



MALTMAN'S GREEN
SCHOOL

Fire Evacuation and Lockdown Policy

This policy also applies to the EYFS

Related documents

Health and Safety Policy
Safeguarding and Child Protection Policy and Procedures

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1 Introduction

The Management and Governors of Maltman's Green School will comply with the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541) to ensure the safety of all employees, members of the public and contractors etc. who may have reason to be on our premises. We recognise the need to take precautions to maintain the safety of all persons on the premises against the threat of fire or any other emergencies.

In the event of fire, the safety of pupils, staff and visitors is of paramount importance to Maltman's Green School and will be given appropriate attention by the School management to reflect this. It is our aim that the work and education environment is as safe from fire as can reasonably be achieved and if a fire does occur, our staff are well trained in the procedures for the safe evacuation and mitigation of damage. The life safety of staff, pupils, contractors, visitors and the emergency services will be Maltman's Green School's highest priority, secondary priorities such as extinguishing the fire and saving property will only be conducted if it is safe to do so.

Management & Governors will, in consultation with employees and/or their representatives:

- Establish and manage a Fire Risk Assessment framework to apply to all of its premises and ensure that the Fire Risk Assessment is reviewed on a regular basis.
- Manage and maintain all buildings and premises to adequately control the risk from fire.
- Maintain adequate fire precautions with regard to ensuring:
 - adequate arrangements for giving warning in case of fire;
 - that sufficient and suitable exits are maintained within buildings;
 - adequate provision of means for fighting a small fire; and
 - that all staff receive suitable training, commensurate with their role and the duties they may be required to perform during a fire.
- Ensure that sufficient arrangements are made to warn persons on the premises of a fire situation.
- Ensure all staff are aware of the fire procedures and arrangements for the evacuation of the School, the location of the assembly points and the actions to be taken in the event of either discovering a fire or the fire warning sounds, and are regularly trained and reminded.
- Ensure that any staff or pupils who may be hard of hearing, mobility impaired or otherwise disabled present on the premises are aware of the activation of the fire alarm and given assistance to evacuate the building.
- Ensure that the fire evacuation policy arrangements make certain that all staff, pupils and visitors have evacuated the premises or are able to identify anyone who may still be in one of the buildings.
- Ensure that any persons who are on the premises, who are not employees of Maltman's Green School, will be made aware of the action they need to take in the event that the fire alarm sounds, or they discover a fire.
- Ensure that our arrangements are reviewed following any 'near miss' or fire.
- Ensure suitable liaison takes place with the Local Authority Fire & Rescue Service
- Making adequate provision for the control of fire in work processes, including the control of hot working.
- Keeping suitable and sufficient records.
- Providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met.
- Making adequate resources available to meet the requirements of this policy.

2 Responsibilities

The Headmistress is identified as the Responsible Person with regards to Fire Safety within the school, under the Regulatory Reform (Fire Safety) Order 2005 and is responsible, to the Governors, for ensuring that the fire safety policy is implemented.

The Bursar has been given the role of the Fire Safety Manager and is responsible for the implementation and coordination of all fire safety facilities. The Facilities Manager will deputise in their absence. The main duties of the Fire Safety Manager are to:

- Ensure that fire risk assessments are carried out to examine and control the likelihood of a fire starting and the consequences of a fire, pursuant to the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541). This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded, and staff and safety representatives will be informed of these.
- Ensure that any recommendations made in the fire risk assessment are implemented.
- Be responsible for ensuring that appropriate staff fire safety training takes place.
- Produce an emergency evacuation plan and promulgate this plan around the school.
- Ensure sufficient fire evacuation drills are conducted.
- Ensure that fire extinguishers and other fire-fighting equipment (such as alarms, detectors and blankets) are inspected regularly and maintained correctly by competent persons in order to ensure they are in working order.
- Ensure that the fire warning system is tested and maintained correctly by competent persons.
- Ensure that the emergency lighting system is tested and maintained correctly by competent persons.
- Ensure that fire escape routes, exit doors and corridors etc. are checked regularly and properly, are signposted, highlighted, maintained free from obstructions, and are available for use at all times.
- Ensure fire safety inspections are conducted.
- Ensure appropriate records are kept regarding fire safety facilities testing and maintenance etc.
- Ensure that any close down procedures are implemented.
- Include fire safety in any health and safety reports to the governing body.
- Consult with and implement the recommendations of the local Authority Fire & Rescue Service following any inspection and/or report.
- Ensure records are maintained in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills, fire precautions tests, and maintenance records and certificates.

The Facilities Manager will assist the Fire Safety Manager in the day-to-day management of fire safety facilities and responsibilities.

To further assist the Fire Safety Manager, the School will ensure that there are sufficient competent persons identified from staff (or deputies in their absence) on site at all times to act as Fire Marshals and that they are appropriately trained to ensure they can conduct their fire safety role. Fire Marshals and their respective roles are appended to this policy.

The Fire Safety Manager will act as Red Fire Marshal during fire evacuations.

Where suitable competent persons cannot be available within the workforce for other fire safety tasks, competent contractors and fire safety specialists will be employed. These competent persons will provide assistance to the Fire Safety Manager in ensuring compliance with:

- Fire Safety Legislation
- Company Practices and Procedures
- Inspecting, Testing & Maintaining Automatic Fire Safety Equipment & Systems
- Inspecting Testing & Maintaining Portable Fire Fighting Equipment
- Inspecting Escape Routes and Exit Routes
- Staff Fire Safety Awareness and Fire Extinguisher Training
- Evacuation planning and staff evacuation training

All school staff are responsible for maintaining high standards of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedures, including the location of all fire alarm break glass units. They should also ensure that any vision panels in doors are kept clear, that fire doors are kept shut and not wedged open, and that escape routes are not obstructed.

