



**Educating For 'Life In All Its Fullness'**

# **Harewood CE Primary School**

## **Whole School Emergency Policy**

Date Approved: Spring 2025

Chair of Governors: J. Jayne

Headteacher: A. Ratcliffe

Date for Review: Spring 2027

# School Ethos and Values

## *Educating For 'life In All Its Fullness'*

(John 10:10)

As a school, we shape what we do, to allow children and adults to develop a strong sense of their Emotional, Spiritual and Cultural self through our Christian values:



We actively work towards our children being prepared for life as active citizens in the communities and world they live in.

### **Safeguarding**

The Governing Body and staff of Harewood C of E Primary School take as our first priority the responsibility to safeguard and promote the welfare of our pupils, to minimise risk and to work together with other agencies to ensure rigorous arrangements are in place within our school to identify, assess, and support those children who are suffering harm and to keep them safe and secure whilst in our care.

### **Equal Opportunities**

We have a clear duty under the Equality Act 2010 to ensure that our teaching is accessible to all pupils. Our inclusive curriculum will foster good relations between pupils, tackle all types of prejudice, including racism and homophobia, and promote understanding, tolerance and respect, enabling us to meet the requirements, and live the intended spirit, of the Equality Act 2010.

## **Harewood C of E Primary School – Whole School Emergency Policy**

**In the case of an emergency the Head Teacher (or designated person in charge) will decide whether an evacuation or a lockdown is appropriate. This will usually be upon the advice of the emergency or security services.**

### **Evacuation**

Upon instruction from Fire Service Officers, Police or at the direction of the Headteacher a full site evacuation will be conducted using the White playground gate or black gates- in case of emergency that makes this exit impossible, exit will be made via the hedge at the rear of the field.

**In the case of a full emergency evacuation the assembly point would be the grass outside the Harewood Estate gates with the Village Hall as a further location if required.**

In the event of an evacuation from the school, parents will be notified by a text message as soon as possible.

The assembly point within the school grounds is on the KS2 patio area - in case of fire in Class 2, assembly will be made at the back corner of the field.

### **Evacuation control and management**

The school site operates a simultaneous evacuation strategy whereby as soon as the fire alarm sounds all persons in all areas evacuate the building immediately.

It is the duty of all occupants to leave the building immediately by the nearest available fire exit. The only exception is where staff have been allocated specific fire duties. Such trained staff may remain for a short period in order to -

- sweep areas adjacent to their location before leaving
- wait until certain areas are clear of occupants before exiting themselves so that they can declare areas under their control to be empty
- remain on hand to assist specific persons to evacuate in line with an agreed personal evacuation plan to ensure more vulnerable persons can evacuate safely
- escort visitors to safety
- check the fire alarm panel to determine where the incident may be

### **Sweeping/Fire Warden Role**

The school has trained a team of Fire Wardens who carry out the following duties during an evacuation

#### **Fire Warden sweep zones:**

**Headteacher:** Music room, Library, Hall, staff room

**Team 1:** TAs present in Classes 1 and 3: C1 and C3, cloakrooms and C1 and C3 toilets

**Team 2:** TAs present in Classes 2 and 4: C2 & C4 cloakrooms, ICT suite and C2 and C4 toilets

**Staff Responsibilities:**

- Headteacher- or designated lead person in event of Head being absent from school: sweep zones and then exit to collection point
- School office staff: Check fire zone panel, collect school mobile and take registers & signing in sheets from the inventory sign in system to the collection point
- Class teachers: evacuate classes and take role call- make the headteacher aware of anyone missing
- Fire Wardens: sweep your allocated zone and then exit the building and go to assembly point
- **All staff must close doors they pass through, as they leave**

