



# St Peter's C of E Primary School

*'Learning to Light the Way'*

## Emergency Evacuation Plan (FEEP)

## And Emergency Lockdown Plan

Person Responsible for this Policy	<b>Headteacher</b>
Governor Responsible for this Policy	<b>Chair of resources</b>
Team Responsible for this Policy	<b>FGB</b>
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Built upon courage, compassion and respect, excellence in learning and ambition in teaching, our school lights the way to a world of possibilities.

With relationships at our core, we nurture every individual. Each unique contribution is valued. All flourish, making a difference as global citizens and as a beacon in our local community.

The Governors and Staff of St Peter's Church of England Primary School believe our school policies help us to continuously improve the school and ensure that each child is valued and encouraged. We recognise that all children have potential and through the school policies we aim to create a caring and well-ordered environment in which our school family can learn and develop.

Being a Church of England Primary school means we embrace the following Christian Values, which guide all aspects of school life and underpin our school policies.

**Courage      Compassion      Respect**

## **Matthew 5: 14-16**

'A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven.

## **Emergency Evacuation Plan (FEEP)**

**Address: Hawkenbury Road, Tunbridge Wells**

St Peter's C of E Primary School carries out regular checks to ensure fire safety in the building. Fire evacuations are practised on a termly basis so at least 3 times per year (seasonally) but ideally, we aim for 6 times per year. Some fire evacuations will be announced and some unannounced.

### **Action on discovering a fire:**

On discovering a fire, it is the duty of every person to sound the nearest fire alarm immediately. In the case of a fire, the alarm can be sounded by pressing the fire call boxes located throughout the school.

### **Action on hearing the fire alarm:**

The school evacuation in case of fire is by means of everyone reacting to the warning signal (loud alarm) given when a fire is discovered, then making their way silently, by the means of escape, to a place of safety away from the premises. This is known as a simultaneous evacuation and will normally be initiated by the sounding of the general alarm over the fire warning system.

Everyone, upon hearing the fire alarm to act in accordance with the agreed FEEP strategy. Fire wardens on hearing the alarm, should proceed to pre-determined positions to assist members of the public and staff to leave the building by the nearest safe route.

The identified place of safety is on the school MUGA located to the right of the playground looking away from the school.

Mars, Pluto and Earth classes are located on the lower ground floor. These classes should line up silently and leave via their classroom door onto the playground.

Neptune and Mercury classes are located on the top floor of the building. These classes should line up silently and exit via the classroom door and then head down the first stairwell before leaving the building by the main ground floor exit at the base of the stairwell.

Saturn and Jupiter classes are located on the top floor of the building. These classes should line up silently before leaving the building by the main school entrance on the top floor. These classes will then make their way to the MUGA via the front of the school and then down the MUGA steps. The MUGA is locked at this point by a pin number which is known to fire marshals, who will open the gate for the children to enter.

### **Fire warden's include:**

Mrs Langton (Headteacher) who will stand in the main corridor to ensure everyone leaves the building safely and will then check the upstairs offices and toilets. Mrs Langton will have the walkie talkie, mobile phone and FEEPs (Fire Emergency evacuation Plan).

Mrs Page (PA to headteacher) who will ensure that children walk safely along the front of the school and will open the MUGA gate. Mrs Page will also take a copy of the pupils, staff and visitors fire registers which are printed each morning and afternoon. The electronic register system can also be accessed from Mrs Langton and Mrs Page's mobile phones.

### **The duties and responsibilities of Fire Wardens:**

The Headteacher, Mrs Joanna Langton, has the responsibility of maintaining a high standard of fire precautions and the overall responsibility for the action in the event of fire. The nominated deputy is Mrs Page.

Fire Wardens should be responsible for

- Fire routine and evacuation drill procedure
- Ensuring personnel know location of fire alarm points
- Ensuring regular use of primary and secondary escape routes
- The close-down procedure
- Procedure for nominated staff to assist employees and members of the public to nearest exits
- Check the upstairs and downstairs toilets are empty.

The senior fire warden is responsible for ensuring that notices are correctly sited, the fire emergency evacuation plan is properly distributed and understood by all.

**Lifts and escalators should not be used due to possible electrical failure.**

**Personnel should not re-enter the building with the possible exception of the Fire Team.**

## **Calling the fire brigade**

In the case of a fire, the Fire Service should also be informed immediately. In the case of a fire being discovered the building should be evacuated and then either Mrs Langton or Mrs Page will call the Fire Brigade by calling 999 and stating the full address of the school:

St Peter's Primary School

Hawkenbury Road

Tunbridge Wells

TN2 5BW

## **Identification of key escape routes:**

There are clear fire exit signs around the school indicating the escape route. The escape routes are clearly shown on the doors around the school.

## **Assembly points and roll call**

Once the evacuation from the building is complete, everyone should assemble at the pre-determined assembly point on the MUGA.

Each class has a pre-determined assembly point on the MUGA from Mars up to Jupiter. Once pupils are in place the class teacher should carry out a roll-call. The class TA should count the pupils to ensure all are present. Once satisfied that all are present, teachers should raise their arm and keep it in the air to indicate to the Headteacher a safe and complete evacuation. The Headteacher should be made aware of any missing person so the fire brigade can be informed of who is missing and where they were last seen.

## **Fire fighting equipment provided**

Fire extinguishers are located around the school. Only those trained in the use of the extinguishers should attempt where possible, attack fire with the appropriate equipment, however, fire fighting is always secondary to life safety.

**DO NOT PUT ANY PERSONS AT RISK.**

## **Training required**

The emergency evacuation plan should be the subject of frequent training so that all are familiar with its contents and there should be regular evacuation drills. Drills will take place at least 3 times a year but the school aims to have a full evacuation once a term. The school keeps a record of the results of that training including time to exit the building and any issues arising.