The measures to be taken to ensure this can be done will be covered in staff Fire Safety Awareness Training held at regular intervals. Staff should report any concerns regarding fire procedures to the Bursar, so that the School can investigate and take remedial action if necessary.

Staff must report to the Bursar any damage they think may affect the continued safety of anyone in the premises.

3 Fire Procedures

If a fire is discovered the alarm must be raised immediately. This should be the first action taken by anyone discovering a fire, however small. The Governors and the Headmistress of Maltman's Green School refutes the notion that the alarm should be raised only in the event of a large fire.

All staff are empowered to take this action if they believe there is a fire; no authority should be sought from any other person. The Governors and Headmistress of Maltman's Green School will always support staff who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.

Where an evacuation is considered necessary, the main School fire bell will be activated and the School's emergency procedure followed.

Immediate evacuation of all pupils, staff, visitors and any other person who is not an employee of Maltman's Green School must take place as soon as the evacuate signal is given. Evacuation routes from buildings are clearly indicated where necessary by the correct signage. All persons who evacuate should report directly to the assembly area.

Staff and/or pupils who have been identified as requiring assistance to evacuate from the buildings will be assisted in accordance with their Personal Emergency Evacuation Plan (PEEP). Details of these plans are appended to this policy.

Following evacuation of the building, re-entry of the premises is strictly prohibited until the Senior Fire Officer in attendance declares it is safe to do so to the Headmistress, who will advise evacuees of the course of action. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building or that the emergency is over.

The primary responsibility of staff during a fire emergency is to ensure that all pupils, in their charge, have been evacuated and that the alarm has been raised. Extinguishing the fire, using the portable fire extinguishers, should only be attempted if:

- they have received training in the safe selection and use of the extinguishers;
- the fire affects their own or another's safety;
- they have informed another member of staff of their intention to attempt firefighting; and
- their dynamic risk assessment indicates that it is safe to continue.

Guidance on the circumstances under which firefighting should be avoided or discontinued will be included in staff fire safety training.

Full details of the procedure to be adopted in case of fire are appended to this policy.

4 Arrangements

4.1 Fire warning system

A system of automatic fire detection and manual break glass points is provided throughout the school. A competent contractor is engaged to ensure the system complies with the requirements of British Standard 5839 part 1, testing and maintenance.

The fire warning system is currently maintained by Chalbrook Fire & Maintenance Ltd (a BAFE approved company).

Sufficient members of staff will be suitably trained to ensure weekly testing of the system is conducted, the results recorded in the fire log book and any remedial action required for defects etc. is taken.

The location of call points and the control panel is indicated in the premises Fire Log Book.

4.2 Emergency lighting system

A system of emergency lighting units is provided throughout the premises to indicate the safe routes to take should there be a failure of the lighting circuits. A competent contractor is engaged to ensure the system complies with the requirements of British Standard 5266 part 1, testing and maintenance.

The emergency lighting system is currently maintained by Chalbrook Fire & Maintenance Ltd (a BAFE approved company).

Sufficient members of staff will be suitably trained to ensure weekly testing of the system is conducted, the results recorded in the Fire Log Book and any remedial action required for defects etc. is taken.

The location of each emergency lighting unit is indicated in the premises Fire Log Book.

4.3 Portable firefighting equipment

Portable fire extinguishers, of various types, are located at strategic points in the buildings. The types of extinguisher provided will be commensurate with the risks associated with the building. A competent contractor is engaged to ensure that all portable fire extinguishers comply with the requirements of British Standard 5306 part 3, testing and maintenance.

Portable firefighting equipment is currently maintained by ABC Fire Protection Ltd of Southampton (a BAFE approved company).

Sufficient members of staff will be suitably trained to ensure adequate inspection of the fire extinguishers provided in premises are located correctly, not damaged and any gauge is showing in the operative range. The results of these inspections will be recorded in the Fire Log Book and any remedial action required for defects etc. is taken.

The location and type of the provided fire extinguishers is indicated in the premises Fire Log Book.

4.4 Escape routes, exit doors & fire doors

There are a number of escape routes provided from all buildings to ensure all staff and pupils etc. can escape safely in the event of a fire. The School will ensure all routes are suitably signposted.

A number of fire doors are also provided for compartmentation, to help prevent the spread of fire and smoke. These doors are indicated by appropriate signs and the message on the sign must always be obeyed by staff and other occupants.

Sufficient members of staff will be suitably trained to conduct regular inspections of escape routes and exit doors, the results of these inspections recorded in the fire log book and any remedial action for defects etc. is taken.

4.5 Staff training

All staff will receive appropriate and regular training in Fire Safety and Procedures commensurate with their role within the fire policy of Maltman's Green School. Staff should take an active part in this very important training and make every effort to attend when arranged. Full records will be maintained in the Fire Log Book.

Fire evacuation drills will be held at regular intervals to ensure staff and pupils are aware of the procedure to follow for the evacuation of the school. Staff should take a full and active part in all fire evacuation drills. Full records will be maintained in the Fire Log Book.

4.6 Safe handling and use of substances

The School will have appropriate procedures in place to ensure that exposure to hazardous substances is minimised. In order to do so, the School will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677) (COSHH) and prevent, reduce or control exposure of staff to these hazards by the institution of proper controls and protective equipment.

All staff, visitors and pupils will be advised of hazardous materials to be used by them and any policies relating to their use (including emergency procedures to deal with accidents / incidents) and will be given suitable information, instruction and training in their safe use, storage and handling.

The Facilities Manager will be responsible for identifying all substances which need a COSHH assessment.

The Facilities Manager will be responsible for undertaking COSHH assessments.

The Facilities Manager will be responsible for ensuring that all actions identified in the assessments are implemented.

