

Emergency, Evacuation and Lock-Down Procedures

for



KEELBY PRIMARY ACADEMY
Manor Street
KEELBY, Grimsby.
DN41 8EF

Date: September 2024

EMERGENCY & EVACUATION PROCEDURES

for KEELBY PRIMARY ACADEMY

Introduction:

The overriding concern must always be the safety of pupils, staff, visitors and the public. The purpose of this guidance is to ensure that any emergency can be dealt with in a pre-planned and organised manner to maintain the safety of all persons and co-ordinate an evacuation in conjunction with the emergency services.

All staff and pupils must be fully briefed on the procedures to be followed. All persons on site (visitors, contractors etc.) must be made aware of the procedures for evacuation of the building, and when appropriate, the site.

Preface:

Any intimation or suspicion (no matter how vague) that a danger to the building and/or the people in it must be regarded as a real threat; until investigation and subsequent events prove to the contrary. The threat may be:

- Fire
- Bomb
- Explosion
- Other e.g. Impact from a vehicle

The threat could be brought to our attention via:

- The main switchboard
- Any internal phone with a direct dial facility
- The police
- The local press
- Some other third party
- By letter/electronic means
- The physical presence of a suspect letter, parcel or objects
- The fire alarm sounding.

The time available to deal with any threat or incident is often short and it is essential that good communications within the school are established immediately. It is also important that every person involved in the incident remains calm and follows the instructions of those designated to deal with the incident and responsible for co-ordinating any evacuation that may be required.

Procedure:

Any incident, or threat of an incident (e.g. bomb warning), should be reported to the Executive Principal (or Head of School in the absence of the Executive Principal) – unless there is an immediate danger e.g. fire; in which case the alarm should be raised by breaking the glass in a manual call point. The person in charge within school will be designated the 'Incident Co-ordinator' (*see Appendix A for priority order of personnel to be designated as Incident Co-ordinator).

All staff must familiarise themselves with the location of the Evacuation File, contact file etc.

If an incident/threat is reported the **Incident Co-ordinator** must make one of the following decisions:

1. TO IGNORE THE THREAT

This course of action will only be decided upon if it is felt that the threat is a hoax i.e. the Incident Co-ordinator is certain that it is a malicious call or prank.

If, however, there is some cause for doubt, following an initial investigation, then the decision must be made to evacuate the building until the situation is resolved.

2. IMMEDIATE EVACUATION OF THE BUILDING ONLY

This action should be taken if the Incident Co-ordinator considers the risk to be high, or if the risk is unacceptable. This is likely to be in the event of a fire.

Notification of Immediate Evacuation in the event of a fire:

The Fire Alarm will sound.

Action to be taken:

- The Incident Co-ordinator will ensure that the emergency services are called for and support requested.
- If the alarm has not already been triggered the Incident Co-ordinator will ensure that the fire alarm is activated.
- **All staff will take mobile phones with them where possible.**
- Office staff will take the Register print out, Evacuation File and Visitor report from the office out of the building as they leave. (NB: the Evacuation File should include 'Safe Houses' for pupils and relevant contact numbers).
- If the incident is at lunch-time, the dinner registers should be taken out by the senior lunch-time supervisors and Evacuation File and Visitors' print out taken out by senior member of staff/office staff.
- Staff to follow normal evacuation procedures (see Appendix B).
- Once the building is evacuated the Incident Co-ordinator will decide whether an immediate ***site evacuation** is necessary, or whether a roll call can be made on site first.

*see page 4 re site evacuation

3. SITE EVACUATION

If a **SITE EVACUATION** is required (in the event of a bomb threat, explosion), the children will be walked out of the school site and assemble on the village playing field where a roll call will be made.

Notification of Site Evacuation in the event of bomb threat etc.
A continuous ring of the school bell.

