

The Auriga Academy Trust

EMERGENCY SAFETY POLICY

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Definitions:

Lockdown / Invacuation - 'Lockdown' is defined as the act of securing the building in an emergency, also known as 'invacuation'. Examples would include being notified of a bomb threat or being asked to lockdown by the local authorities due to a wild animal in the area.

1. Background

Whilst fires and emergency lockdowns in schools may be a rare event, they do happen, and when they occur it is vital that clear procedures are followed by all concerned. Such procedures cannot be left to chance, they have to be pre-planned and practised.

Fires in buildings can spread very quickly. Delays of minutes or, in some cases, seconds in taking the correct action can lead to unnecessary spread of fire and smoke. The spread of smoke can be particularly dangerous, rapidly blocking escape routes and potentially causing loss of life by the toxic fumes. The structural precautions in modern buildings are designed to limit the spread of smoke and fire, but simple actions such as wedging fire doors open can render such precautions useless.

The need to 'Lockdown' a building can come due to a variety of reasons, but as with fire, the avoidance of any delay is required. The lack of fast action can lead to unnecessary exposure to the potential threat in or near the school site.

The purpose of the Model Procedure is to cover the following areas which are under the control of the school. They do not cover the design of structural fire precautions. All schools are expected to adopt the policy and to complete the fire and lockdown plan templates at the start of every academic year, this is the responsibility of the Headteacher.

2. Risk Assessments

2.1 Risk Assessment – Fire

The Regulatory Reform Order (Fire Safety) 2005 requires organisations to undertake fire risk assessments for their workplace.

A risk assessment approach to fire safety requires schools to identify potential fire hazards and determine methods of controlling those hazards – for example with the installation of fire doors, operating procedures, training for staff, ensuring electrical wiring installations are subject to inspection and testing and organising electrical improvement work as identified in the inspection and testing.

The Trust's Health and Safety advisers (Action>HR) have produced a **School Fire Procedures Risk Assessment** template document for schools to complete on an annual basis – completing this assists schools in meeting their legal obligation to risk assess. The document is available for viewing/downloading from the Action>HR health and safety website. It is strongly recommended that schools arrange the initial completion of the Fire Procedures Risk Assessment with Action>HR and address the issues raised accordingly. Subsequent reviews may be carried out internally depending on the number of issues raised. On completion a copy of the risk assessment should be forwarded to Action>HR as advice and support can be offered in addressing safety issues where required.

2.2 Risk Assessment – Lockdown

There is currently no legislation that requires a school to have a lockdown plan and / or procedure. Best practice recommended by the National Counter Terrorism Security Office and the guidance can be found in the *'Evacuation, invacuation, lockdown, protected spaces' 2020*.

3. Emergency Plans

3.1 Risk Assessment – Fire

Each school is required to complete a Fire Plan for each of its sites (see Appendix 1: Fire Plan Template). The Fire Plan outlines the procedures to be followed in the event of a fire. This should be reviewed

- annually at the start of the academic year taking into consideration the needs of the cohort of new pupils, and r
- after a fire evacuation or a drill and adjusted for any feedback given.

3.1 Risk Assessment – Lockdown

Each school is required to complete a Lockdown Plan for each of its sites (see Appendix 5: Lockdown Plan Template). The Lockdown Plan outlines the procedures to be followed in the event of the need for a lockdown. This should be reviewed

- annually at the start of the academic year taking into consideration the needs of the cohort of new pupils, and
- after a lockdown evacuation or a drill and adjusted for any feedback given.

4. Responsibilities - Emergency Wardens / Controller / Manager Roles / Admin Support

4.1 Emergency Warden Responsibilities

The class teacher will act as temporary Emergency Warden during a drill or evacuations / invacuation. Wardens will be appointed by SLT in line with the risk assessment and should be made up of teaching and support staff. Evacuation / Invacuations must be considered for any third-party letting policy/contracts.

In the case of a **Fire**, emergency wardens are responsible for

- 'sweeping' their classroom and any associated rooms,
- giving assistance (within their capabilities) to any person requiring help and those with a PEEP (Personal Emergency Evacuation Plan).

