

# **Fire Evacuation and Emergency Plan**



**Courthouse Green Primary School**

**May 2024**

## 1.0 Introduction

The school's fire risk assessment and fire and emergency plan has been developed to establish and set the required standards of control in an emergency situation.

The fire and emergency plan will be reviewed on an annual basis, unless circumstances dictate more frequent reviews and updates; for example following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

This fire and emergency plan will be implemented where there is a need to either evacuate the building or remain in the building for example:

- Fire
- Gas leaks
- Bomb threats
- Terrorist attacks
- Floods

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils, visitors and contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

## 2.0 Fire Safety

### 2.1 Fire drills and alarm activations

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods.

Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. This is normally by contacting the appropriate monitoring facility **CMS – 0330 002 1149** to advise of intent to activate system. They will put the system on test for the required amount of time.

Following either a planned or unplanned evacuation of the building, a evaluation will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required. This evaluation will be recorded on an Evaluation form and kept on record.

All activations of the fire alarm system will be recorded.

The fire service will be informed of **all** incidents of fire, even if small and extinguished.

### 2.2 Fighting fires

**STAFF ARE INSTRUCTED NOT TO ATTEMPT TO FIGHT A FIRE UNLESS IT IS TO AID THEIR ESCAPE FROM THE BUILDING.**

**Fire/Emergency Grab Bags – (black bags with visible label - situated in main office- one to be taken to front and one to be taken to back of school)**

The fire grab bags are kept in the admin office. They contain key information. Upon hearing the fire alarm sound, the person manning the control point/control panel officer will be

responsible for taking the bag to the control panel at the front of school – a member of the admin team will take the second bag to assembly point at the back of school, together with the office iPad and any signing in sheets.

**Bag contents:**

- Copy of fire risk assessment, fire evacuation and emergency plan, School Emergency Plan and map of school.
- List of all current staff employed at the school.
- Details of any significant hazards on site e.g. large quantities of hazardous substances
- High visibility vest ( for evacuation controller/person meeting emergency services)
- Contact details for the AT7 centre (off-site assembly point) should school be unable to be re-entered
- Gate Keys
- Fire Hydrant location Sheet

Any signing in books and iPads (Sign-in App visitor system) are taken to the assembly point by admin staff. Mobile phones and radios should also be taken.

**2.3 Immediate actions to take on discovering a fire or on hearing the fire alarm sound**

**On discovering a fire**

- Activate the nearest alarm call point
- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.
- Report immediately to the nominated Evacuation Controller and relay as much information as is possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have.

**On hearing the fire alarm:**

- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.

**All**

- Do not stop to collect any personal belongings.
- Close windows and doors as you leave if safe to do so.
- Do not tackle a fire unless it is to aid your escape from the building.

**PERSONS WITH SPECIFIC RESPONSIBILITIES SHOULD CARRY OUT THE DUTIES THAT HAVE BEEN ALLOCATED TO THEIR ROLE I.E. CONTROL PANEL OFFICER, EVACUATION CONTROLLER, COMMUNICATION RUNNER ETC**

**2.4 Methods of alerting persons on site**

Under normal circumstances persons on site will be alerted of the need to evacuate the building by the sounding of the fire alarm.

The fire alarm sound is a continuous bell with spoken instructions.

The fire alarm system has a back up system. If the fire alarm fails persons within the building would be alerted to the need to evacuate the building by using Loud Halers which are situated in the black labelled emergency grab bags in the main office and shouts of fire... fire...

## **2.5 Methods for communicating with the Emergency Services/Coventry Communications Centre**

In the event of a confirmed or suspected fire nominated person to place a direct call to the fire service by calling 9-999 from an internal phone or 999 from a mobile phone.

Nominated persons are: Rebecca Green (Finance and HR Manager, or another member of the admin team in her absence.

### **In the event of a serious confirmed fire if unsure whether a call has been placed anyone can call the fire service.**

The person calling the fire service needs to have as much information available to them as possible to enable them to give accurate information to the fire service.