The Facilities Manager will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Assessments will be reviewed on a regular basis or when the work activity changes, whichever is soonest.

All staff will ensure that hazardous substances are locked away after use.

4.7 Testing of electrical equipment, gas appliances etc.

The Facilities Manager will ensure that all equipment and systems including mains and portable electrical equipment which is the property of Maltman's Green School and used for the business, gas appliances, local exhaust ventilation, pressure systems, lifting equipment and glazing, used at or by the School are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by the School and that records of inspection, maintenance and testing are retained.

For full details please refer to the Maltman's Green School Health and Safety Policy.

4.8 Contractors

External contractors working on site will be required to register their attendance by signing in upon arrival and signing out upon departure in the visitors' book which is held at reception.

The Fire Safety Manager will be required to ensure that contractors are fully briefed to ensure they are familiar with the means of escape from where they are working, understand the fire warning system and the actions required, the location of the assembly area and the location of fire-fighting equipment.

The Fire Safety Manager should also ensure that any maintenance staff or external contractors undertaking hot work (cutting, welding, soldering etc.) have the necessary 'hot work' permit (see Appendix 8) and necessary PPE.

5 Lockdown Procedures

This document is just one in a suite of documents under the School's Business Continuity Plan. Under Business Continuity Planning we examine the three key risk areas which are:

- significant loss of staff through absence.
- denial of access to or loss of our premises.
- denial of access to our key business systems.

There may be one or two other minor areas, but these are the three main ones. The sub-sets of these three key risk areas are as follows:

- 1.0 Significant loss of staff through absence
 - 1.1 Natural weather occurrences (flooding, snow, heat wave)
 - 1.2 Pandemics
 - 1.3 Major transportation network disruption
- 2.0 Denial of access or loss of our premises

- 2.1 Fire
- 2.2 Explosion
- 2.3 Terrorist incident
 - 2.3.1 Lockdown Procedures
- 2.4 Flooding
- 2.5 Total utilities failure (electric, gas, waste & water)
- 3.0 Denial of access to our key business systems
 - 3.1 Cyber attack
 - 3.2 Major software or hardware failure
 - 3.3 Significant loss of internet connectivity
 - 3.4 Disruption to retail banking system
 - 3.5 Physical damage (fire, water)

6 Lockdown Procedures

6.1 What is a Lockdown?

A sensible and proportionate response to an incident which has the potential to pose a threat to the safety of staff, pupils and visitors.

6.2 What type of incident might cause a Lockdown to be initiated?

- A reported incident or disturbance in the surrounding area – for example, within a 10 mile radius of the School.
- An intruder on the School grounds or in one of the School buildings.
- A local risk from air pollution for example from a major fire or a chemical incident.
- A dangerous escaped animal.

6.3 Do we need different types of Lockdown for different incidents?

There are two types of Lockdown: Partial and Full.

6.4 What is the difference between a Partial and a Full Lockdown?

Partial Lockdown is a precautionary measure to put the School in an enhanced state of readiness should the situation escalate. This is typically in the event of an incident occurring locally but not within the immediate vicinity of the School.

Full Lockdown signifies an immediate threat to the School and may be an escalation from Partial Lockdown or the School may have gone directly to Full Lockdown.

6.5 What are the aims and objectives of a Lockdown?

In the case of a Partial Lockdown, to safeguard initially against a potential incident and get prepared mentally and physically should the incident escalate

For Full Lockdown, to allow those caught up in an incident and vulnerable to attack to delay the attacker throughout the course of the attack thus reducing casualty numbers.

6.6 What are the aims and objectives of the Maltman's Green School Lockdown procedures?

To ensure that all staff and pupils are aware of what to do in the case of an incident that has the potential to threaten the safety of staff, pupils and visitors. This includes incidents involving firearms and explosives.

To ensure that all staff, pupils and visitors are prepared to act in order to protect themselves from harm in the event of an incident.

6.7 How will staff know if a Lockdown needs to be initiated?

On being informed of an appropriate incident or on sensing or witnessing an incident occurring, Lockdown procedures will be initiated.

Anyone can initiate a Lockdown under the circumstances above by immediately informing the Front Office of the potential need for a Lockdown. For example, a staff member may be checking emails or texts in the staff room over lunchtime when they receive a message from a friend informing them of an incident occurring within the vicinity of the School.

6.8 How will a Partial Lockdown be initiated?

A Partial Lockdown will be initiated by the SLT, who will ask the Front Office to send an email with the words 'PARTIAL LOCKDOWN' in upper case in the title block to all members of staff.

One member of the Front Office staff will then take a radio to the Bursar's Office to inform the Bursar of the need for a Partial Lockdown and pass the Bursar brief details of the incident.

The Bursar will alert the Facilities Manager using the radio who will then, with one other member of the Facilities Support team, move throughout the School passing by word of mouth the need for a Partial Lockdown via a safe word.

Priority of movement should be afforded to the external areas of the School before the internal areas, the aim being to get people inside School buildings as quickly as possible.

All those aware of a Partial Lockdown being in place should ensure that anyone acting outside of the procedures is made aware of the situation.

The Bursar and Facilities Manager will take control of the Lockdown procedure from the Incident Control Room which for a Partial Lockdown will be located in the Admin Office.

6.9 How will a Full Lockdown be initiated?

The person initiating a Full Lockdown must do their utmost to share quickly by word of mouth the activation of Lockdown whilst in the process of moving to or alerting the Front Office.

Front office staff will immediately send an email to all staff with the words 'FULL LOCKDOWN' in upper case in the title block.

Front Office staff will then sound the personal alarms (personal alarms will not be used for any other type of incident).

Front Office staff will then alert emergency services by calling 999. Annex A gives details of the minimum reporting requirements for the emergency services.