Drills will sometimes be carried out using varying escape routes assuming the normal evacuation route is not available.

## **Personal Emergency Evacuation Plan (PEEP)**

In order to assist disabled or sensory-impaired people to escape from fire it may be necessary for staff to be trained in the correct procedures to cope with this eventuality. The school SENCO (Mrs V Jenner) is responsible for creating a personal emergency evacuation plan for identified pupils and arranging any specific training required. When creating this plan, we take account not only of the people in our school, but also those who may need assistance to escape. The school has two safety zones at the top of the stairwells and two emergency evacuation chairs. These should only be used by trained staff.

## **Liaison with emergency services**

Mrs Joanna Langton or Mrs L Page are the nominated Wardens who will meet the fire and rescue service when they arrive to provide them with any information they require. They should have an intimate knowledge of the premises and up to date information from the roll call at the assembly point on the MUGA

## **Emergency Security Lockdown Procedure**

A security lockdown occurs when circumstances dictate that the safety of pupils and staff is better ensured by them being kept inside the building with the doors and windows locked and the blinds/shutters closed. Pupils should be moved away from the windows and doors for prime safety. The reasons for a security lockdown could be as a result of a chemical spillage/weapons crisis/air pollution/nearby fire/criminal activity/dangerous dog etc

### **PROCEDURE**

- Remain calm and quiet
- Move slowly
- Obey instructions

- Do not provoke an incident

1. If there are children outside, the headteacher, or a designated person, will give five short blasts on the air horn (kept in the office) and ensure that the children enter the school as calmly as possible through the nearest point and return to their own base class or join another class base if safer. Teachers and staff should return to their base class when it is safe to do so.
2. The office staff or Headteacher will contact the police on 999 if necessary.
3. If the children are in the building, the Headteacher or designated persons will inform all staff of the situation using the school telephone tanyo system. The agreed signal will be activated to inform staff and pupils that they school is in lockdown. The signal can also be activated via any of the Walkie Talkies which are situated around school and in all classrooms. This can be done by firmly pressing the button on the side of any Walkie Talkie and announcing 'security lockdown' The Site Manager will regularly check that they are working and charged.
4. Depending on the circumstances, staff should ensure pupils remain in the classroom with locked doors and windows. Staff should close any blinds, move all the children to their designated area and sit down quietly.
5. If necessary pupils may need to be evacuated, in a quiet and orderly manner, away from the situation into a safer area defined by staff or police.
6. Staff should take a register to account for all children immediately and inform the Headteacher of anyone missing. This can be done via email – to the headteacher so that staff do not need to wander around school.
7. Staff should try to keep the children calm and quiet.
8. If necessary, parents/carers should be notified as soon as practicable to do so via the Arbor messaging service that there is a lockdown situation, they should be given enough information about what will happen so that they are reassured that everything possible is being done to ensure their child's safety:
  - they should not contact the school as this will tie up the phone lines;
  - they should not attend school as this could interfere with the emergency services access to school and they may put themselves in danger;
  - they should wait for the school to contact them about when it is safe to collect their children.
9. Pupils will not be released to parents during a lockdown.
10. If it is found to be necessary to evacuate the building, the fire alarm will be sounded.
11. School should stay in contact with Emergency Services at all times and follow their instructions.
12. A lockdown drill should be undertaken at least annually.
13. Parents should know that there is a Security Lockdown Plan and that a copy is on the website.
14. Lockdown information should be displayed in every classroom/area.

On hearing the signal, all staff should close as many blinds as possible. Ensure doors are closed/locked. Try to keep a mobile phone / Ipad / laptop with them.

When the lockdown is over, a senior member of staff will come around and notify everyone or give the agreed signal to indicate that the lockdown has finished over the Tanoy phone system.

All children should be accounted for and a welfare check completed by class teachers.

## **Appendix A**

Dear parent/carer,

### **Re: Enhancing safety in our school**

At St Peter's CE Primary School, we take safeguarding and the safety of your child very seriously.

It's important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have introduced a new safety procedure called "security lockdown".

I'm writing to let you know that we'll be practising this procedure on [insert date].

#### **What is a security lockdown and when would it happen?**

A security lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our security lockdown procedure would be used when there is a threat to the safety of our pupils, staff and others in the school, and when it's safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our security lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

#### **What is our school's security lockdown procedure?**

- An alarm will be sounded from the phone systems locked in each classroom announcing a security lockdown.
- Pupils and staff will then move immediately inside to their own, or the nearest, classroom
- The class teacher or adult in the room will then take a register to ensure all pupils are accounted for.

- To make sure all pupils are safe and secure, external doors will be locked and blinds drawn over windows.
- Children will be asked to sit quietly at their tables
- The emergency services will be called by the headteacher or member of the office team

### **Instructions for parents/carers in the event of a security lockdown**

- In the case of an actual security lockdown, parents will be informed via Arbor.
- In the case of an actual security lockdown, parents/carers should not attempt to call or come to the school at this time, as this may hinder our effort to contact and work with the emergency services
- Parents/carers should not discuss security lockdowns on social media, as this may spread false information and create panic
- If an actual lockdown was to continue beyond school hours, you would be advised via the Arbor system about alternative collection arrangements.

### **About our upcoming security lockdown drill**

Prior to practising this procedure with pupils, staff will take time to talk to pupils about security lockdown procedures and explain why they're important in an age-appropriate way. They'll reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure that the school remains a safe place to learn.

I must emphasise again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our pupils and staff are fully prepared and can stay safe.

If you or your child have any concerns or questions, please do not hesitate to contact [insert name of relevant staff member and contact details].

Yours sincerely,

[Sign off]