

FIRE SAFETY POLICY AND LOCK DOWN PROCEDURES

Policy Adopted: Autumn 2025

Review date: Autumn 2026

Rationale

This emergency policy and procedure are a course of actions developed to limit the damage a potential hazardous event could inflict upon the school's ability to function. It is therefore vitally important that every member of the school is both vigilant and aware of all safety processes and emergency procedures as laid out in this document and reflected within other school documentation as shown below:

- Health and Safety Policy
- Critical Incident Policy
- Staff Handbook
- Premises Policy

Induction

As part of the induction process staff should:

- Be shown the evacuation routes in school and the location of break points
- Receive instructions on the school fire evacuation routine
- Be made aware of the Lock Down procedure in school

This will be conducted by an appropriate member of staff and this information will be made available to all staff via WhatsApp and a copy will be available in the staffroom.

Evacuation:

Evacuation is the orderly removal of pupils, staff members and visitors from the school building; this can result from a fire or other incident within the building.

A full site evacuation would also be appropriate when directed by police, and/or it is reasonable to assume the attack or threat is credible and when evacuation will move people towards a '*place of relative safety*'. This may be through the nearest exit or a specific exit, depending on the location of the threat.

In an emergency, such as a fire, the school's evacuation procedure will be implemented to get everyone out of the school safely and call the emergency services.

EVACUATION PROCEDURES:

FIRE ALARM AND EMERGENCY EVACUATION IS DISTINGUISHED BY ONE CONTINUOUS SOUND OF THE FIRE ALARM BELL

Our Priority is to ensure that:

- All members of the school community are evacuated from the building calmly and safely.
- Everyone is aware of the procedure for evacuating the buildings.
- It is the responsibility of the Headteacher and Governing Body of the premises to ensure that fire evacuation drills are carried out at least twice a year although we aim to have one termly.
- Our caretaker tests the system on a weekly basis and this is logged.

Our children are young and therefore a fire drill is called to ensure that:

- Staff and children are familiar with the sound of the alarm.
- Everyone acts swiftly, yet in a calm and orderly manner.
- Pre-planned escape routes are established clearly within the minds of all concerned.
- Routine acts are established to ensure the building is vacant and all persons are accounted for.
- Everyone is pre-prepared to act rationally in the event of any emergency within school or elsewhere.

Evacuation Drill

Crabbs Cross Academy Fire Evacuation Drill is based on a critical series of events.

Records of fire drills held are to be entered into a logbook.

Each fire drill should be started by a pre-determined signal and the whole premises checked as if a real evacuation was in progress.

Fire Alarm:

Anyone discovering an outbreak of fire must, immediately, sound the alarm by breaking the glass on the nearest red break glass fire alarm point. All staff have a responsibility to know the positions of the nearest ones to their places of work.

Notifying the Fire Brigade:

All outbreaks of fire or any suspected fire, however small, will be detected by the monitoring system and reported to the fire brigade. This is done by a company called MVTech who report any triggered alarms. The system MUST be switched into 'Test Mode' when testing to avoid triggering false alarms.

Phone: 0333006989

Chip number required: 643610

Password: Endeavour

Evacuation of pupils:

- On hearing the fire alarm, pupils must line up and be instructed to leave the building in single file and in a calm, orderly manner. Single file must be maintained at all times, with no overtaking of classes or individuals.
- Check that the classroom is clear and close the door.
- An adult must be the last person to leave the classroom.
- The person in charge of each class must indicate the exit route to be used and move swiftly but calmly to the far side of the school field facing away from the buildings, with the staff facing the buildings.
- Pupils with physical or mental disabilities must be escorted by their designated staff member, as per their PEEP. Class teachers should know which children in their classes have these.
- Toilets and other areas of the buildings need to be checked by the Fire Marshals named in Appendix 1.
- Children must line up quietly and staff need to check all pupils are present. Registers should be checked. Once this is done teachers are to raise their hands to indicate that all are present. Any missing persons should be indicated to the senior person in charge.
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, **or**, in the case of a fire evacuation drill the senior teacher in charge.
- The Office Manager will grab the COSHH file which is to be found in the main office.
- The Office Manager is responsible for collecting the automated list of staff/visitor logins.