- Has a fire been confirmed or is there a smell of smoke?
- What is the location of the fire?
- Do we know whether there are any persons trapped in the building or unaccounted for?
- Do we know how or why the fire started? *i.e. cooking, hot working, naked flame, arson.*

## **2.6 Staff with specific responsibilities**

### **Control Point Officer –**

- To be established at front of school with the black emergency grab bag.
- To communicate with the emergency services and local authority as required.
- To stop anyone entering the school.
- To communicate with the Evacuation Controllers at the assembly point on the playground to ensure successful evacuation.
  - Rebecca Green – Finance and HR Manager
  - Di Milbourne – Admin
  - Catherine Kelly - Admin
  - Louise Reeves– Deputy Headteacher
  - Eddie Lee – Assistant head

### **Control Panel Officer -**

**To be responsible for checking the fire panel to identify whether detectors/call points have been activated and the zone of the building (if applicable) or to identify faults. Must have a radio.**

- Rebecca Green – Finance and HR Manager
- Catherine Kelly – Admin
- Di Milbourne - Admin
- Jennie Burbidge – Head Teacher

In the absence of the named persons a member of the admin team will alert the Headteacher or Deputy Head. Any member of staff is able to look at the panel to ascertain which area the alarm is coming from.

## Evacuation Controller

Responsible for taking overall control of the evacuation point on the playground:

Senior members of staff:

- Jennie Burbidge – **Headteacher**
- Louise Reeves – Deputy Headteacher

Senior members of staff and the Learning Mentor team should support in ensuring an effective roll call at the assembly point and also support in ensuring that the message of an effective roll call is communicated to the Control Point Officer. All staff with radios should take these out with them and all to take own mobile phone out if safe to do so.

In the absence of the named persons another member of the extended management team should take on the role of Evacuation Controller. **Ensure that someone makes contact with CEO of the Trust**

## Communication Runner

- **One of any of available admin staff (usually the Receptionist)**

To be responsible for ensuring that all registers/signing in books are taken out to the evacuation point

To be responsible for assisting the Evacuation Controllers in ensuring that everyone is accounted for at the assembly point.

The main method of communication is with radios – Sarah Malam/SLT/Rebecca Green/Admin staff member will let the Control Point officer know when all are accounted for.

***There are no designated fire marshals at the school – ALL staff (no matter what their activity is when the fire bell sounds) have a duty to ASSIST in the safe and effective evacuation of the building. This includes lunchtimes and before and after school clubs.***

## 2.7 Specific persons at risk

There are vulnerable and/or disabled children in school. Where necessary, PEEPS have been prepared and communicated with relevant staff. Care plans include arrangements for Fire Evacuation, where applicable.

## **3.0 Lockdown – ‘Counting’ Policy/Procedure**

### **Lockdown – ‘Counting Policy’**

We have a policy/procedure (Appendix 1) which outlines the arrangements for placing the school in lockdown; we refer to it throughout as our ‘Counting’ Policy which makes it easier to explain to children.

It provides clear guidance to all staff, in the event of an emergency which requires the school to be locked down in order to maintain the safety and well-being of staff and pupils. Lock down procedures are a proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and

staff. Lock down procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to all on site);
- An intruder on the school site (with the potential to pose a risk to staff and pupils);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc);
- A major fire in the vicinity of the school;

### **3.3 Accounting for all occupants**

In a major emergency situation, staff to do a head count to the best of their ability but priority is to safeguard the children in their care at the present time. If the school is in lockdown and occupants in hiding, a roll call cannot be performed. A full roll call can be done once the immediate danger is past.

### **3.4 Methods for communicating with the emergency services/Coventry Communication Centre**

Admin staff or Senior Leaders who are free of a class to make a phone call via mobile to Police – dial 999 – if not able to do so – both the fire alarm and ‘counting’ alarm will connect with Coventry Communications Centre – Business/Office Manager to ensure that they know in advance that if the counting alarm rings then it will be a real emergency.

If safe for other members of staff to call 999 they should do so without putting themselves at risk.

### **3.5 Specific responsibilities**

A serious incident would trigger the School Emergency Plan and mobilise the SEMT (Senior Emergency Management Team) who would take up their roles once the immediate danger was past.

### **3.6 Off-site assembly point**

Our off-site assembly point is the AT7 centre. In the event of the school building and grounds needing a total evacuation, children and staff would make their way out of the nearest safe gate and go to the AT7 centre.