If the situation is still deemed unsafe by the Incident Co-ordinator -

- The Incident Co-ordinator will arrange for children to be removed to the pre-arranged off-site place of safety – i.e. Keelby Village Hall
- Two members of the support staff will be nominated by the Incident Co-ordinator to remain at school (see Appendix A). They will remain at a safe distance (i.e. school gate) and liaise with the emergency services. They will also inform any parents/carers that arrive at the premises of the situation.
- **All staff will take mobile phones with them where possible.**
- Office staff will take the Register print out, Evacuation File and Visitors' print-out, out of the building as they leave. (NB: the Evacuation File should include 'Safe Houses' for pupils and relevant contact numbers).
- If the incident is at lunch-time, the dinner registers should be taken out by the senior lunch-time supervisors and Evacuation File and Visitors' print-out taken out by senior member of staff/office staff.
- In consultation with the emergency services a decision will be made regarding school closure.
- If the school is to close, Incident Co-ordinator to inform the Trust/LA & other relevant contacts (see Appendix D for contacts (these are also included in the Evacuation File)).
- Also, request that local radio announce the closure.
- All staff to direct any press enquiries to the Trust (this includes enquiries after the incident is resolved).
- Arrange siblings together for ease of collection (use our 'safe house' system).
- Be calm, honest and open with parents.

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3. Site Evacuation (cont'd).

Completion:

When the situation has been resolved and the all-clear given:-

- Inform the Trust and the Local Authority.
- Inform the Chair of AIC.
- Return to the site, if appropriate, with the children
- Debrief with staff - list positive and negative points for future action
- Write a letter to parents explaining exactly what happened

4. LOCK-DOWN PROCEDURES

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. A lock-down is implemented when there are serious security risks for the premises due to e.g. nearby chemical spillage, serious weather conditions, incident in the community or attempted access by unauthorised persons intent in causing harm/damage.

Notification of full lock-down

Staff will be notified that lock-down procedures are to take place immediately on hearing five bursts of the school bell.

Follow the **CLOSE** procedure:-

- (1) Close all windows and doors
 - (2) Lock up any doors, windows
 - (3) Out of sight and minimize movement
 - (4) Stay silent and avoid drawing attention
 - (5) Endure. Be aware you maybe in lock-down for some time
- (1) The bell will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, connecting doors and all outside doors where it is possible to remain safe.
 - (2) At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, smartboards and computer monitors to be turned off. Mobile phones are put on silent mode.
 - (3) Children or staff not in class for any reason will proceed to their classroom as quickly as possible.

NO-ONE SHOULD MOVE ABOUT THE SCHOOL

- (4) Staff to support children in keeping calm and quiet.
- (5) Staff to remain in lock-down positions until informed by key staff.
- (6) As soon as possible after the lock-down teachers return to their classrooms and conduct a register and inform the office of anyone not accounted for.

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4. Lock Down Procedures (cont'd).

Staff Roles:

School Office – ensure office/main doors/internal doors are locked and the police called, if necessary.

Head of School or Site Manager lock the school's front doors and entrances.

Individual teachers/TAs to lock/close classroom doors and windows. Nearest adult to check exit doors.

Communication with parents:

If necessary, parents will be notified as soon as it is practical to do so via MCAS or Class DoJo.

Parents will be told: "The school is in a full lock-down situation. During this period the phone and entrances will be unmanned, external doors locked and nobody allowed in or out". Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. Pupils will not be released to parents during a lock-down. Parents will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lock-down, parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of contact of lock-down and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Partial Lock-down

This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Notification of Partial Lock-down

Alert to staff: 'Partial lock-down' verbal instruction

All outside activity to cease immediately and pupils and staff return to building

All staff and pupils remain in building and external doors and windows locked.

Movement maybe permitted within the building dependent up on circumstances but this must be supervised by a member of staff. All situations are different; once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the appropriate body e.g. emergency services, local authority. This can then be communicated to staff and pupils.

