



# St Leonard's CE(A) First School Policy for Fire Evacuation and Bomb Alert Lockdown



*'Let your light shine before others so that they may see your good works and give glory to your Father who is in heaven.'*

*Matthew 5:16*

Adopted by the Governing Board:

May 2023

Review date: May 2024

Date of last policy reviewed	Changes made
January 2017	Changes to dates only.
January 2018	Changes to dates only.
January 2019	Changes to dates only.
January 2020	Taking the visitor book and mobile phone out included. Counting pupils as they go out of the door added. Changes to dates. Lockdown procedure added.
February 2021	Addition of remote access to email during lockdown procedures.
November 2021	Revised in light of Fire Marshal training and playground renovation assembly point.
March 2022	Addition of medications to be taken outside.
May 2023	Addition of parent pay text service to alert parents.

## Fire Evacuation/Lockdown procedures



April 2023

St. Leonard's CE (A) First School

### Fire (School time)

1. The person discovering the fire will immediately operate the nearest alarm.
2. On hearing the alarm the class teacher will evacuate their class in an orderly manner using the agreed escape route and checking toilets/shutting doors etc en route.
3. The fire and rescue service will be called at the first opportunity but priority given to evacuation of the building.
4. Staff to count children out of the door as they are evacuated. Children should evacuate from the nearest exit. Flames classroom - cloakroom door, flickers classroom - door to the playground, sparks classroom - door to the outdoor area, in the hall - doors to the Early Years outdoor area.
5. If the nearest exit is blocked an alternative exit should be used. The School Fire Marshal Mrs Stanesby will direct pupils and teachers. She will also prevent anyone from re-entering the building.
6. Children and staff will gather at the fire assembly point on the sports pitch and a role call will be made. The Fire Marshal/ office manager will do a sweep of the building and ensure that the role call has taken place.
7. The office manager will unlock the front gates and take the register, visitor book, mobile phone and medicines outside and call the emergency services.

T=This will be done by the Headteacher/key stage 2 class teacher if the office manager is not in.

8. The fire Marshal/ office manager will liase with the Fire and rescue Service on arrival and neighbours of the school.

NB. VEHICLES SHOULD BE PARKED SO THAT IT IS EASY FOR EMERGENCY SERVICES TO ACCESS THE SCHOOL.

IN THE EVENT OF FIRE THE FOLLOWING SHOULD BE PARAMOUNT

- DO NOT STOP TO COLLECT PERSONAL BELONGINGS
- REMAIN CALM AND DO NOT RUN
- DO NOT RE-ENTER THE BUILDING UNTIL TOLD THAT IT IS SAFE TO DO SO BY A FIRE OFFICER.

#### Bomb Alert

1. If a bomb threat is received it should be immediately brought to the attention of The Headteacher.
2. All such threats will be taken seriously and immediate advice sought from the police. Fire evacuation procedure will be followed, as a precaution.

#### Suspicious parcel/letter

1. If a suspicious package is received it should be immediately brought to the attention of the Headteacher.
2. All such incidents will be taken seriously and immediate advice sought from the police. Fire evacuation procedure will be followed, as a precaution.

UNDER NO CIRCUMSTANCES SHOULD THE SUSPICIOUS ITEM BE TOUCHED OR OPENED.

#### Lockdown procedure

1. Office manager or Headteacher to contact set off the lockdown alarm, long intermitment bursts of the school bell system. If this is not possible word of mouth of staff to pass through the school.
2. Headteacher or office manager to obtain mobile phone and call the emergency services.
3. Lockdown assembly point for all pupils to be the KS1 wet area (which has no windows). Flames class to crawl from their classroom through the back classroom door to the wet area.
4. Children to get underneath tables if necessary.
5. Ensure pupils with additional needs have an adult with them.
6. Register check of pupils, staff and visitors.
7. Entrance and exit points to be secured by pushing tables against the hall doors and door from the computer room to the library and both classroom doors.
8. Headteacher to lock internal doors.
9. Turn off lights.
10. If pupils and staff are outdoors a handbell will be used from one of the windows to alert them to come indoors. Teacher or supervisor on duty to check that all children have come indoors.

11. Let parents know via email or parent pay text service. Email can be accessed from any of the portable devices within the school building. Ask parents not to call the school preventing calls from emergency services.
12. Remain in lockdown area until the all clear has been given.

## Fire evacuation

1. Please leave the building by the nearest exit.
2. Leave your belongings behind.
3. Remain calm and do not run.
4. Gather at the fire assembly point on the playground.
5. Wait for register to be taken.





