



The Federation of Antrobus St Marks and Great Budworth CE (A) Primary School  
Antrobus Acting Headteacher: Miss R Perry

## **Fire and Evacuation/ Lockdown Policy**

Antrobus St Marks C E Primary School is a Church of England Voluntary Aided Primary School and therefore RE, collective worship and our whole ethos are based on the teachings of the Church of England.

### **OVERVIEW**

This policy sets out the procedures to be followed in the event of a fire or other emergency that requires the schools to be evacuated. It is designed to ensure that children, staff and visitors leave the buildings in an orderly and speedy manner to assemble in safe places.

### **OBJECTIVES**

1. Keep the learners and staff safe from danger.
2. Evacuate the building quickly and in an orderly manner without panic and to take all learners and staff to agreed places of safety.
3. Ensure that the buildings are checked and all are accounted for.
4. Summon help quickly.
5. Contain the danger and preserve the building.

### **STRATEGIES**

1. The first member of staff to discover the danger will sound the alarm.
2. Unless it is known to be a pre-arranged 'practice' the emergency services will be called by the Head Teacher, senior staff or school office staff.
3. At the sound of the alarm, all staff responsible for children will escort them quickly, and in an orderly manner, from the building to the agreed assembly point.
4. Staff will take their registers with them. If the registers are in the school office, a responsible member of staff will collect them and distribute them at the assembly

points. Staff have a laminated copy for fire and emergency procedures within their classrooms.

5. The nearest safe exit should be used. If that is blocked, then the next nearest exit will be used.
6. Class teacher or T.A. to check staffroom, toilets and corridors to ensure all children and adults have evacuated the building. Once rooms are empty, doors should be closed to prevent the spread of fire.
7. At the assembly points, class registers will be taken to ensure that all children are accounted for.
8. Responsible member of staff will take the emergency contact lists to the assembly points in case registers have been lost.
9. The Head Teacher must be informed immediately if a child or member of staff cannot be accounted for.
10. No one must return to the building once it has been evacuated without the Head Teacher's permission.
11. The Head Teacher will inform staff when it is safe to return to the building.

## **OUTCOMES**

All will be safely evacuated during an emergency.

<b>Lock Down Procedure</b>
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### **Overview**

We feel the need for a lockdown procedure to be known by staff is necessary, but as a low risk. Therefore, it is our intention to incorporate this into our evacuation procedure policy but not to include lockdown rehearsals which would place unnecessary anxiety on our children.

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there is serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

## Notification of Lockdown

Staff will be notified lock down procedures are to immediately take place on hearing the school bell being continuously rung in school.

### Procedures:

1. This signal will activate a process of children being ushered into the school building if on the playground as quickly as possible and the locking of the school office, connecting doors and all outside doors where it is possible to remain safe.
2. At the given signal the children will remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors will be turned off.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when bell sounds.

**IMPORTANT-** The children will remain in their classroom or nearest classroom, unless due to the nature of the emergency the Leadership team assess that everyone would be safer in the hall with curtains closed. In this instance leadership will let all staff know when the bell rings. Staff can support pupils and each other from this location.

### NO ONE SHOULD MOVE ABOUT THE SCHOOL

4. Staff will support children in keeping calm and quiet.
5. Staff will remain in lockdown positions until informed by the Head Teacher, in person, that there is an all clear.
6. As soon as possible after the lockdown teachers will return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

### Staff Roles:

1. Office staff will ensure that their office door is locked, and the police are called if necessary.

2. Head Teacher or office staff member will lock the school's front door.
3. Individual teachers/HLTAs/TAs will lock/close classroom door(s) and windows.
4. Catering Staff will lock kitchen door and turn off lights.

**INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN  
WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING**

**Communication with parents:**

- If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – website/ email / text message
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Signed:..... Chairman of Premises Committee

Signed:..... Headteacher

Date:.....

Review Date: Spring 2024

Reported to Governors: Spring 2024

Head Teacher: Responsible member of staff

Antrobus St Marks: Mike Hathaway or Victoria Davis-Hilliard in his absence.