## Arrangements for safe evacuation and assembly – FIRE ALARM

Time	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Person checking control panel
Standard teaching times	Teacher escorts class to assembly point via nearest and safest exit route	<p>Area by boiler house on play area</p> <p>Front of school for those who can't reach the assembly point on the playground.</p>	Most senior member of staff present	Sign-in app visitor system on iPads/registers/any signing in sheets	CK/DM/CD
Reception Classes, Nursery and Conkers	Teacher escorts class to assembly point via nearest and safest exit route	Field adjacent to Early Years Play area.	Most senior member of staff.	Sign-in app visitor system on iPads/registers/any signing in sheets	CK/DM/CD
Break times pupils outside	<p>All staff members on duty in the playground shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building. Children will then be escorted to the assembly point.</p> <p>A roll call will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.</p>	<p>Area by boiler house on play area</p> <p>Front of school for those who can't reach the assembly point on the playground.</p>	Most senior member of staff present	Sign-in app visitor system on iPads/registers/any signing in sheets	CK/DM/CD
Break times pupils inside	<p>Teachers/teaching assistants escort their class to assembly point via nearest and safest exit route (signed)</p> <p>It is most important that staff take out their fire register for the day as the school relies on a careful roll call instead of sweep of the building. If support staff are able to make a sweep of toilet areas/hall/libraries on their way out of the school this will be beneficial.</p>	<p>Area by boiler house on play area</p> <p>Front of school for those who can't reach the assembly point on the playground.</p>	Most senior member of staff present	Sign-in app visitor system on iPads/registers/any signing in sheets	CK/DM/CD

Lunch time outside	<p>LTS staff to escort pupils from playground areas and get them to line up as per std teaching times</p> <p>LTS staff in dining areas to escort pupils to assembly point via nearest and safest route (signed) (lunch boxes/meals etc to be left)</p> <p>Admin staff to evacuate as per std procedures taking registers etc.</p> <p>Any teaching staff on site to leave by the nearest safest exit route (signed) and meet up with their classes at the assembly point.</p> <p>All classes should assemble at their designated fire practice assembly points on the playground and await further instructions</p> <p>Once at assembly point, registers will be given to lunchtime supervisors who will carry out the roll call.</p> <p>Teachers "on site" will assist the dinner supervisors at the assembly point.</p>	<p>Area by boiler house on play area</p> <p>Front of school for those who can't reach the assembly point on the playground.</p>	Most senior member of staff present	As std teaching times	CK/DM/CD
Lunch time inside	<p>LTS staff escort pupils to assembly point via nearest and safest exit route (signed)</p> <p>The school relies on a careful roll call instead of a sweep of the building. If support staff are free and able to make a sweep of toilet areas/hall/libraries on their way out of the school this will be beneficial.</p>	<p>Area by boiler house on play area</p> <p>Front of school for those who can't reach the assembly point on the playground.</p>	Most senior member of staff present	As std teaching times	CK/DM/CD
Assemblies Staff/pupils only	As std teaching times.	<p>Area by boiler house on play area</p> <p>OR</p> <p>front of school</p>	Most senior member of staff present	As std teaching times	CK/DM/CD
Assemblies with Parents attending	Class teachers and teaching assistants in hall escort pupils out of designated fire exit to assembly point	Area by boiler house on play area	Most senior member of staff present	As std teaching times,	Senior staff present



	Admin staff and other available staff escort parents out of building via nearest fire exit to assembly point	Front of school for those who can't reach the assembly point on the playground.			
As pupils arriving or leaving	Staff to leave via nearest and safest exit escorting any pupils that are in the school building to the assembly point on the playground; sweep to be undertaken on way out; Member of SLT to direct parents and staff to assembly point; Persons at front of building will prevent those from entering the site.	Area by boiler house on play area  Front of school for those who can't reach the assembly point on the playground.	Most senior member of staff present	iPad (to access Sign-in app visitor system and Net2 Staff sign in system), any signing in sheets	CK/DM/CD
Staff only on site including meetings and holidays.	Staff to leave by nearest and safest signed exit route Persons at front of building will prevent those from entering the site.	Area by boiler house on play area  Front of school for those who can't reach the assembly point on the playground.	Nominated member of staff on site i.e. SSO, Handyperson or Business Manager or most senior member of staff on site.	iPad (to access Sign-in app visitor system and Net2 staff sign in system), any signing in sheets	Most senior member of staff on site or SSO
Open house/parents evenings	Normally held in classrooms. System implemented to ensure that the building can be evacuated safely during open evenings. An appointment system is in place. Class teacher escorts parents out of the building to the assembly point.  Adequate number of fire exits made available. Any mobility impaired visitors are buddied by a member of staff at all times.  Teachers to be aware that parents may be on 1 <sup>st</sup> floor with buggies – they must leave	Area by boiler house on play area  Front of school for those who can't reach the assembly point on the playground.	Most senior member of staff present	iPad (to access Sign-in app visitor system and Arbor parents evening system and Net2 staff sign in system)	CK/DM/CD – or whichever senior member of staff available