Evacuation of all others on site:

- On hearing the fire alarm, vacate the room, check it is clear and close the door. Do not stop and collect your personal belongings.
- An adult should be the last to leave the building.
- All staff or visitors who have a permanent or temporary disability which would impair their ability to evacuate themselves in an emergency must be helped to evacuate by their designated assistant, or their deputy as per their PEEP.
- People must leave the building by the nearest safe route and move swiftly but calmly to the far side of the school field facing away from the buildings.
- Notify your presence to the office staff or senior person in charge.
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, **or**, in the case of a fire evacuation drill the senior teacher in charge.

Assembly

- An area outside the school buildings is designated as an assembly point, namely the far side of the school field facing away from the buildings, with the staff facing the buildings.
- It is clearly marked and easily identified by any person who is on the school premises.
- The assembly point does not put pupils and staff at risk by emergency vehicles responding to the incident.





Should it be necessary to move people further away from the buildings, the allocated evacuation gates will be used – the gate to Kenilworth Close, off the Reception playground and the vehicle gate into Forest View. Designated key holders will open the relevant gates to allow people to move to the external field behind the school, designated as our secondary assembly point.

Roll Call

- Absence lists, class lists, pupils in/out logbook and visitors' tablet should be held at a central point. These must be brought to the assembly point when the alarm sounds by the office staff.

Meeting the Fire Brigade

- The senior staff member and person who discovered the fire must identify themselves to the Fire Brigade on their arrival and should be wearing a Hi Vis vest.

Typical information the Fire Brigade will want to know:

- Has everyone been accounted for?
- If anyone is missing: How many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent).
- Are there any hazardous substances involved in the fire or stored in the building? (i.e. chemicals, solvents, liquefied petroleum gas or acetylene cylinders etc).
- The COSHH folder will be presented where necessary

Notices

Each fire alarm call point shall, where necessary, be clearly indicated "**Fire Alarm Call Point**" in accordance with the Health and Safety (Safety Signs and Signals) Regulations followed by the appropriate operating instructions.

Notices should be displayed for staff detailing their actions in an emergency in conspicuous positions i.e. staff room.

Firefighting

Any attempt to fight the fire must always be secondary to life safety.

Circumstances will clearly dictate whether firefighting should be attempted.

Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

LOCK DOWN (INVACATION) PROCEDURES

Lockdown refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security threat. This procedure will be implemented as a sensible and proportionate response to any external or internal incident which threatens the safety and well-being of pupils, staff members and visitors.

Depending on the circumstances, a partial lockdown or full lockdown procedure will be implemented.

The Headteacher will consider all factors when deciding whether to partially or fully lockdown the school and where possible, advice will be sought from the emergency services.

The **partial lockdown procedure** is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:

- A local risk of air pollution;
- A civil disturbance in the local community with the potential to pose a risk to the school.

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

- An intruder on the school site;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog or other animal roaming loose.

The signal for staff members to implement the lockdown procedure is distinguished by a **series of short bursts of the bell**.

Our priority is to ensure that:

- All members of the school community are kept away from a potentially hazardous situation.
- Everyone is aware of the Lock Down Procedure.
- It is the responsibility of the Headteacher and Governing body to ensure that a lock down drill is carried out once a year.

Raising the alarm

A Lock Down is distinguished by **a series of short bursts of the bell.**

It is most likely that the school office will be the first to know of the need to instigate lockdown procedures, but should an incident happen elsewhere on the school site that will require a lock down, it is imperative that the school office staff are informed immediately so they can activate the lock down procedure and ensure that the emergency services are informed and updated on the situation as soon as the alarm is raised.

Office staff will sound the lockdown alarm, lock the main entrance door, telephone the relevant emergency services and message parents if necessary and only if instructed to do so by senior leaders.

On hearing the lockdown alarm, staff who are supervising children will return to the classrooms as quickly and calmly as possible. Once in the classrooms, staff must ensure all pupils are accounted for and immediately report any pupil who is missing via WhatsApp or their class phone. They must also provide a list of all staff and visitors who are in their classroom. Staff should also ensure they keep their mobile phones with them on silent (with vibrate turned off) and follow via the WhatsApp 'Lockdown' group, as this will be used to keep them updated as the main methods of communication. No communication should be made to parties outside of the school and the 'Lockdown' WhatsApp group is not to be used for any other purpose.

Staff should then follow the **CLOSE** procedure:

Close all windows, doors and blinds if safe to do so

Lock up and lights out

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lock down for some time

Children and staff who are outside should make their way to the classroom of the children that they are with or the nearest safest room.

