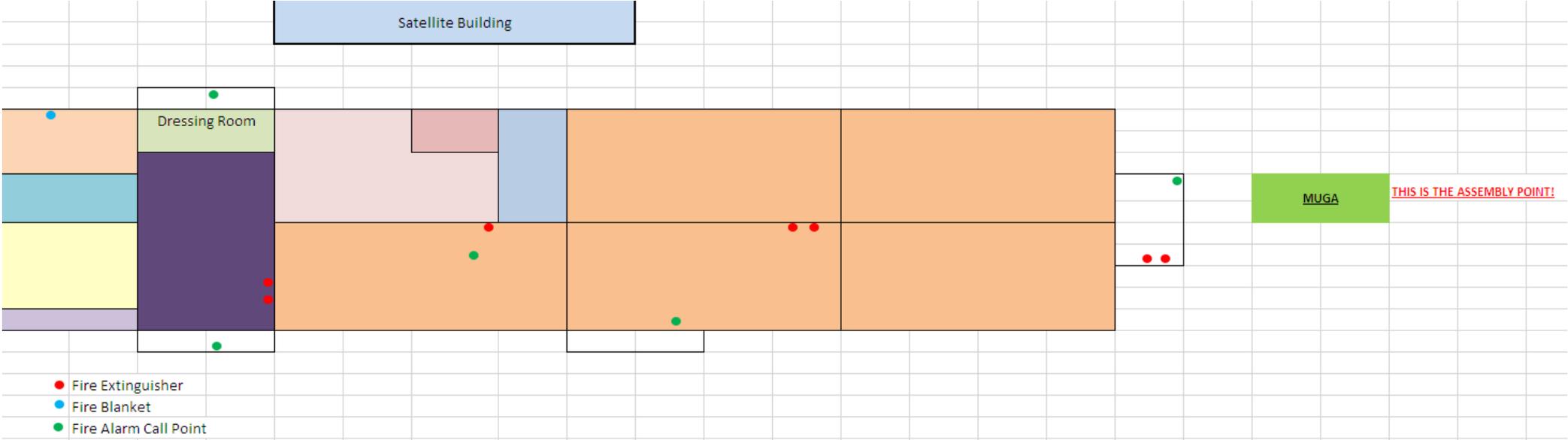
The assembly point is the MUGA (Multi Use Games Area)



Appendix 1, PG4

Site Plan – Satellite (Y5/6) Building

The assembly point is the MUGA (Multi Use Games Area)



Appendix 2
Fire Extinguisher Types

 Type Fire Type Extinguisher Type	Class A Organic Materials (e.g Paper & Coal)	Class B Flammable Liquids (e.g Petrol & Paint)	Class C Flammable Gases (e.g Butane & Methane)	Class D Flammable Metals (e.g Lithium & Magnesium)	Electrical Electrical Equipment (e.g Computers & Servers)	Class F Cooking Oils (e.g Olive Oil & Fat)	Businesses that may need this type of Extinguisher
Water							<ul style="list-style-type: none"> - Schools - Hospitals - Offices - Shops
Foam							<ul style="list-style-type: none"> - Apartments - Hospitals - Offices - Shops
Dry Powder							<ul style="list-style-type: none"> - Garages - Welding - Boiler Rooms - LPG Plants
CO2							<ul style="list-style-type: none"> - Server Rooms - Offices
Wet Chemical							<ul style="list-style-type: none"> - Kitchens - Canteens

Appendix 3

Fire Warden Duties

Fire Warden training booked between October – December 2022. Fire Wardens to be fully confirmed after this date.

