



Weldon Village
Academy

Fire Safety, Evacuation and Lockdown Procedure

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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 Officer shall assist the Principal 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 in the centre of the call point to break the glass which in turn will sound the alarm.

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 ringing sound), teachers in charge of students should, at once, direct them out of the building by the designated route towards the muster point. 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.

The assembly point is the MUGA. In the event of a bomb scare or fire near to the assembly point, Senior Leadership Team to direct students to the reserve assembly point which will be the on the field near the pedestrian access gate.

Students will be lined up by House Tutor Groups.

Starting with Austen on the right-hand side, followed by Brunel, Franklin, Scott, Turing, King.

The absolute priority in an emergency is to evacuate the building as quickly and safely as possible. The following procedures and responsibilities should help this:

In the event of the emergency bell ringing:

*The most senior member of SLT to take the place of the Principal in their absence. Radios delivered by Reception staff to be used for liaison.

- Identify zone of emergency in liaison with Admin team
- Advise the Principal of location
- Wait for Fire Brigade at gate to direct them
- Prevent other traffic/pedestrians from entering the site

PA to Principal Telephone

- Fire Brigade and maintain liaison with them
- Remain in Reception whilst safe to do so to liaise with the Principal

Remain at front of school to prevent access to buildings and assist with liaison to the Principal [Note: In the event of genuine fire, with visible smoke, either Principal's PA or Broader Learning Coordinator is the "nominated person" required to give confirmation to the Fire Brigade before they will attend.]

At the Assembly Point (the MUGA)

Students to line up in alphabetical order in form groups and silence is to be maintained.

Form tutors collect register from your SSA and call register immediately when students have lined up. Notify Senior Tutor, who will notify the Principal, of any absentees.

Senior Tutors supervise the assembly area to maintain good order. Inform the Principal of students or staff missing, including all staff allocated to their year group.

All staff and students must wait in the Assembly area for the Principal to signal all clear.

The Principal will supervise assembly on the MUGA and dismissal. Forms will dismiss only on the Principal's signal of "all clear". The Principal will liaise with Reception before the all clear is given.

Subject teachers will return to their class and continue teaching unless alternative arrangements are made.

Notes

- Please make sure arrival at the assembly point is orderly.
- No belongings should be taken out of classrooms.
- The order of assembly is on a plan on all fire notices. TAs to register with SENDCo/ SENDV Lead.
- All other Support Staff to register with the Principal's PA.
- Teaching staff who are not registering a class should report to the Senior Tutor / SSA for their House and remain with their house.
- Visitors to be escorted from the building by staff and report to the Receptionist.
- The Principal to inform Principal's PA/Reception when the buildings are clear.

Fire bell at lunch time

- Lunch time Duty Staff and Lunch Time Supervisor are responsible for clearing all dining areas.
- Staff on lunch time duty should clear their duty area, including toilets.
- Staff on duty outside are responsible for clearing the field.
- Staff leading clubs must evacuate their own groups.
- On hearing the fire bell, all other staff should assist in shepherding students to the MUGA as they make their way out of the building.
- The Administration area will evacuate in the same way as during the school day.
- In addition to the registration paperwork, Achievement Team will also take out their list of students with lunch time passes. Once at the Assembly Point, teaching staff to follow the normal procedure.

4.3 The following staff members/fire marshals are to make sure that all students and staff are out of their designated areas:

Site Officer	Third Floor
MNO	Second Floor
GMC	Ground Floor

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 the MUGA. Year groups 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.
- 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 assembly 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 academy).
- An intruder on the academy 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 academy.
- The close proximity of a dangerous dog roaming loose.
- Hazards on the academy 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.

