



## CUMNOR CE PRIMARY SCHOOL

### Evacuation and Lockdown Policies and Procedures

Agreed by Governors:  
**January 2021**

**V. CARR** (Chair of Govs)

**E. READ** (Headteacher)

To be reviewed Spring 2024

#### **Rationale**

As part of our health and safety policies and procedures, the school has an evacuation and a lock down policy. On very rare occasions, it may be necessary to evacuate or seal off the school. 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. An evacuation may take place if there are risks such as fire or gas. Lock down is implemented when there are serious security risks on the premises due to for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent on causing harm or damage.

#### **Evacuation:**

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm, a continuous bell, the following staff procedures/duties will take place:

#### **Classroom teachers and TAs**

- On hearing the fire alarm the person managing the class/group/individuals will take the children outside through the nearest fire exit.
- Children must evacuate the building in silence
- No one should stop to collect any belongings
- Children must be evacuated to the assembly point on the front field
- Staff will check children against the fire register which will be brought to them by administrative class and immediately inform administration the Headteacher of any missing children
- Any staff who have children in a different location to their normal assembly point must evacuate through the nearest fire exit and assemble their classes on the front field assembly point

#### **Administrative Staff**

- Unless otherwise informed that a fire drill is to take place, the administrator/office coordinator will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.

- The school registers will immediately be distributed to the assembly point on the front field
- The visitor's, staff and volunteer signing in books must also be taken out and checked. Any persons missing must be reported to the Headteacher

### **Headteacher**

- The Headteacher will monitor the evacuation of the premises joining staff and pupils on the front field

### **Evacuation Procedures**

- All areas have a site plan indicating nearest escape route and outside assembly points
- Visitors and contractors are supplied with Fire Safety Information when they sign in visitors book.
- Regular fire drills are arranged, at least termly

**It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.**

### **Lockdown**

#### **NaCTSO (National Counter Terrorism security Office) Guidance.**

In January 2016, NaCTSO provided the following advice to leaders of schools and other educational establishments for reviewing protective security:  
 'Most bomb threats are made over the phone and the overwhelming majority are hoaxes made with the intent of causing alarm and disruption. Any hoax is a crime and no matter how ridiculous or unconvincing must be reported to the police. Be alert, but not alarmed! On receipt of a bomb threat dial 999 and police will respond. You should always consider their advice before a decision is made to close or evacuate.'

#### **Notification of lock down**

Staff will be notified that lock down procedures are to immediately take place on hearing an intermittent bell.

#### **Procedures**

- Office staff are to make sure the front entrance door is locked
- Headteacher will ensure hall and staff room external doors are locked.
- Teaching staff to ensure all external classroom doors are locked
- Year 3 staff to make sure the KS2 corridor door is locked
- Year 5 staff to make sure KS2 kitchen door is locked
- The catering staff to remain in the kitchen and make sure all outside doors are locked.
- School Administrator will contact the police.

- The signal of the intermittent bell will activate a process of children being ushered in to the school building if on the playground or in the outdoor EYFS area as quickly as possible.
- Members of staff on duty to do a sweep of the outdoor areas before coming into school and securing the outside doors.
- Children and staff will remain in the room they are in. Staff will ensure windows, blinds, roof openings and doors are closed.
- The Headteacher will decide if children and staff would be safer in the hall or in on particular classroom depending on the emergency situation.
- A roll call will be taken once in lockdown positions.
- Children or staff not in class for any reason will proceed to their classroom as quickly as possible.

Headteacher to ensure all outside doors are secure and then base themselves in the corridor.

**NO ONE SHOULD MOVE ABOUT THE SCHOOL ONCE IN PLACE.**

- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by headteacher that there is an all clear.

#### Staff Roles

- School Administrator ensure that the front entrance door is locked and police called if necessary.
- Head teacher to shut and lock the outside hall and staff room doors.
- Catering staff to lock the kitchen and hall door and remain in the kitchen.
- Individual teachers/ HLTAs/ TAs lock or close the classroom doors and windows.
- Year 3 teacher / TA to make sure the KS2 corridor external door is locked
- Year 5 teachers / TA to make sure the KS2 kitchen external door is locked
- Staff on PPA or on a break to stay in staffroom
- Staff or children in the hall taken to the classroom

**STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN**

#### **Invacuation drills**

Practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation.

Monitoring of practices will take place and debriefed to staff so improvements can be made.