<u>Ground Floor</u> D Simm (HT office onwards, yellow corridor, Honeycombers, hall, music room, group room, conference suite, library) D Nixon (main entrance and bottom west stairwell) L Graham (main admin area) J Richmond (boiler room, wooden gate) L Hunt (Preschool and Reception)	<u>1st Floor</u> N Horabin (middle area on landing) Z Heaton (1st floor east deck) E Hutchinson (2nd floor west deck)
<u>2nd Floor</u> A Thornton (middle area on landing) B Compston (2nd floor east deck) J Evenson (2nd floor west deck)	<u>Satellite Building & Other</u> D Hazlehurst & J Mahoney (classrooms and toilets on main corridor) M Rowlands (rooms and toilet on staff corridor) J Green (Kitchen) S Binns (Honeycombers AM/PM)

Please be aware of the following:

- Get to know all areas of the school: fire exits, evacuation routes etc.
- Be vigilant at all times and look out for fire related risks e.g. blocked fire exits, build-up of combustibles (paper, boxes etc.) in evacuation routes, fire doors not shutting properly etc. during an evacuation.
- Fire Warden duties apply during normal working hours and with the proviso “if safe to do so”:
- No one expects you to do anything which will put you at risk.
- Your priority is always to get out of the building safely.
- It would be greatly appreciated if you could continue to act as Fire Warden once safely out of the building by encouraging people to the assembly point and assisting the office staff unless you are class-based.

During an evacuation:

- *DO NOT return to your area if you are not already in situ.*
- When the alarm sounds, encourage all persons within your area to evacuate the building.
- Ensure your respective area is clear by carrying out a visual “sweep”. Never open doors when you suspect there may be a fire behind it.
- Evacuate the building via the allocated route, closing all internal doors/windows behind you, without delaying your own escape
- Report to the person in charge at the assembly point (usually the Headteacher or most senior person on site) if the area being swept is NOT clear and await further instruction if safe to do so.
- If you are timetabled to a class, stand with that class in the assembly point and remain there. If you are not timetabled to a class, report to the office staff to be registered, collect a high-vis vest and assist with duties as directed.
- After the evacuation / event has taken place, feedback to the Business Lead any positive observations or future development points to be considered.

Appendix 4
Fire Safety Checklist

	YES/NO	Comments
Is the academy fire safety policy up to date?		
Is staff training up to date?		
Are firefighting appliances in the correct locations?		
Is the equipment regularly checked?		
Are relevant staff trained in its use?		
Have pupils been instructed in what to do in case of fire?		
Are fire safety notices and evacuation routes posted in each area?		
Is the alarm system regularly checked?		
Are all fire doors signed and kept closed?		
Are all exit routes free from obstruction?		
Are fire drills held at least once per term?		
Is a log kept of all fire drill practices?		
Are lessons from fire drills analysed and acted upon?		
Is everyone aware of the action to take if the alarm is sounded?		
Are good housekeeping practices being observed in all classrooms/workrooms?		
Are all areas inside and outside the premises clear of all kinds of refuse or anything combustible?		
Are all flammable liquids stored safely and appropriately?		
Are all electrical appliances safe to use?		

Appendix 5
Bomb Threat Checklist (2-sided when printed)

This checklist has been designed by MI5, to help members of the public manage a bomb threat made by phone. By following these instructions, a member of staff can ensure they gather as much information as possible from the caller.

1. If possible, record the conversation via the telephone system.
2. Record the exact wording of the threat (in the box below the questions).

Ask the following questions:	
Where is the bomb right now?	
When is it going to explode?	
What does it look like?	
What kind of bomb is it?	
What will cause it to explode?	
Did you place the bomb?	
Why did you place the bomb here?	
What is your name?	

Devonshire Primary Academy
Fire and Emergency Policy

What is your address?	
What is your telephone number?	
Time and date of call:	
Number shown (if any):	
Length of call:	

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Staff Name:	
Date:	
Signature:	

Appendix 6

Bomb Threat Caller Details Checklist (2-sided when printed)

Once a bomb threat phone call has ended, the person who answered the phone will complete this form at the earliest opportunity. By recording the details as soon as possible, the information provided will be more detailed, and will be more useful to the police.

Caller details:	
The number the call was received on (including extension):	
Sex of the caller:	
Name/contact details (if retrieved):	
Nationality:	
Approximate age:	
Circle where appropriate:	
Threat language	
Well-spoken	Y/N
Irrational	Y/N
Taped message	Y/N
Offensive	Y/N
Incoherent	Y/N
Message read by the threat-maker	Y/N
Caller's voice	
Calm	Y/N
Crying	Y/N
Clearing throat	Y/N
Angry	Y/N
Nasal	Y/N
Slurred	Y/N
Excited	Y/N
Stuttering	Y/N
Disguised	Y/N