8 Special arrangements

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

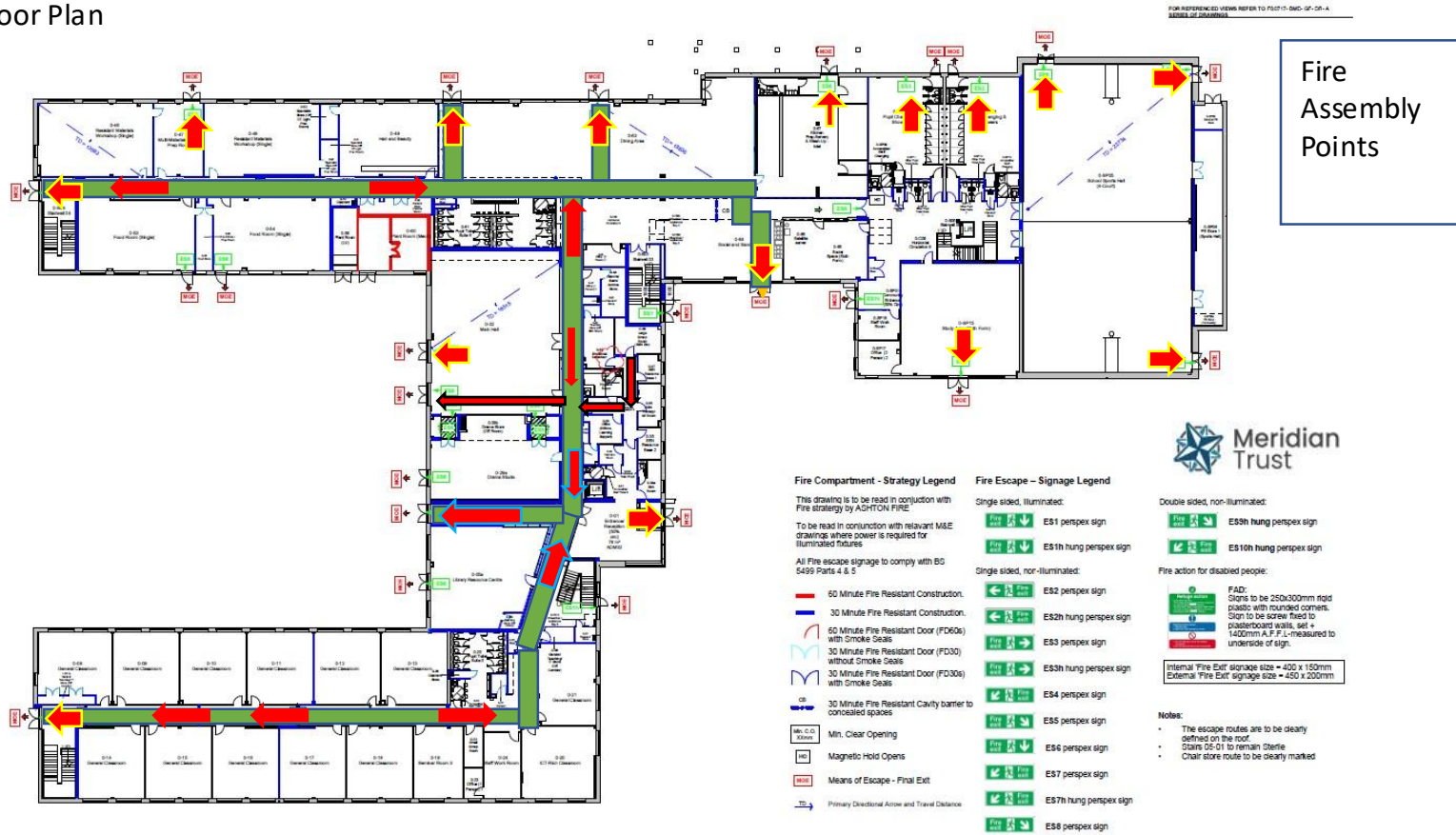
In the event of a lockdown situation, staff are responsible for their own visitors and must follow the advice and procedures detailed in point 7. Reception staff are responsible for any visitor in this area and any student who may be in the medical room.

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 assembly 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 1: Fire Evacuation Maps

Ground Floor Plan



1st Floor



2nd Floor