**Collective duties:**

- Ensure all occupants leave the building immediately and by the nearest exit avoiding the area of the incident. This may entail redirecting occupants to alternative routes so they are trained to be familiar with all exits points of the building and any refuges or safe areas which afford additional protection to allow occupants time to escape if they cannot move swiftly.
- Encourage occupants to leave and prevent them from moving against the evacuation flow to retrieve belongings or friends by providing assurance about the safety of friends and personal belongings during the evacuation.
- Undertake sweeping of designated areas of the building under their management including checking nearby rooms for occupants, closing doors behind them to prevent fire spreading.
- Reporting to the headteacher at the assembly point that their areas have been safely evacuated or that the incident prevented them from carrying out their duties. This allows fire fighters to be briefed on arrival as to fact that either the building is empty or inform them of areas where they may need to look for any missing persons.
- When necessary instructing persons to move cars if they are restricting fire fighters access.

**\*All Teachers are in effect Fire Wardens as they are responsible for evacuating pupils**

**PERSONS WITH SPECIFIC ROLES AND RESPONSIBILITIES**

1) Specific roles as designated under the Fire Safety Order and by Leeds City Council.

The Responsible Person for the school site -Headteacher

The headteacher is legally the person responsible for all activities, maintenance, staff training, general fire precautions and procedures relating to Fire Safety. The headteacher however delegates aspects of the day-to-day management and documentation to others whilst ensuring that any persons designated to assist them are given appropriate training and the time necessary to fulfil the given role. The Headteacher still retains legal responsibility for the site and its occupants and must sign off the Risk Assessment ensuring all details are accurate and making decisions on the actions required to be taken.

The headteacher also has additional duties in respect of the School Evacuation Plan; these are shown below in Section 2.

The Competent Person(s) for the school site: The school Business manager has designated roles in supporting the Head Teacher in the review, updating of the Fire Risk Assessment for the site, updating of safety certificates on a yearly basis and in the day-to-day management of the site. She also has a specific role in the fire evacuation strategy; her duties are to Check fire zone panel, collect school mobile and take registers & signing in sheets from the inventory sign in system to the collection point

## 2) Specific roles identified in the School Fire Management Plan.

### *Head Teacher*

Additional duties undertaken by the Head Teacher include –

- Accounting for all occupants at the assembly point.
- Communicating with staff from other areas of the site
- Issuing instruction to vacate the site if directed by the Fire Officer in charge.
- Providing instruction to re-enter the building once the Fire Officer has indicated that it is safe to do so.
- Ensuring actions that need to be taken after an incident are recorded and implemented.
- Organising staff feedback sessions, noting lessons learned/actions arising from these.
- Interacting with other site users – e.g. Governors and PTA
- Providing staff training where required to fulfil their given duties.

### *All staff*

It is the **duty of all staff** to make themselves fully aware of the school's evacuation procedures, how to sound the alarm, any specific fire duties both they and others have during an evacuation and to familiarise themselves with all the usual exit routes and all alternative exit routes from the building.

They have a duty to abide by the school Fire Safety Management Plan (Appendix 1) and to follow agreed procedures such that they do not put themselves, pupils, or any other site occupants at risk.

They must ensure that they:

- Have read the information about fire evacuation procedures located in the policies folder and round school.
- Attend any meetings, training or feedback sessions in respect of Fire Safety Awareness/procedures.
- Know their duties and those of other staff who have specific roles in fire safety
- Know how to raise the alarm i.e. where the call points are located
- Read and remember the evacuation procedures, location of final exit doors, escape routes and refuges.
- Ensure fire doors and exit routes are not obstructed or locked
- Ensure fire doors are not wedged/propped open and door closers are functioning
- Report any defects or deficiencies in the building or failure of any of its equipment, and bring this to the attention of the Headteacher or Business Manager
- Must share any relevant constructive feedback on fire drills to ensure highest levels of safety for all occupants
- Must only attempt to tackle a fire with fire fighting equipment if they are trained and nominated staff and only where it is safe to do so
- Make the Head aware of the need to receive any training deemed necessary in respect of specialist roles, e.g. manual handling, use of evacuation chairs.