Partial lock-down is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Lock-down drills

Lock-down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Date: September 2024

Review: September 2025

Priority order for designation of 'Incident Co-coordinator'

Ideally the Executive Principal should be designated as 'Incident Co-ordinator'. However, due to the nature of the role the Executive Principal may often be off site at other meetings or on courses. Therefore, the following priority order should be followed in their absence:

Executive Principal	: Mrs A Atkin
Head of School	: Miss T. Whiting
Site Manager (if on site)	: Mr M. Hallberg
Senior Teacher on duty	: Designated senior teacher on duty at that time

Nominated Support Staff (x 2)

Office Manager	: Mrs E. Sparling
Office Admin	: Mrs S. Chapman
Teaching Assistant	: Mrs S. Holmes

IN THE EVENT OF A FIRE**General Fire Safety**

Ensuring fire safety rests with the: Executive Principal (or senior teacher in her absence)

Escape routes: Use of external fire exit doors. All doors to be unlocked when the premises are in use. Safety locks and procedures are in place to prevent intruders though.

Fire doors: Must never be fastened open. Must never be obstructed by desks etc. to impede exit.

Fire extinguishers to be serviced by: Approved contractors, annually.

Fire evacuation rehearsals: The Executive Principal ensures that a fire drill is conducted for all zones at least termly.

Fire Alarm: Break Glass Serviced annually by an approved contractor. One manual call-point per week is checked by the Site Manager. These are done in rotation.

On discovering a fire:

- Sound the alarm by breaking the glass on the manual call-point.
- Report the source of the fire to the Executive Principal.
- The Senior Admin Officer/SLT will dial 999 and call the Fire Brigade (unless informed by the Executive Principal or site manager that it is a drill) – DO NOT WAIT FOR PERMISSION.

Action (on hearing the alarm):

- Classes will proceed by the nearest safe route to the designated external assembly points, in a calm and orderly manner.

PLEASE NOTE: Refer to each fire notice in the area you are working – these will have additional responsibility areas for you to check – see Appendix C.

Responsibilities: **Teachers**

- Stop working immediately and escort children in a calm and orderly manner to the playground.
- If possible, all staff should bring their mobile phones.
- Inhalers should be taken out with you
- Close all doors as you leave.
- Open both sides of external double doors to facilitate a quicker exit.
- Once at the designated point for your class, check that all children are accounted for by taking the register.
- If all are present/accounted for – hold your register up.
- Report any missing children to the Executive Principal immediately.
- Keep your class calm and quiet, await further instructions.

Responsibilities: **Teaching Assistants**

- Stop working immediately and escort any children in your care to join the nearest available class (the teacher will send them to the correct line on the playground).
- If in/near the classroom ensure the children exit with their class.
- TA's working in each area of the school are responsible for ensuring that the toilets in that area are clear (once they have ensured any children in their care are with a teacher).
- Exit via the nearest available route and join the school on the playground.
- Assist with looking after children for your group.

Responsibilities: **Administration Staff /or member of SLT (depending when the fire takes place)**

- The Senior Admin Officer will dial **999** and call the Fire Brigade (unless informed by the Executive Principal or site manager that it is a drill) – **DO NOT WAIT FOR PERMISSION.**
- Exit the building through the nearest, safe exit.
- Bring attendance registers
- Bring the visitor log, evacuation file, signing out book (for children) and a staff checklist.
- Distribute registers to class teachers.
- Check that all visitors signed in and all staff are accounted for.
- Report anyone missing to the Executive Principal immediately.

- Liaise with the Fire Brigade and the Executive Principal.

Responsibilities: **Site Manager (if on site)**

- Stop work immediately and go to check the fire panel (if safe to do so).
- Assess the situation and, if safe to do so, go and check the scene of the fire. Liaise with the Fire Brigade and the Executive Principal.

Responsibilities: **Executive Principal/ Head of School**

- Stop work immediately and exit the building by the nearest safe route.
- Supervise the evacuation of the building, ensuring everyone remains calm and orderly.
- Make sure all children, staff and visitors are accounted for.
- Inform the Fire Brigade of any missing children or adults immediately upon their arrival.
- Await further instructions from the Fire Brigade regarding returning to the building, or moving children further from the building.
- Ensure everyone remains calm and quiet.

If the fire appears to be a minor one, attempt to deal with it using apparatus available, if trained to do so. Never put yourself in danger. Advice and consultancy should be sought from the local Fire Prevention Officer.