Children and staff who are in the hall or den area should make their way to the new building classrooms if it is safe to do so or failing that, the reception classrooms. If the hall is full i.e. during assembly or lunch time, children should be dispersed between all new building classrooms **if** it is safe to do so.

Children and staff who are in Forest School should immediately make their way to the old building classrooms.

Other staff and visitors should stay where they are, follow the CLOSE procedure and remain there until the 'all clear' is sounded (**This will be signified by another series of short bursts of the bell.**)

The headteacher/SLT will guide visitors as appropriate,

Once everyone is inside their secured classrooms, no-one should move about the school.

Securing all Doors:

Office Team: will be responsible for locking the main entrance door if it is safe to do so they will then exit the school office and lock the office door.

Reception Team: Reception staff will be responsible for checking that all external doors are locked, including the red doors in the hall to the school field.

Key Stage 1 staff are responsible for ensuring the external fire doors and classroom doors are closed. **2KC** staff will also need to ensure the external door by the cloakroom area is also closed.

Staff in 3KP will be responsible for ensuring the external door by the toilets and the top office are locked.

Staff in 3 / 4 IP will be responsible for checking the main door into the top building and autumn room is locked.

Staff in 4KM: will be responsible for the external door by the key stage 2 toilets and class cloakroom.

Everyone is to remain calm and quiet in their secured classroom until notified that the lock down is over. **This will be signified by another series of short bursts of the bell** and another message will be sent to staff to notify them of this. If parents have been informed of the lockdown, **they will receive a message that this is over.**

If it becomes necessary to evacuate the building, the fire alarm will be sounded and the established evacuation procedures should then be followed and everyone should remain at the assembly point until given the all clear by the Headteacher or emergency services.

As soon as possible after the lock down when all children and staff have returned to their own classrooms, teachers are to take a register and notify the office immediately of any pupils not accounted for.

All visitors should report to the office so they can be accounted for.

It may become apparent that only a partial lock down is required, such as in the case of the risk of air pollution. In these circumstances, school office staff will make everyone aware that it is only a partial lock down and while doors and windows should remain closed, movement within the building is permitted.

Parents will be told:

'School is in a full lockdown. During this period, the phonelines and entrances will be unmanned, external doors locked and nobody will be allowed in or out of the building. Please do not come to school until we message you again – this is for your safety'.

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 and parents will be asked NOT to call school as this will block emergency lines.

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

Off-site lockdown situations:

In the event of staff and pupils being involved in an off-site lock down whilst on a school trip or sporting event, the lead teacher should ensure they have a fully charged mobile with the school telephone number in order that they can contact the school, who can then contact parents if necessary.

Lockdown 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 procedures will take place and staff debriefed for positive reinforcement or to identify required improvements. The outcome of the annual practice will be reported to the Local Governing Board and a 'lessons learned' discussion undertaken to inform future policy and practice undertaken and reported to the LGB and board of Directors.

Review

This procedure will be reviewed as part of the Trust's Health and Safety procedures and policy.

APPENDIX 1 – roles and responsibilities – EMERGENCY EVACUATION

Staff roles:

Office staff: Sound the alarms
Call the Fire Brigade
Ensure registers are available
Check all staff are accounted for
Check all visitors are accounted for
Take parent contact details and medical plans

Headteacher: Overall responsibility of staff and pupils
Responsible for liaising with emergency services.
Communicating with any other service providers who may be affected
Completing all post incident reporting, including a letter to parents.

Caretaker/Headteacher: To direct Fire Brigade into school, ensuring gates are open and direct to the fire panel.
Switch off when instructed by the Fire Brigade
Replace broken glass

Staff with responsibility for individuals with PEEPS: should escort their charge to the nearest fire exit and then to the fire assembly point.

Teachers/TAs: Pupil control including:
Accounting for pupils and reporting any missing pupils.
Securing the classroom by locking and blocking the entrances.
Sitting under desks or against the walls.
Pulling all blinds and turn off lights.
Stay away from all windows and doors.
Evacuate pupils in the event the room becomes unsafe.