One member of the Front Office staff will take a radio to the Bursar's Office to collect the Bursar who will alert the Facilities Manager by radio. If already at Partial Lockdown, the Bursar will already be in the Admin Office Control Room.

The Facilities Manager will alert the Facilities Support staff to close, lock and deactivate the parent car park, staff car park and ADA gates but only if it is safe to do so.

The Facilities Manager and one member of her team will then move quickly throughout the School sounding the Lockdown personal alarms.

Priority of movement should be afforded to the external areas of the School before the internal areas, the aim being to get people inside School buildings as quickly as possible.

6.10 What action should staff, pupils and visitors take on initiation of a Partial Lockdown?

All outdoor activity must cease immediately, so staff and pupils who are outdoors must make their way to the nearest available building, bringing as many children with them as possible irrespective of whether they are in their form or class.

If they already indoors then they must stay indoors and remain where you are unless to do so would incur additional risk to safety. Swimming activity can continue under Partial Lockdown but pupils are not to leave the building after Swimming has concluded and should remain in the changing areas.

Anybody outdoors (and not with pupils or visitors), must put their own safety first and move inside as quickly as possible, sweeping up anyone that is still outside as they go.

Close and lock all external doors but stay vigilant for staff, pupils or visitors that might wish to enter. Only allow them access if it is safe to do so.

Movement may continue around the School but remaining indoors at all times. All children must be supervised when moving around the School and it cannot involve external movements from building to building.

Staff should constantly reassure pupils that there is nothing to be concerned about.

We will attempt to account for all pupils, staff and visitors as quickly as possible. Staff should take a register of all pupils under their control at the time or alternatively compile a list. Send these details to the email address lockdown@maltmansgreen.com stating in the subject line the following:

- Location – classroom number, room number or room description.
- Number of people at your location – (for example: Adults x 2, Children x 21).

6.11 What action should staff, pupils and visitors take on initiation of a Full Lockdown?

All outdoor activity should have already ceased but if the School goes immediately to Full Lockdown, staff should make their way inside the nearest available building, bringing as many children and visitors with them as it is safe to do.

Anybody already indoors must stay indoors and remain where they are unless to do so would incur excessive risk. Swimming activities should cease immediately and all pupils should be moved to the changing areas where they will be out of sight; they should remain there until the all clear is given.

Anybody outdoors (and not with pupils or visitors), should put their own safety first and move inside as quickly as possible, sweeping up anyone that is still outside as they go.

Staff should close and lock all external doors but stay vigilant for staff, pupils or visitors that might wish to enter. Only allow them access if it is safe to do so.

Staff should close all blinds/curtains where available and where this is not, move children to a place out of line of sight. If you are in a room on the ground floor, attempt to move to a room on the first floor or in the centre of the building away from external windows, but only if it is safe to do so.

Staff should close, lock and block all internal doors.

Staff should move into a central position in the room or one where they will be afforded the maximum possible protection such as behind a bookcase or underneath a desk.

Constantly reassure pupils and ensure that they remain as quiet and as still as possible.

We will attempt to account for all pupils, staff and visitors as quickly as possible. Staff should take a register of all pupils under their control at the time or alternatively compile a list. Send these details to the email address lockdown@maltmansgreen.com stating in the subject line the following:

- Location – classroom number, room number or room description.
- Number of people at your location – (for example: Adults x 2, Children x 21).

6.12 Can the fire alarm system be used as part of the Lockdown procedures?

The fire alarm system should never be used to initiate Lockdown or to initiate an evacuation. Lockdown procedures take primacy over fire alarm procedures at all times unless there is an obvious risk to safety from fire.

Should there be a need to evacuate the building during a Lockdown, the Lockdown marshals will move throughout the building with loud hailers announcing “LEAVE, LEAVE, LEAVE”.

On hearing this announcement, if it is safe to do so, a member of the Facilities Support team is to move to the ADA and Staff Car Park gates and set the gates to hold permanently open.

In the event of an evacuation, staff, pupils and visitors should leave the building at the nearest safe exit and move away from the School site as quickly as possible and as far away as possible within their means. Any individuals (staff or pupils) that have a disability that would affect their safe evacuation in the event of an emergency should follow their Personal Emergency Evacuation Plan (PEEP) – see Appendix 6 and 7.

Adults should ensure that any lone children or groups of children are swept up and moved quickly away from the area of danger.

It is suggested that groups should head for various safe locations, which include Gayhurst, or St Joseph's schools, but judgement must be exercised carefully given that these locations may also be under Lockdown conditions.

At no point should staff, pupils or visitors attempt to muster at fire assembly points.

6.13 How will control be exercised over the Lockdown?

The Bursar and Facilities Manager will take control of the Lockdown as Incident Commander and Deputy Incident Commander and will operate from an Incident Control Room in the Admin Office.

At least one member of the Front Office staff is to join the Incident Commander and Deputy in the Incident Control Room.

Staff can communicate with the Control Room via radio on Channel 3, telephone on extension 350 or via the following email address lockdown@maltmansgreen.com.

6.14 How will people be notified when an incident is terminated?

The Bursar will direct members of the Facilities Support team to move throughout the School notifying staff, pupils and visitors by saying 'lockdown all clear'.

An email will also be sent to all staff declaring 'LOCKDOWN ALL CLEAR' in the subject line.

The Bursar will have the final say as to when the All Clear should be given.

Parents will be notified only after a Lockdown situation is terminated. Children with mobile phones should be told not to contact parents (children are only permitted to have mobile phones in school in exceptional circumstances – please see the Safeguarding and Child Protection Policy and Procedures for details).

7 Appendix 1: Procedure in Case of Fire

7.1 Purpose of the Plan

The purpose of the evacuation plan is to ensure the safe, orderly and efficient evacuation of all occupants of the school using all the exit facilities available and to get the mind attuned to acting rationally when confronted with a fire or other emergency at the school.