- Report any concerns relating to fire direct to the Head Teacher.

### **Invacuation and Lock Down**

In response to the severe threat of terrorism we have a plan for "lockdowns". Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school.

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 pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- 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

The school's lockdown plan is as follows:

(A flowchart of procedures is shown in Appendix 2 and available in classrooms)

Signal for Invacuation (Code Amber)	A warning or announcement will be transmitted round the school intercom system or Constant short start-stop-start-stop bell rings on the playtime bell system
Signal for all clear	Verbally from staff member on walk round
Signal for Lockdown (Code Red)	A warning or announcement will be transmitted round the school intercom system or short start-stop-start-stop bell rings on the playtime bell system in groups of 3
Signal for all clear	A code word will be spoken over the school intercom system or verbally from SLT member on walk round

Rooms most suitable for lockdown	All classes to remain in own classrooms Other rooms round school including: main office store, head's office, resource room, kitchen office, disabled toilet. (Staff on site should familiarize themselves with how to secure the rooms they use on a regular basis)
Entrance points (e.g. doors, windows) which should be secured	External doors Fire Doors Internal doors All windows
Communication arrangements	In person or mobile telephones

When the signal for a lockdown is heard and a lockdown is activated staff must take the following action:

- Pupils who are outside of the school buildings are brought inside as quickly as possible and return to their classroom (outside staff will be informed by a senior member of staff)
- Those inside the school should remain in their classrooms and check corridors and toilets for pupils or staff
- All external doors and, as necessary, windows are closed (depending on the circumstances, internal classroom doors must also be closed).
- Blinds should be drawn
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via mobile phone and instigate an immediate search for anyone missing will take place. Staff supervising children should stay with them in the safe place.
- Staff should encourage the pupils to keep calm
- In an invacuation (Code Amber) pupils can carry on working but should remain within the classroom until the all clear is given.
- In lockdown (Code Red) pupils **sit quietly** (on the floor if needed), **out of the sight of the windows and should remain like this until the all clear code word is given.**
- As appropriate, the school office will establish communication with the Emergency Services
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire evacuation procedure will then take place
- Parents will be notified as soon as it is practicable via teachers2parents and the website (only when appropriate via guidance from Emergency Services)

**Pupils will not be released to parents during a lockdown.**

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Once the incident has been assessed as safe all classrooms will be either visited by a senior member of staff and told the situation is under control and the class can resume activities as normal.

## **Communication between parents and the school**

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

## **Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.



## Appendix 1

### Class 1

#### ON DISCOVERING A FIRE

The adult should:

1. Sound the alarm
2. Evacuate the building with the children in his/her care

#### ON HEARING THE ALARM

- All children and adults must make their way quickly and calmly to the assembly point.
- Children and adults should walk, not run.
- Evacuation and assembly should take place in silence.
  - ✓ **Class 1** evacuate via their **cloakroom door**. [Alternative exit: garden door]
  - ✓ **Groups not in classrooms** should evacuate via the nearest safe exit.
  - ✓ **Staff not in charge of children / other adults** should evacuate via the nearest safe exit.
- Class registers must be brought out by class teacher
- Once out of the building all adults and children to assemble in classes on patio.
- When assembled, teachers should
  1. Count all the children in the class and check against number present that day.
  2. If a child / children is / are missing urgently complete a roll call and report names of missing child(ren) to the person in charge.
  3. If a child is not missing, complete a roll call to confirm all children are safely evacuated.
- Nobody should re-enter the building for any purpose.
- The person in charge is responsible for ringing the Fire Brigade.
- **Playtime / Lunchtime**
  - Supervising staff should evacuate children via nearest safe exit
  - All adult and children to assemble / roll call in normal way

### Class 2

#### ON DISCOVERING A FIRE

The adult should:

1. Sound the alarm
2. Evacuate the building with the children in his/her care

#### ON HEARING THE ALARM

- All children and adults must make their way quickly and calmly to the assembly point.
- Children and adults should walk, not run.
- Evacuation and assembly should take place in silence.
  - ✓ **Class 2** evacuate via their **cloakroom door**
  - ✓ **Groups not in classrooms** should evacuate via the nearest safe exit.
  - ✓ **Staff not in charge of children / other adults** should evacuate via the nearest safe exit.
- Class registers must be brought out by class teacher
- Once out of the building all adults and children to assemble in classes on patio.
- When assembled, teachers should
  1. Count all the children in the class and check against number present that day.
  2. If a child / children is / are missing urgently complete a roll call and report names of missing child(ren) to the person in charge.
  3. If a child is not missing, complete a roll call to confirm all children are safely evacuated.
- Nobody should re-enter the building for any purpose.
- The person in charge is responsible for ringing the Fire Brigade.
- **Playtime / Lunchtime**
  - Supervising staff should evacuate children via nearest safe exit
  - All adult and children to assemble / roll call in normal way

### Class 3

#### **ON DISCOVERING A FIRE**

The adult should:

1. Sound the alarm
2. Evacuate the building with the children in his/her care

#### **ON HEARING THE ALARM**

- All children and adults must make their way quickly and calmly to the assembly point.
- Children and adults should walk, not run.
- Evacuation and assembly should take place in silence.
  - ✓ **Class 3** evacuate via their **stairway and playground door**
  - ✓ **Groups not in classrooms** should evacuate via the nearest safe exit.
  - ✓ **Staff not in charge of children / other adults** should evacuate via the nearest safe exit.
- Class registers must be brought out by class teacher
- Once out of the building all adults and children to assemble in classes on patio.
- When assembled, teachers should
  1. Count all the children in the class and check against number present that day.
  2. If a child / children is / are missing urgently complete a roll call and report names of missing child(ren) to the person in charge.
  3. If a child is not missing, complete a roll call to confirm all children are safely evacuated.
- Nobody should re-enter the building for any purpose.
- The person in charge is responsible for ringing the Fire Brigade.
- **Playtime / Lunchtime**
  - Supervising staff should evacuate children via nearest safe exit
  - All adult and children to assemble / roll call in normal way

### Class 4

#### **ON DISCOVERING A FIRE**

The adult should:

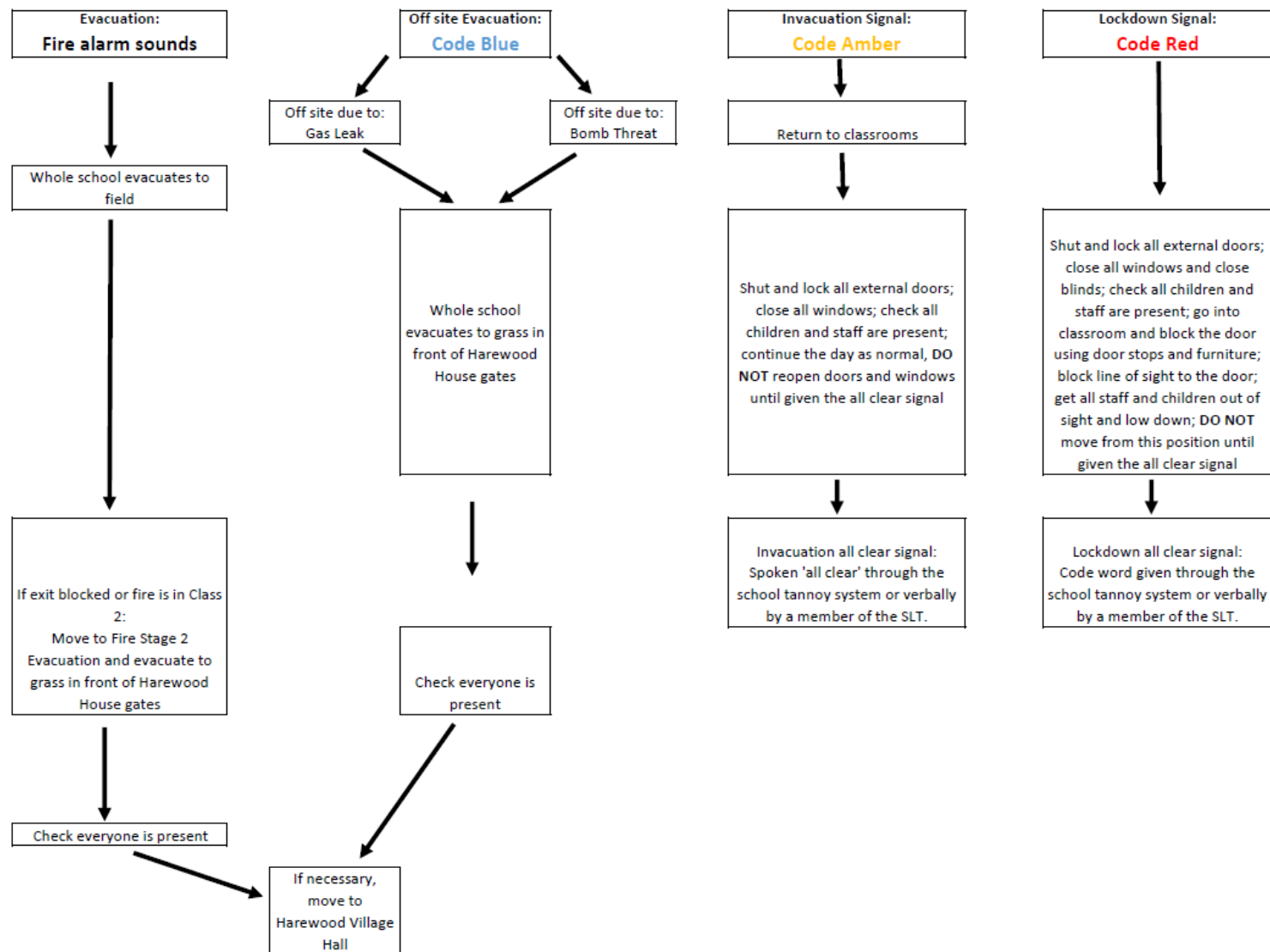
1. Sound the alarm
2. Evacuate the building with the children in his/her care

#### **ON HEARING THE ALARM**

- All children and adults must make their way quickly and calmly to the assembly point.
- Children and adults should walk, not run.
- Evacuation and assembly should take place in silence.
  - ✓ **Class 4** evacuate via their **stairway and playground door [Alternative exit: ICT Suite staircase to playground or Class 1 garden]**
  - ✓ **Groups not in classrooms** should evacuate via the nearest safe exit.
  - ✓ **Staff not in charge of children / other adults** should evacuate via the nearest safe exit.
- Class registers must be brought out by class teacher
- Once out of the building all adults and children to assemble in classes on patio.
- When assembled, teachers should
  1. Count all the children in the class and check against number present that day.
  2. If a child / children is / are missing urgently complete a roll call and report names of missing child(ren) to the person in charge.
  3. If a child is not missing, complete a roll call to confirm all children are safely evacuated.
- Nobody should re-enter the building for any purpose.
- The person in charge is responsible for ringing the Fire Brigade.
- **Playtime / Lunchtime**
  - Supervising staff should evacuate children via nearest safe exit
  - All adult and children to assemble / roll call in normal way

## EVACUATION, INVACUATION & LOCKDOWN PROTOCOLS

What you will hear and what steps to take



### **Appendix 3: Contact details for the village hall.**

Olga Hanbury

Treasurer and Bookings

Hall phone 07496 275356

Personal mobile 07968166242

Caretaker Simon Neilson

Phone 07939315041