Fire Marshals: The following staff are Fire Marshals and should carry out the following actions if safe to do so:

Name	Area of Responsibility
Rachel Stevenson	Reception classrooms, Den, kitchen and hall
Julie Pitts	New building classrooms, toilets and cloakrooms, headteacher's office, deputy headteacher's office, staff room, staff toilets, school office
Kally Chisholm	Year 3/4 classroom, spare classroom opposite 3/4 and cloakroom/toilets, library, top office, staff toilets
Amy Perkins	Year 3 and 4 classrooms, spare classroom adjoining Year 4, and toilet area, PPA room, IT room

- When the alarm sounds, if available for Fire Marshal duties, pick up your Hi-Vis jacket on the way out and put on.
- As you sweep your area, close doors and windows in passing but do not delay your escape unduly.
- Encouraging others to leave the building via the nearest safe exit, paying particular attention to unsupervised areas. The Fire Marshal would normally be the last person out of their area.
- Once outside, direct people away from the buildings and towards the designated Evacuation Assembly Point.
- Report to the assembly point yourself and report to the senior staff member or fire brigade any persons unaccounted for.

CEO/Chair of Board

Liaise with the media if necessary (taking advice from LA media Team).

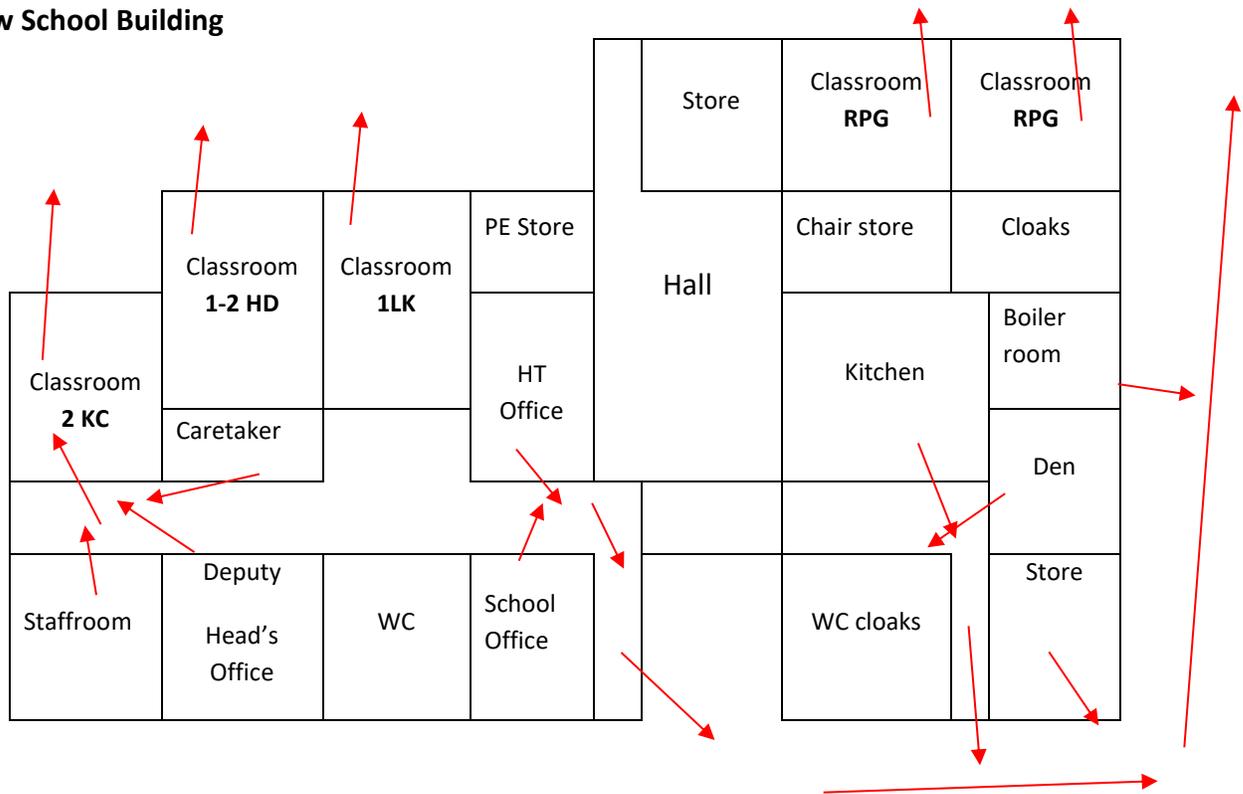
APPENDIX 2 – EVACUATION ROUTES

Crabbs Cross Academy

Map of school emergency evacuation routes

Main Assembly Point: Far end of field, facing away from school buildings

New School Building



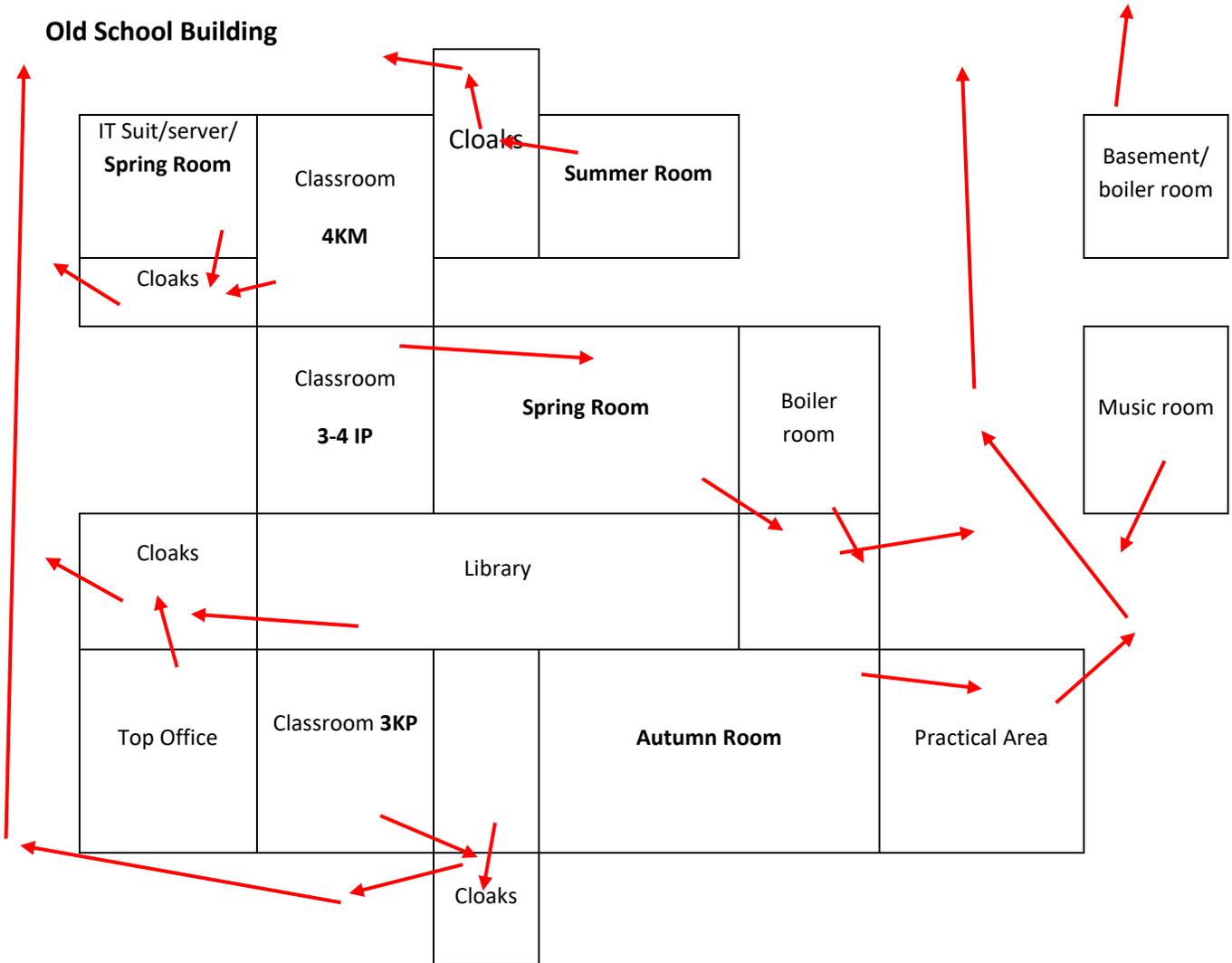
Route to grassed area via Reception playground.
Office staff to open gate.

