

Northstowe Secondary College

Fire Safety, Evacuation and Lockdown Procedure

Version Number:	FINAL_V1
Applicable To:	Northstowe Secondary College
Approved by Governors On:	9 May 2023
Review Cycle:	Annually
Date of Next Review:	Autumn term 2024

1 Purpose

This policy is to ensure the safety from fire or an external incident of all relevant persons on, in or in the vicinity of the premises by effective planning, organisation, control, monitoring and review of the preventive and protective measures.

2 Application

This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements and the management of any external threat. As such the following will be provided;

- The designated Senior Leader and Site Manager shall assist the Headteacher in carrying out their duties under the Fire Safety Order (FSO) 2005.
- A suitable and sufficient **fire risk assessment** will be prepared on a 5 yearly basis and this shall be regularly reviewed by suitably trained school staff. Significant findings of both assessments shall be acted upon.
- A suitable and sufficient **fire emergency plan** will be prepared, regularly reviewed, and practised by the regular carrying out fire drills.
- A suitable and sufficient **lockdown plan** will be prepared, regularly reviewed and practised by the carrying out of lockdown drills.
- All **staff will be trained** to satisfactorily carry out the fire emergency plan and lockdown plan, regular fire/lockdown drills and any other necessary actions to comply with the FSO.
- **Employees will be provided with comprehensible and relevant information** regarding the risks identified from the risk assessment and any other notification of risk by other employees, the preventative and protective measures, the fire emergency plan and lockdown plan, and the identities of persons nominated to carry out the duties of the responsible person.
- The employer of any other employees, or any other person working on the premises, will be provided with the same information as the responsible person's employees.
- All necessary systems required as part of the general fire precautions and lockdown plan (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be **tested and maintained** in accordance with the relevant code of practice.

3 How to raise the fire alarm:

Activate the nearest call point. The call point can be activated by pressing firmly onto the middle of the call point unit.

4 Evacuation Detail

All groups should have the exit routes, from the classrooms they study in, explained during the first lesson of the academic year. Fire notices should be displayed in every classroom and office and show details of muster points. Fire drills will be held regularly in line with health and safety guidelines.

4.2 On hearing the fire alarm (a continuous, multi-toned alarm in all rooms), teachers in charge of students should, at once, direct them out of the building by the designated route towards the muster point (SEE ATTACHED EVACUTATION MAP). Since the teacher will be the last to leave, ensure that the lead students know the route to follow. If, in the class, there is a student in a wheelchair, or, on crutches, they must be the last student to leave the classroom along with the member of staff who is accompanying them. If located on the first floor of the building there must be a adequate PEEP and use of any refuge points should be taken into account.

4.3 In the event of a fire alarm during an exam, students will close their papers and leave their exam in silence with the invigilation staff. The invigilation staff will remain with the students and escort them to the MUGA. A member of SLT and the Exams Manager will meet the invigilator as soon as practical to support the exam conditions. They will be registered by exam staff.

4.4 The following staff members/fire marshals are to make sure that all students and staff are out of their designated areas: (Included Fire Marshal Poster).

In the event of staff absence, a designated colleague is to step in. All windows and doors should be closed but not locked, only if safe to do so.

- Students should assemble in tutor groups on MUGA. Tutor groups of a house are allocated areas around the football pitch which is marked out.
- Invigilators and students sitting EXTERNAL examinations are to await verbal instructions from the Principal or a representative before leaving the examination.
- Office staff will bring registers, visitor's book and radios to the Fire Marshall on the field. A copy of the cover sheet will also be taken.
- Senior tutors will collect registers and pass to form tutors, who check names and report back to the Pastoral Leader speedily.
- Invigilators will take the seating plan to the MUGA, which will act as a register for any students sitting EXTERNAL examinations. Once that register is complete, the Exams Manager will take it to the form tutors to complete their registers.
- The leadership team will report when all registers have been taken to a designated senior member of staff .
- Students will remain in place in tutor groups until told to disperse.
- When the 'all clear' is given staff are to remain with students and supervise the orderly dismissal and movement of students to places of safety or a return to classrooms as appropriate.