7.2 General Details

If you discover a fire act quickly. Immediately operate the nearest Break Glass Point (Make sure you know the position of fire alarm break glass points in all buildings in which you use). Direct the pupils in your charge to their assembly positions and, as you evacuate the building, close as many doors and windows as possible as long as it is safe to do so.

Anyone (pupil or staff) discovering a fire should immediately sound the nearest fire alarm; pupils should be taught to inform the nearest member of staff.

If the fire is not blocking your evacuation route or is not affecting your safety or another person's safety, an attempt to extinguish the fire should only be considered if there is no personal risk and you have received training in the safe selection and use of portable fire extinguishers.

If the fire warning sounds, act quickly. Staff working with pupils must prepare the pupils in their care to evacuate via the nearest safe exit and move quickly and quietly to the Assembly Area in the walled garden. As you evacuate, close as many doors and windows as possible as long as it is safe to do so. Tell pupils not to take bags and personal belongings.

Upon hearing the fire alarm, pupils should be directed by the member of staff in charge of the class, of the exit route to be taken. They should leave in an orderly fashion, at a steady pace, to the Assembly Area. The member of staff should follow at the rear, closing the windows and door of the classroom, and any other doors along the exit route which are no longer required and ensure nobody is left in classrooms before leaving.

The last person leaving the Purple block through the fire doors must close the doors behind them.

At staircases, the class should descend in single file using one side of the staircase only, allowing the other side for the use of other classes. If the staircase is only a single width, then single file working only will be possible and any overtaking by classes or individuals on the staircase should not be allowed.

Any members of staff supervising the pupils in the swimming pool should approach a Fire Marshal in the Walled Garden. That Fire Marshal will seek permission from the Red Fire Marshal to stay in the swimming pool block. The Fire Marshal will report the decision back to the member of staff. If required to leave the swimming pool block, pupils should be directed in an orderly fashion to the nearest safe emergency exit and issued with a foil blanket and pair of 'flip flops' from the green storage container before going to stand with their form.

Anyone not in class when the alarm sounds, (in toilets, staff rooms, passageways etc.) should make their way direct to the Assembly Area at the walled garden and join their appropriate class or group. Any other staff, on hearing the alarm should go immediately to

the Assembly Area, unless they have any specific Fire Marshal or evacuation duties that warrant their presence elsewhere.

If necessary, all staff, whether members of staff in classrooms or elsewhere on site, should ensure that any closedown procedures (bunsen burners, cooking facilities, portable heaters etc.) have been implemented, if possible, before evacuating the building.

No one must be allowed to re-enter the building to retrieve any clothing, books, belongings etc., until permission is given by the Headmistress (or in her absence, the Deputy Head) after confirmation from the Red Fire Marshal.

7.3 Specific Details of the Plan

7.3.1 8.00am – 6.00pm

In the event of an unplanned alarm, the Red Care System will call the Duty Caretaker and the Fire and Rescue Service.

The Red Fire Marshal will then proceed as quickly as possible to the Assembly Area to await report from the Fire Marshals and other responsible persons regarding the attendance at the Assembly Area.

The Headmistress will proceed immediately to the Assembly Area and take charge of the evacuation and to await report from the Red Fire Marshal.

The Blue Fire Marshals will collect all pupil and staff registers, the Visitors' Book, the Fire Evacuation Summary Board and high-visibility bags containing jackets, pens, etc. and take them to the Assembly Area. At the Assembly Area, they will disseminate the registers to Form Teachers and to the appropriate Fire Marshals designated in the Fire Marshal Roles document appended to this policy. The Blue Fire Marshals will then collect the registers after confirming the presence of all pupils in attendance and report back to the Red Fire Marshal.

The Orange Fire Marshals will record the presence of all non-Form Teachers, TAs, part-time staff, Extra Subject Teachers (peripatetics) and Regular Supply Staff and report back to the Red Fire Marshal.

The Yellow Fire Marshal will record the presence of all Maintenance and Administration Staff, Visitors and Governors and report back to the Red Fire Marshal.

The Catering Manager (or in their absence the nominated representative) will take the catering staff register to the Fire Assembly Area and confirm the presence of all catering staff in attendance and report back to the Red Fire Marshal.

The Red Fire Marshal will confirm that each Fire Marshal has completed full count and advise the Headmistress (or in her absence the Deputy Head) if it is safe to dismiss pupils, staff and visitors from their assembly points when the reason for the fire alarm activation is identified and all persons on site are accounted for, and whether those present can be relocated to an internal area, e.g. the Junior Gym, if necessary.

In the event of a fire at lunchtime, all pupils in the school are to leave by the nearest safe exit, guided by the supervisory staff in attendance, and proceed to

the Assembly Area in the walled garden. Once at the Assembly Area, pupils should line up in class order and await the arrival of their designated member of staff to conduct a roll call.

The Green Fire Marshal should proceed to the main fire warning panel, confirm the location/zone of the fire and meet with the Fire & Rescue Service on arrival to appraise them of the situation with regard to the location of the fire, what is involved (if known), if any hazardous materials are likely to be involved, and if all persons are accounted for.

If safe to do so, Facilities Staff may proceed to the zone highlighted on the fire warning panel and advise the Fire and Rescue Service to stand down if there is a false alarm.

7.3.2 *Outside normal School Hours*

The Duty Caretaker will receive a call from the Red Care alert system that an alarm has been activated, if the Duty Caretaker does not answer, the alert system will then automatically call the Facilities Support Manager, the Fire and Rescue Service will be alerted to attend and, if there is no answer the numbers will continue to be dialled in rotation.

Upon receiving the Red Care alert call the recipient should make their way to school to check the fire warning panel, or if they are unable to do so they should alert the Headmistress to attend.