FIRE EVACUATION PROCEDURES

- **All fire doors must be kept unlocked during the school day**
- **All fire doors must not be obstructed by furniture**
- **There must be a clear path to the fire door at all times**
- **Notices are visible and not part of a display**
- **Fire alarm points must be clear visible**

FS/KS1 Area

The main gate is locked during the school day and the internal gates are left unlocked but the padlock placed in such a way they appear to be locked.

In the event of a fire the following these are the instructions for specific areas. Each room has a laminated notice of instructions in the event of a fire.

In all cases, the notices also state that if the whole site is to be evacuated, everyone must exit via their nearest exit door and make their way to the main school gate and onto the village playing field.

Foundation Stage

Leave through your classroom door onto the play area; make your way to the main playground via your gate and the side gate and assemble on the main playground. (These gates should be unlocked however, it maybe advisable to take the key which is hung up near the fire exit door).

Any children/adults working out of class should exit via the nearest fire exit and join the class on the playground.

The Class Teacher should also check the toilets/cloakroom; Jayne's house and the outdoor play area before shutting all doors.

Y1 Class

Children should leave through the KS1 cloakroom door and onto the main playground. The Class Teacher should check the KS1 toilets/cloakroom area before shutting doors.

Y2 Class

Children should leave via their fire exit door and onto the playground. The Class Teacher should also check the KS1 Learning Zone before shutting doors.

KS2 Learning Zone

Members of staff in this area should be sure the classroom and corridor doors are shut before exiting from the nearest fire exit and assemble on the playground.

Y3 Class

Children should leave via their fire exit door and assemble on the playground. The Class Teacher/Teaching Assistant should ensure the gate key is taken to unlock the side gate onto the playground. The classroom doors should be shut.

Y4 Class

Children should leave via their fire exit door and assemble on the playground.
 The Class Teacher/Teaching Assistant should ensure the gate key is taken to unlock the site gate onto the playground.
 Check KS2 Learning Zone before shutting all doors.

Y5 Class

Children should leave via their fire exit door and assemble on the playground.
 Class Teacher must also check the Reading Zone before shutting classroom doors.

Y6 Class

Children should leave via their fire exit door and assemble on the playground.
 Class Teacher should also check the toilets and the pods before shutting all doors.

Pods

Anyone using the pods should exit via the KS2 cloakroom door onto the playground.

Hall

Anyone in the hall should leave via the nearest fire exit door onto the playground.
 Any adults in the hall should make sure all doors are shut.

Executive Principal's Office

Staff must leave the building via the staff corridor or main entrance making sure all doors are shut and assemble with the rest of the school on the playground. The disabled toilet must also be checked before leaving the building.

Kitchen

Staff must turn anything off where possible and leave via the fire exit door and assemble with the rest of the school on the playground. All doors must be shut before leaving.

Staff/Admin Area

Staff beyond the corridor door must ensure the corridor is shut and vacate by the fire exit door in the staffroom and join the rest of the school on the playground.
 The side gate key and hall door key are hung up near the staffroom exit door and these must be taken with you.
 Admin staff will bring staff registers/visitors' log and late book.

Main Entrance/Meeting Room

Anyone using these areas should leave via the main door and assemble on the playground.

At Lunch-times the Senior Midday Supervisors will ensure the dinner registers are taken out to the playground after checking the staff corridor is shut. If staff photos are still evident the Senior midday supervisor must take these. (A member of the SLT/Admin staff, if on site at lunch-time, would take these).

Emergency Contact Numbers

The following list of numbers should already be available of key personnel. The designation and reason for inclusion on this list is as follows:

- Place of safety Keelby Village Hall (envelope to be taken from safe with details)
- Trust- Darren Holmes 01924 792960 main office
- Trust- Jamie McGuire 07739338518
- Chair of Governors 01469 560396/07974398246
- Lincolnshire County School [closures@lincolnshire.gov.uk](mailto:School_closures@lincolnshire.gov.uk)
- LCC Emergency Planning & Business Continuity Service 01522 582220
- LCC Communications Team 01522 552305

Other Useful Contact Numbers for LCC – sheet is included in the Evacuation File.