5 General

- Know where the nearest fire equipment is situated and how to use it.
- Ensure your room has clearly displayed fire evacuation notices
- If portable fire equipment is in your room, see that it is always accessible and in working order.
- Know the location of the nearest fire alarm.
- See that all students in your charge are fully aware of what to do.
- In the event of the fire alarm sounding outside school hours, all students and staff to use the designated route towards the muster point.
- Do not take unnecessary risks, be mindful of electric heaters, kettles and toasters and avoid use in areas where they pose a danger to others.
- Do not take undue risks with extension cables in terms of general use or over loading
- Do not block heating equipment or store flammable materials i.e. paper when they pose a fire risk
- Staff should seek support from site team staff if they are unsure of fire hazards or risks in their areas of work.

6 Lockdown procedure

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

Lockdown 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 staff and students in the school)

- An intruder on the school site (with the potential to pose a risk to staff and students)
- 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
- Hazards on the school site caused by extreme weather or maintenance problems

7 In a lockdown situation either a red or amber alert will be sent to all staff laptops.

Staff will respond immediately to this alert by ensuring they take reasonable steps to secure their designated area, without putting themselves at undue risk, and that all students and other personnel are inside the building, in classrooms or offices.

- In an **amber alert situation**, staff and students should stay inside the building, in classrooms or offices. Further instruction will be shared via email and as such staff should ensure access to this system for regular updates. Members of the leadership team, or designated senior teachers, will ensure all staff and students are in the building and safe, taking reasonable precaution when checking the arrangements.
- In a **red alert situation**, staff and students should stay in the building, in classrooms or offices. Staff should close and secure windows, pull down blinds and move everyone away from windows. If it is possible to lock doors they should be locked. If doors cannot be locked they should be blocked with tables. Staff and students should take refuge on the floor, away from windows and doors and out of sight as far as possible. Members of the leadership team, or designated senior teachers, will endeavour to ensure all staff and students are in the building and safe, taking reasonable precaution when checking the arrangements without putting themselves at risk. Senior staff will contact emergency services.