The person checking the fire warning panel should confirm the location/zone of the fire and await the arrival of the Fire & Rescue Service, appraising them of the situation as above. In the meantime, if it is safe to do so they may check the zone highlighted on the panel to see if there is a false alarm and can advise the Fire and Rescue Service to stand down by telephone.

All pupils in School for the Breakfast or After School Club, other clubs/squads/fixtures or other extra subject activities should proceed to the Assembly Area with their supervising member of staff or Club Leader, who should record their attendance. If it is safe to do so, a staff representative from the Assembly Area should be sent to the fire warning panel to establish the situation or wait for communication from the Fire and Rescue Service.

7.4 **Summary of Sequence of Events**

- Alarm sounds
- Evacuate
- Investigate origin of alarm
- Assembly
- Roll call
- Communicate or wait

8 Appendix 2: Fire Evacuation Procedure Sign for Classrooms



**MALTMAN'S GREEN
SCHOOL**

IN CASE OF FIRE

Activate the nearest call point



FIRE EVACUATION PROCEDURE



The fire evacuation signal is
A LOUD RINGING BELL or SIREN

If the Fire Alarm Sounds:

1. Leave the Building in silence, and walk do not run, keeping to the left side of corridors and stairs
2. Pupils in a classroom will be directed by their teacher
3. Pupils outside of the classroom should go directly to the assembly area and wait for further instructions

4. Proceed to the assembly point which is located at the
WALLED GARDEN



5. At the assembly area, line up in silence and in alphabetical order within your form group
6. Teachers must report to the [Blue Fire Marshal](#) when they have conducted a roll call of their class

NEVER RE-ENTER THE SCHOOL UNTIL YOU HAVE BEEN TOLD THAT IT IS SAFE TO DO SO

9 Appendix 3: Fire Evacuation Procedure

FIRE EVACUATION PROCEDURE

To be read alongside 'Assembly Positions for Fire Evacuation' document

The regular assembly point is in the walled garden:

Form Teachers and Nursery and Reception TAs	<i>with your form at the area allocated for your form</i>
Teachers (non-form) & TAs (with the exception of Nursery & Reception TAs)	<i>in the <u>Orange Fire Marshal</u> area</i>
P/T staff (excluding Admin staff)	<i>in the <u>Orange Fire Marshal</u> area</i>
All peripatetic and regular supply staff	<i>in the <u>Orange Fire Marshal</u> area</i>
Maintenance and Admin staff	<i>in the <u>Yellow Fire Marshal</u> area</i>
Visitors (including all parents on site) and irregular supply staff	<i>stay with the person you are visiting and they will direct you to the <u>Yellow Fire Marshal</u></i>

1. All non-F/T staff must record their arrival and departure daily on the record sheets held in the Old Library.
2. All staff who leave site during the school day should record this on the appropriate sheet held on the 'Signing In Sheets' shelf in the Old Library.
3. Upon discovering a fire, activate the nearest fire call point.
4. On hearing the fire alarm:

For future enforcement:

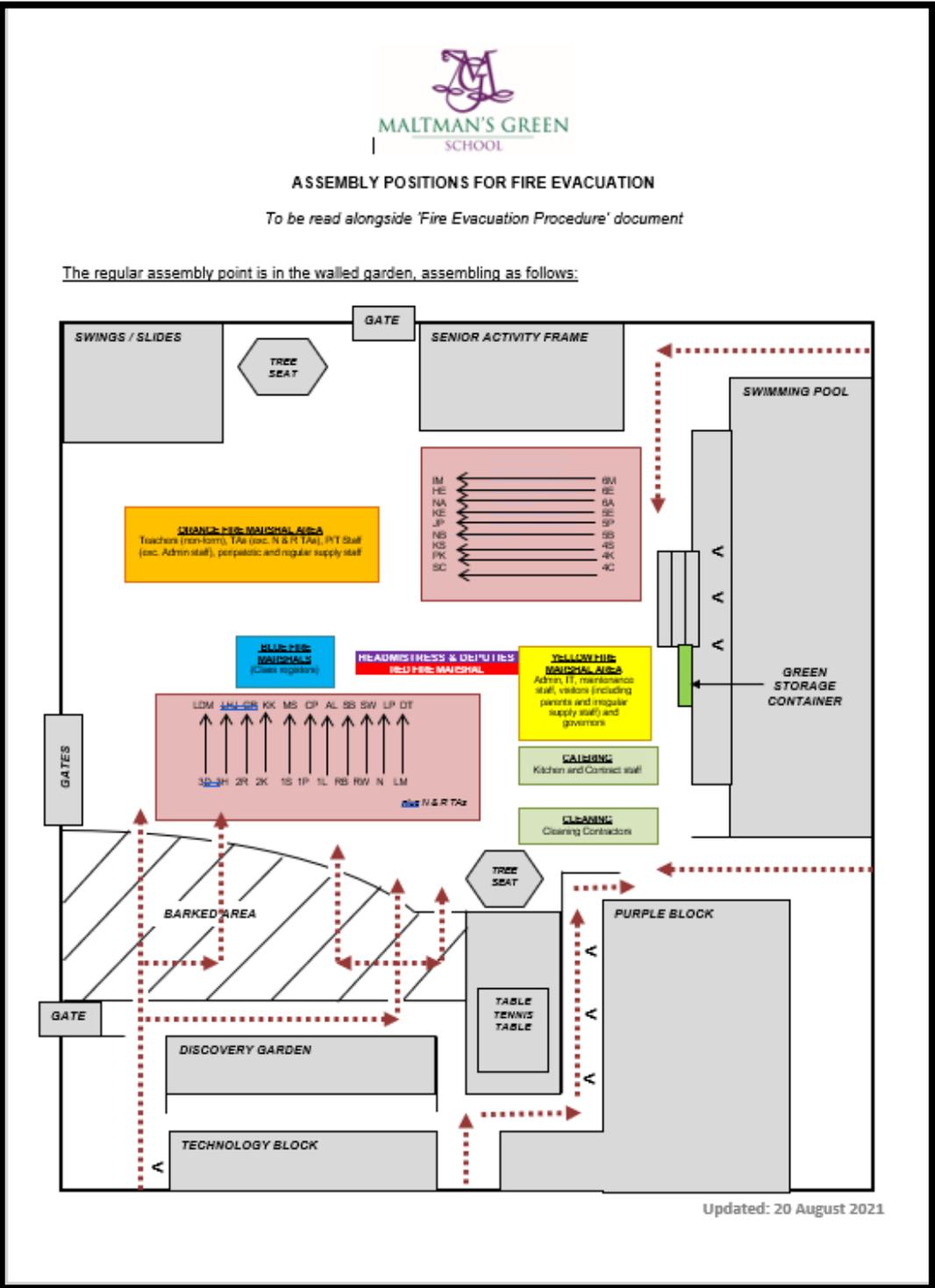
- All staff should take the form they are teaching to the walled garden assembly area and then stand in their allocated area (Nursery and Reception TAs should also stand with their form):
 - *Form Teachers will be handed their register book by one of the Blue Fire Marshals*
 - *Form Teachers should check the pupils that are present and tick them off on the register*
 - *The Blue Fire Marshals will collect your register when it is complete*
 - The last person leaving the Purple Block through the fire doors must close the doors behind them.
 - In an emergency, a member of staff supervising the pupils in the swimming pool should approach a Fire Marshal in the Walled Garden. That Fire Marshal will seek permission from the Red Fire Marshal to stay in the swimming pool block. The Fire Marshal will report the decision back to the member of staff.