	buggies upstairs and not try to use the lift to leave the building.				
Plays/concerts	An induction is completed before the play/concert. Ticket system in place and numbers checked on arrival to record actual number of persons present. System implemented to ensure that the building can be evacuated safely during a play/concert. Adequate number of fire exits made available. Fire marshals will be designated prior to the event.	Area by boiler house on play area  Front of school for those who can't reach the assembly point on the playground.	Most senior member of staff present	iPad (to access Sign-in app visitor system, Net2 staff sign in system, registers, ticket entry details	CK/DM/CD – or whichever senior member of staff available
Lettings (not being used at present but left in here for a time when this might happen)	Adequate number of fire exits are made available. Those who book lettings are given details of the emergency evacuation procedures Advise drill or table top exercise to be undertaken	Area by boiler house on play area  Front of school for those who can't reach the assembly point on the playground.	Letting Leader	Signing in sheets	Site Service Officer

**Specific arrangements must be included within this area when building or refurbishment projects are taking place on site.**

#### 4.0 Whole site evacuation

If the whole site is required to be evacuated whilst there are pupils on site an arrangement is in place with the AT7 centre to relocate to their premises.

Sarah Malam and Rebecca Green will remain at the school site; all other staff and pupils will relocate, supervised by the rest of the Senior Management Team.

Sarah Malam or Rebecca Green will advise the local authority (via Communications Centre) and communications team in the event of pupils having to be relocated to another site.

Parents will be contacted via contact list (SIMS) in evacuation bag/text service (iPad). All staff will remain at relocation point until last pupil is collected. The same staff will return to site at the end of the school day to inform parents who may not be aware of the situation.

#### **IF EVACUATING WHOLE SITE, MOVE TO EASEE PLAN**

#### 5.0 Methods of communicating information relating to fire evacuation

Teaching and support staff – Fire awareness training, communication of fire and emergency plan within staff meetings (teaching, support, admin and SSO), fire drills and de briefs.

Lunch Time Supervisors - Communication of fire and emergency plan at LTS meeting, fire drills and de briefs, fire awareness briefing sessions.

Catering and cleaning staff – Communication of fire and emergency plan and pre arranged meetings, fire drills and de briefs.

General visitors – Visitor/contractor leaflet, generally escorted on site unless have full DBS clearance – a walk round is always given to show fire exits/assembly points.

Contractors – Visitor/contractor leaflet, site induction (as required).

***Specific arrangements to be included within this area when building or refurbishment projects are being undertaken.***

Lettings – As part of letting agreement, induction by SSO.

Emergency services – Following initial 999 call the Control Point Officer will be the person responsible for liaising with the emergency services. They will make themselves known to the emergency services on their arrival and relay information verbally and by use of documented information contained in the black emergency grab bag situated in the main school office.

#### 6.0 High risk areas/activities

Within school the areas/activities below have been identified as high risk with regards to fire/emergency.

- Main kitchen - Catering staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken.
- Boiler/plant room – Access to this area is restricted. SSO and contractors who may need to access area are familiar with plant and emergency shut-down procedures and are responsible for ensuring these are undertaken.
- Cookery/food technology – Teacher/TA in charge of lesson will shut down equipment if safe to do so.

**Useful contact names/numbers****Useful telephone numbers**

CSW Resilience Team(see sert plan)	EASEE – Emergency duty number (no. not for public use)		02476 832673
CSW Resilience Team	In hours contact Coventry		02476 833576
Coventry Communication Centre			02476 832208
Coventry City Council			02476 833333
Remote Monitoring Services	Montior alarm activations		0330 002 1149
Patrol Guard	Callouts to fire activations		0845 370 5098
Status Alarms	Intruder alarm systems		02476 685523
Midland Fire	Fire Alam systems		024 7636 5999
AT7 Centre			02476 665530
Coventry Communications Team	Communications@coventry.gov.uk		02476 831081
Aspens	Cook (Sue)		07591986639
Aspens	Area Manager Sam Cook		07843 811043
School Transport	Coventry City Council		02476834004

Reviewed September 2022

To be reviewed September 2023 or as necessary.