8 Special Arrangements

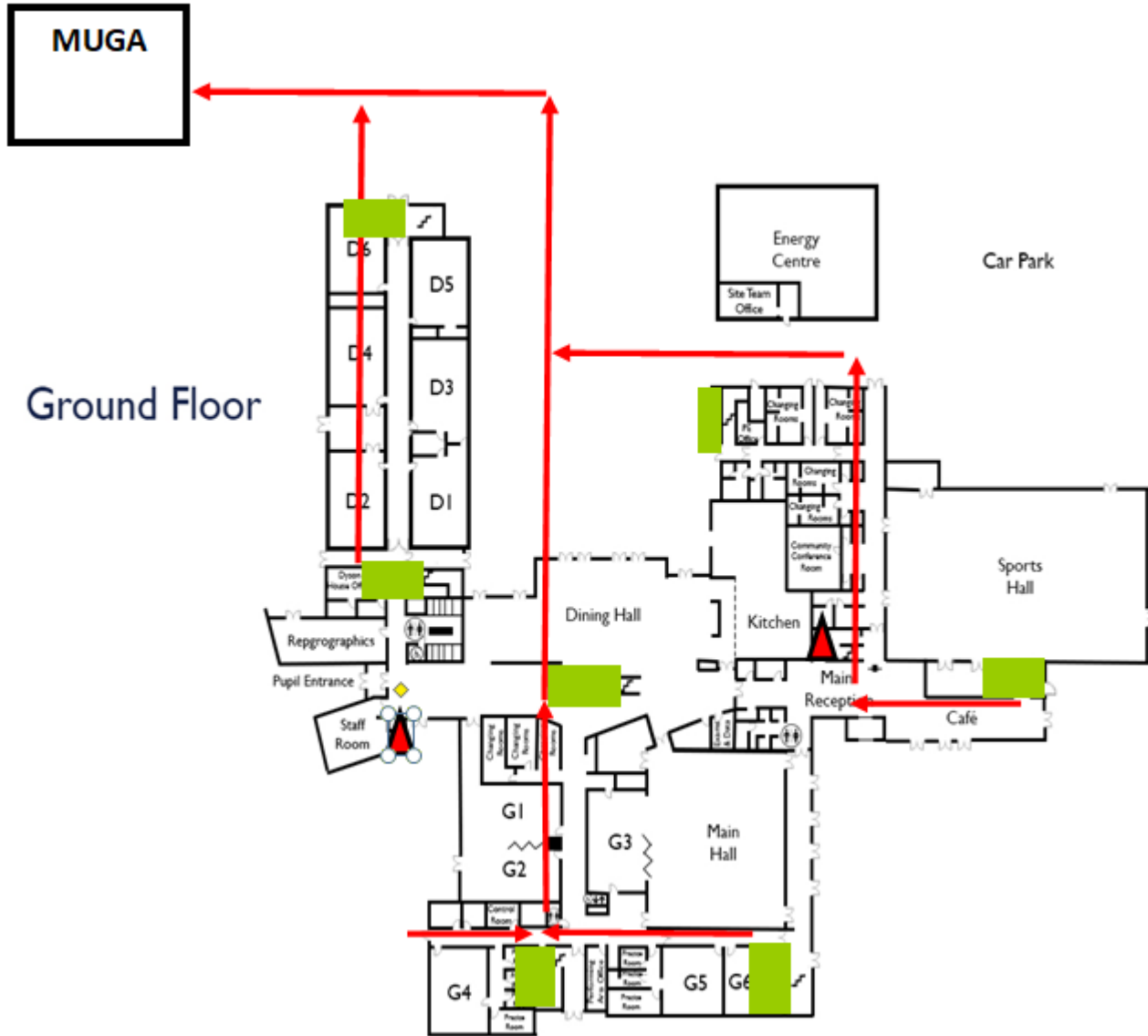
Staff are responsible for their own visitors, who must also proceed to the muster point in the event of a fire alarm. Visitors must report to the Office Staff to be checked in the Visitors Book. Await until further instruction from senior staff.

In the event of a lockdown situation, staff are responsible for their own visitors and must follow the advice and procedures detailed in point 7. Reception staff are responsible for any visitor in this area and any student who may be in the medical room.


Students or staff with mobility difficulties will follow an agreed individual plan (PEEP) drawn up in advance following consultation with Special Needs and site staff.

If the fire alarm is activated during session 6, evening classes or during external lettings, all fire marshals must check their areas and then proceed to the muster point with the students whom they are responsible for. No-one must enter the building until the fire alarm has stopped ringing and the all clear given by the designated senior member of staff or site team member on duty.

Appendix A – evacuation plans



Key

 = Lift

 = Stairs

 = Evacuation Route

First Floor



Second Floor



Appendix B – fire wardens

Your fire wardens are:

<p>Mrs Cook</p>  <p><i>Student Support</i></p>	<p>Mrs Bishop</p>  <p><i>Receptionist</i></p>	<p>Miss Leaney</p>  <p><i>Careers Coordinator</i></p>	<p>Mrs Coltman</p>  <p><i>SEN Support Worker</i></p>
<p>Mr Russell</p>  <p><i>Assistant Headteacher</i></p>	<p>Mrs Long</p>  <p><i>Science Teacher</i></p>	<p>Miss Brewin</p>  <p><i>Performing Arts Teacher</i></p>	<p>Mr Ling</p>  <p><i>DT Teacher</i></p>
<p>Mr Robinson</p>  <p><i>PE Teacher</i></p>	<p>Mr Cole</p>  <p><i>Site Manager</i></p>	<p>Mr Carr</p>  <p><i>Site Officer</i></p>	