If required to leave the swimming pool block, pupils should be directed in an orderly fashion to the nearest safe emergency exit and issued with a foil blanket and a pair of 'flip flops' from the green storage container before going to stand with their form.

If the alarm is a practice/drill, then Pupils should assembly by the swimming pool doors.
 - All other staff should walk to the walled garden and stand in their allocated area (as listed above) to await roll-call by their Fire Marshal.
5. Please take any visitors and parents under your responsibility with you out into the Walled Garden, then direct them to the Yellow Fire Marshal, who will record their presence.
 6. The Headmistress, or in her absence the Deputy Head, will receive information from the Red Fire Marshal, confirm that all pupils, staff and visitors have been accounted for and advise the next course of action, which may include relocating to an internal area, e.g. the Junior Gym, should the weather dictate and should it be safe to do so.
 7. This procedure must be followed whenever the fire alarm sounds during regular school hours (08.30 – 16.00). In the event of the alarm sounding during before school or after school sessions, this fire evacuation procedure must be followed with the following addition:
 - *All staff responsible for extra subject lessons / clubs / squads / groups must take their register with them to ensure all pupils are accounted for and stay with their group in the walled garden*
 - *All parents onsite must make their way to the Walled Garden*
 8. On hearing the fire alarm always move to the walled garden – DO NOT ASSUME OR LISTEN TO ANY OTHER INSTRUCTION / ADVICE that this may be a false alarm.

10 Appendix 4: Assembly Positions for Fire Evacuation

As displayed throughout the School adjacent to fire exits



Appendix 5: Fire Marshal Roles



FIRE EVACUATION PROCEDURE
Fire Marshal Roles

Identification	Staff	Cover staff	Role
Blue	Clare Luckett	Veronica Woodward Katherine Day	Radio to those staff with pupils working in the woodland, if necessary <u>Collect all pupil and staff registers from shelves in Old Library and disseminate to Fire Marshals:</u> <ul style="list-style-type: none"> Admin/maintenance staff board – Yellow Fire Marshal All other staff boards – Orange Fire Marshal Fire Evacuation summary board – Red Fire Marshal Colours and labels are on back of register boards for easy reference <u>Collect visitor book and high-visibility jackets and disseminate to appropriate Fire Marshals:</u> <ul style="list-style-type: none"> Visitors' book – Yellow Fire Marshal <u>Responsible for:</u> <ul style="list-style-type: none"> Handing out and collecting Form pupil registers Confirming presence of all pupils in attendance <u>Responsible for recording presence of all:</u>
Orange	Lois Briant Karen Colwill	Katherine Day Emma Burton	<u>Recording presence of all:</u> <ul style="list-style-type: none"> Teachers (all those not responsible for a form) TAs P/T Staff Extra Subject Teachers (peripatetics) Regular Supply Staff <u>Responsible for recording presence of all:</u> <ul style="list-style-type: none"> Maintenance Staff Admin Staff Visitors (including all parents on site) and Irregular Supply Staff Governors
Yellow	Nikki Windridge	Katharine O'Shea	<u>Responsible for recording presence of all:</u> <ul style="list-style-type: none"> Maintenance Staff Admin Staff Visitors (including all parents on site) and Irregular Supply Staff Governors
Green	Adrian Winchcombe	Tom Howe Rod Baker	Alert fire brigade and Red Care in advance (in case of fire drill) <u>Man front panel</u>
Red (Designated Person)	Hannah Linsell	Adrian Winchcombe	<u>Responsible for:</u> <ul style="list-style-type: none"> calling fire brigade to check that they have been alerted receiving confirmation that each Fire Marshal has completed full count advise Headmistress if it is safe to dismiss pupils, staff and visitors from assembly point when reason for fire alarm activation is identified and all persons on site are accounted for, and whether those present can be relocated to an internal area e.g. Junior Gym, if necessary
Headmistress	Jill Walker	Rachel Gaynor Geoff Aylett	<u>Responsible for:</u> <ul style="list-style-type: none"> Welfare PR Advise building is safe to enter following advice from Red Fire Warden

11 Appendix 6: Guidance on completing a Personal Emergency Evacuation Plan (PEEP)

11.1 When is a PEEP required?

A PEEP should be completed whenever an individual has a disability that would affect their safe evacuation in the event of an emergency. This would include short-term injuries that would affect a person's ability to self-evacuate. Its purpose is to provide a detailed, step-by-step and comprehensive plan that documents the procedures and equipment in place for ensuring that person is able to safely evacuate a building if needed. The PEEP should consider all buildings/areas the individual commonly works, visits or uses and therefore it may be necessary to complete a separate PEEP for each area.