Crabbs Cross Academy

Map of school emergency evacuation routes

Main Assembly Point: Far end of field, facing away from school buildings

Old School Building



APPENDIX 3

LOCK DOWN ROLES & RESPONSIBILITIES

Maintenance and Testing of Fire Safety Protection Equipment and Procedures

Equipment / Procedures	Period	Action
Fire Detection and Fire Warning Systems including fire alarm points, and manually operated devices	Weekly	The caretaker checks and tests the call points. A different call box is tested each week and logged. Arrange/carry out repairs or replacements as necessary. Full check and test of system by the relevant company.
	6 monthly	Clean self-contained smoke alarms and change batteries.
Emergency Lighting Equipment including emergency torches	Monthly	The caretaker to check all systems, and torches for state of repair and working order.
	6 monthly	Full check and test of systems and units by relevant company. Replace batteries in torches.
Fire Fighting Equipment	Daily	The caretaker/fire wardens visually checks that all extinguishers are in place and signage is complete.
	Annually	Full check and test by competent service engineer.
Fire Drills	At least twice a year	Full fire drill. Headteacher to ensure that all cleaners and lunchtime supervisors know the fire drills and arrange two fire drills per year. Drills to be timed to ensure all staff experience at least 1 drill per year.

APPENDIX 4 - LOCK DOWN ROLES AND RESPONSIBILITIES

All staff: GENERAL STAFF RESPONSIBILITIES

- Be aware of the requirements of the evacuation and invacuation plan
- Be vigilant in reporting any concerns/suspicious activity to the Designated Security and Incident Lead
- Escalate the incident to the Designated Incident Lead
- Call 999 for emergency services support unless they are certain that the call has already been made

Initiate the **CLOSE** procedure:

Close all windows, doors and blinds if safe to do so

Lock up and lights out

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lock down for some time

ACTIONS TO BE TAKEN:

Communication:

- Undertaking a register and headcount and reporting any pupils missing immediately via the WhatsApp group – *(message to state: Room, names of staff or visitors present, number of children accounted (or all present). Names and location of children missing not present (if known) and any immediate concerns/threats.*
- Report any visitors you were supervising unaccounted for if necessary.

Safety & securing the classroom:

- Ensure your nearest exit doors and allocated doors are locked.
- Securing the classroom by closing / locking doors and moving furniture to block and obstruct access into the room
- Closing and locking windows and close the blinds
- Turn off and electric monitors expressing light
- Keep everyone away from windows and doors
- Sit children under tables or against the walls and instructing them to **sit in silence**
- Report any concerns about the safety of pupils to Designated Security Lead via WhatsApp to inform the dynamic risk assessment
- Evacuate pupils in the event the room becomes unsafe
- Remain inside until SLT has given 'all clear' signal or told to do so by emergency services or needing to deploy RUN HIDE TELL
- Be familiar with the **RUN HIDE TELL** principles as children may need to disperse if this will improve their safety

RUN	HIDE	TELL
<ul style="list-style-type: none"> • If you can, locate the threat using sight & hearing • If there is a safe route run • Insist others go with you, but don't let their hesitation slow you down • Don't waste time collecting belongings • Running to safety is your best option 	<ul style="list-style-type: none"> • If you are unable to run, hide • Lock yourself in a room with solid walls, barricade yourself in and move away from the door • Find cover that can withstand threats such as a knife attack • Be very quiet and still, silence your phone and turn it off vibrate • Avoid any noise or movement that will attract the attacker • Remain hidden 	<ul style="list-style-type: none"> • Alert the Designated Security and Incident Lead • Call 999 ASAP when safe to do so • Listen carefully to the operator and give as much information as you can • If it is safe to do so stop others going towards the danger

Office staff: Sound the alarms
Lock the external main door
Lock the internal office door
Message parents (if directed)
Compilation and deployment of 'grab kit'

Headteacher: Designated Security and Incident Lead
Leading the initial response to the incident
Responding to any immediate safety concerns where it is safe and appropriate to do so
Liaising with emergency services and acting on advice and instruction to onsite response measures
Completing all post-incident reporting and communicating about the incident with parents/carers

APPENDIX 5 – GRAB KIT CONTENTS

This is housed in the main school office alongside the First Aid grab bag

- Site plans to assist local police and emergency services
- Details of essential contacts who may assist during an incident
- Communication protocols and equipment e.g. electronic devices, paper & pens
- Attendance registers and visitor logs
- Medication lists.
- Tailored plans, particularly for those with SEND or anyone with a PEEP in place. (A PEEP is a Personal Emergency Evacuation Plan, usually put in place for anyone who requires additional support or physical assistance to mobilise around the site)
- Emergency contacts for pupils and staff
- The site's bespoke lockdown/invacuation and evacuation template of procedures
- Bomb threat checklist (tailored in advance)
- COSHH file
- First aid grab bag and trauma (PACt kit)