## APPENDIX 1

### **Courthouse Green Primary School – Lock Down 'Counting' Policy and Procedures**

In the event of an emergency which requires the school to be locked down in order to maintain the safety and well being of its staff and pupils, the school will move to Lock down. Lock down procedures are a proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lock down procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to all on site);
- An intruder on the school site (with the potential to pose a risk to staff and pupils);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose.

Staff will need to remain aware and use their initiative to stay as safe as possible in any emergency situation.

During lockdown pupils will not be released to parents.

Whilst the policy outlines the arrangements for placing the school in lockdown we refer to it throughout as our 'Counting' Policy.

This policy should be read in conjunction with the School Emergency Plan.

#### **Procedure**

The 'counting' alarm will be activated from the school office in the event of a VERY SERIOUS emergency i.e. aggressive individual/s carrying a weapon. This may be an incident where we may not want children in corridors or lined up on the field so the fire alarm could not be used.

The 'Counting' alarm is VERY piercing and continuous; it is different to the fire alarm and is louder in the group room areas than the classrooms.

#### **WHEN THE 'COUNTING' ALARM SOUNDS:**

- Staff should take their whole group or class to the nearest available classroom/room and once inside lock doors using the turnkey.
- Turn off lights and interactive white boards and close blinds where possible.

- Everyone should try to move away from the door and if safe to do so, try to barricade the door and glass panels with several upturned tables. If not safe to do so, get all children to huddle together in the most protected corner of the room – possibly laying on the floor.
- Try to get the children to stay very still and quiet (all mobile phones should be on silent) so that you can't be heard from outside the classroom.
- No one should move about the school.
- You should stay where you are until given a signal that it is safe to move by senior leaders - in a VERY SERIOUS situation this is likely to come from armed police so you will need to remain very calm and still, trying to keep the children calm and follow the police instructions carefully.
- Once the situation is under control by police and it is safe to do so, we will move to the school's Emergency Plan. Our Senior Emergency Management Team (SEMT) will be mobilised.

### **SITUATION TAKING PLACE OUTSIDE ON THE FIELD OR SURROUNDING AREA:**

- If the children need to be moved inside we will raise the alarm by word of mouth or using whistles blown continuously as a warning that there is an issue or the use of loud halers giving instructions.
- Children should then be brought inside.
- External doors should be locked and move into classrooms.
- Follow the procedure described above.

### **COMPLETE EVACUATION OF SCHOOL SITE**

If it is not safe to keep children on the site we would need to consider escape through the Heddle Grove gates or the gate near the Netball Court depending on where the situation is happening.

Our area to evacuate to is the AT7 Centre.

### **GATE KEYS**

Gate keys are in key boxes next to Heddle Grove gates, by Conkers gates and the gates next to the Netball Court. The code for the boxes is 2016.

It is of vital importance that the school's Counting procedures is familiar to all members of staff. To achieve this, a Counting drill will be undertaken at least twice a year. Pupils will also be aware of the plan (regular practices will increase their familiarity). Parents too will know that the school has a lock down plan.

Individual staff cannot sign out or leave the premises during lock down without prior agreement of the headteacher before leaving

During the lock down, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

## **Communication between parents and the school**

School lock down procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website. In the event of an actual lock down, development is communicated to parents as soon as is practicable.

- If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – website/ email (Arbor)/Class Dojo/ telephone
- 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.
- 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 office staff or emergency services.
- A letter to parents will be sent home as soon as possible following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

## **BOMB THREATS: PROCEDURES FOR HANDLING BOMB THREATS**

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

### **Threats received by phone:**

If a threat is received on the phone, the caller should ask another member of staff to call 999 and alert SLT urgently, but try to keep the caller on the phone, if possible and complete the information listed on the Bomb Threat checklist.. A copy of the checklist should be displayed on the wall near the main reception phone.

### **Threats received via email:**

Do not reply to, forward or delete the email. Note the email address and inform the police.

### **Threats received via social media:**

Note what application has been used and what is the username/id?

On receipt of a bomb threat in any form, dial 999 and police will respond. Senior leaders will consider their advice before a decision is taken to close or evacuate.

If the police advise a full evacuation, sound the fire alarm and proceed as for a fire emergency.

Policy reviewed May 2024

To be reviewed May 2026