11.2 What should be documented?

The PEEP form provides the main headings needing to be considered. However, additional questions that may require further consideration include, for example:

- Whether the means of raising the alarm is consistent with individual needs?
- Is the individual aware how to, and are they able to, raise the alarm?
- Is there adequate cover if an assistant is out of office and how this will be co-ordinated?
- Is the assistant physically able to provide the support e.g. to transfer from wheelchair to evacuation chair?
- Have they received any necessary training?
- Are evacuation chairs provided on alternative escape routes? Is additional signage needed e.g. of refuge areas?
- Is signage adequate when considering the individual's needs? Can escape route doors be easily opened?

11.3 How should the form be completed?

The PEEP form should be completed in co-ordination with the individual it relates to. However, before finalising/signing it off, all involved parties, including those providing assistance, fire marshals, the premises manager and the Departmental Health and Safety Adviser should be given the opportunity to comment.

11.4 Information, instruction and training needs

As well as the need to provide information and instruction on escape routes and procedures etc, further practical training may also be required, for example in the use of any equipment provided e.g. evacuation chairs, communication devices etc. These training and refresher training requirements should form part of the PEEP.

The PEEP should be signed by and distributed to all involved parties following completion to show that it has been received and that individual responsibilities are understood. The PEEP should form part of the overall Fire evacuation plan and should therefore be incorporated into any fire drills that are undertaken. Any issues identified following a fire drill should be fed back to the relevant parties e.g. the premises manager.

11.5 Reviewing the PEEP

This PEEP should be reviewed as and when all other aspects of fire evacuation arrangements are reviewed but also when:

- the PEEP is believed to be no longer valid e.g. following a poorly executed fire drill;
- there are any concerns (the individual, assistant, fire marshal, fire officer etc);
- there are changes in the individual's health etc.; and
- annually.

12 Appendix 7: Personal Emergency Evacuation Plan (PEEP)

Personal Emergency Evacuation Plan (PEEP)

Please note - A PEEP should consider all buildings/areas the individual commonly works in, visits or uses and therefore it may be necessary to complete a separate PEEP for each area.

PEEP for:	
Contact Details:	
Building/area PEEP applicable to:	

Impact of disability on emergency evacuation

How may the individual’s disability (e.g. mobility, hearing, sight, communication etc) impact on their safe evacuation?

Awareness

How will the individual be made aware of the need to evacuate the building?

Assistance

Identify those people who will provide assistance and the nature of the assistance.

- You should identify both the primary assistant and those who will provide back up cover during absence e.g. holiday, sickness etc.
- An adequate number will be required to ensure assistance is available at all times.

Name	Nature of assistance	Contact details

Equipment

What equipment will be provided to assist with the evacuation and who is responsible for

Procedure

Detail the evacuation procedure including safe routes to be taken, beginning from when the

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Relevant party	Name	Signature	Date
PEEP owner (the individual):			
PEEP assessor:			
Assistants:			

Distribution list:	
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13 Appendix 8: School Hot Work Permit

Maltmans Green School Hot Work Permit

Permit Number...0.....

**THIS PERMIT IS ONLY VALID FOR THE DAY OF ISSUE. ON EVERY OCCASION
HOT WORK IS CARRIED OUT, A NEW PERMIT WILL BE REQUIRED**

PART 1
To be completed prior to Hot Work

Permission is granted to:

Company: _____

To use: _____ In the _____ (location in premises)

Between _____ and _____ Hrs, on _____ date

At all times the main contractor is responsible for ensuring compliance by all sub contractors of the Hot Work Fire Safety Precautions and for the following;

- The above location has been inspected and safety precautions carried out;
- All solid combustible material has either been removed or adequately protected against sparks;
- There are no flammable liquids or gases within 15 metres;
- Smoking is not permitted in the premises;
- The operatives have had the nearest telephone pointed out to them and have been informed what to do in the event of an emergency;
- A fully serviceable fire extinguisher is to be immediately available while the operation is in progress;
- The operative(s) have familiarised themselves with the means of escape from the working area and the building, and are fully competent in the use and operation of the equipment.
- Protective clothing is to be worn at all times

Signature of Duty Manager _____ Date _____

Signature of person responsible for work _____ Print Name _____

PART 2
To be completed after Hot Work

This is to state that I have inspected all work areas and all adjacent areas to which heat and other sparks might have spread on initial completion of hot work operations, and one hour after, no smouldering fires were discovered.

Where applicable, the automatic fire warning system has been re-connected.

Signature of person responsible for work _____ Print Name _____

14 Appendix 9: Minimum Requirements when Reporting an Emergency Incident

Use the acronym **ETHANE**:

- E** **Exact Location:** Maltman's Green School, Gerrards Cross, SL9 8RR.
- T** **Type of Incident:** Armed intruder on School site or in School buildings, unarmed intruder, explosion.
- H** **Hazards:** Possible explosives and firearms, gas leak.
- A** **Access:** Best route to the scene following - or avoiding - particular features.
- N** **Number of Casualties:** If known or suggest low, medium or high.
- E** **Emergency Services:** Required and/or already present.