In the case of a Lockdown, emergency wardens are responsible for

- 'Securing' their classroom and any associated rooms,
- giving assistance (within their capabilities) to any person requiring help.

4.2 Emergency Controller Responsibilities

The Emergency Controller is a member of the senior leadership team (SLT). If no member of SLT is onsite then a member of the teaching team will cover this role. Emergency Controllers are responsible for the smooth running of the evacuation / invacuation procedures and emergency drills. The emergency controller will

- identify themselves on arrival to the Emergency service Officers and give information as required.
- complete the Emergency Drill or Evacuation / Invacuation Evaluation Form (Appendix 2 / Appendix 5) immediately after the exercise and pass it to the responsible person (Head Teacher / Site Manager / Estates Coordinator) to process any actions.
- arrange for a deputy, or deputies, to carry out the above duties if they are not available on site.

4.3 Emergency Manager Responsibilities

The Emergency Manager is the Premises Manager. The Emergency Manager is responsible for

- Liaising with the person responsible for overseeing training to ensure Wardens and all employees have training available,
- Assuming Emergency Controller duties during non-school days,
- Liaising with Contractors to ensure all fire / emergency tests, maintenance, servicing and inspections are completed,
- Re-activating the Fire Control Panel if onsite.

The Emergency Manager shall arrange for a deputy, or deputies, to carry out the above duties if they are not available on site.

4.5 Admin Responsibilities

Administration support will be provided by the receptionist on duty, unless they have been designated with another role by SLT. In which case, they shall arrange for a deputy, or deputies, to carry out the below duties. Administration support is responsible for:

- Collecting the registers.
- Distributing registers to class teachers.
 - Ensuring that visitors and anyone in reception evacuates.

- Acting as first point of contact for the Emergency Controller

5. Maintenance of Emergency Precautions and Systems

Unless systems and procedures are regularly checked and inspected, they will deteriorate. It is essential that

- emergency training is kept up to date,
- fire doors close effectively,
- escape doors open easily,
- corridors and escape routes are not obstructed,
- fire detection and alarm systems are serviced regularly,
- fire extinguishers and emergency lighting are maintained, and
- notices remain relevant and legible.

The Site Manager / Trust Estates Manager has responsibility for arranging and / or ensuring that appropriate maintenance is undertaken.

6. Detecting the Emergency and Raising the Alarm

Unless the emergency is promptly detected, and everyone is alerted it may grow and prevent people from evacuating / invacuating safely. A clear procedure for the action to be taken when an emergency is discovered, as well as when the alarm / tannoy / foghorn sounds, is therefore vital. This must be detailed in the sites Fire and Lockdown Plans.

7. Evacuation / Invacuation of the Premises

As soon as the alarm is raised the premises should be evacuated / invacuated in a pre-planned way and staff and pupils should either be assembled at a defined location and accounted for, or asked to secure themselves in a safe place. Vital minutes should not be lost by staff attempting to determine whether or not the alarm is genuine.

The only exception is where there is automatic smoke detection or a general alarm system as these systems can give rise to a high incidence of false alarms. With these systems it is recommended that a 1 minute delay is put in place for the cause to be investigated. If the alarm cannot be verified as false within this period, the emergency services should be called.

8. Calling the Emergency Services

A common factor in most emergencies involving loss of life, is a delay in calling the emergency services. Delays are due to unclear procedure or because the emergency is considered to be "small". Fires in buildings behave in a very different way to fires in the open and the adage that "there is no such thing as a small fire only a big one that has just started" is worth remembering. The same principle applies to unknown or unclear threats. If in doubt, please ensure staff and pupils are in a place of safety and seek professional support immediately. The emergency services should always be called as soon as a fire / threat is discovered, and the alarm raised.

Where a school is located on a shared campus, procedures must be established to determine who calls the emergency services and where the emergency services are directed and who coordinates on their arrival.

9. Tackling the Emergency

9.1 Tackling the Emergency - Fire

Fire extinguishers or hose reels are provided in schools for the purpose of putting out a small fire in its early stages. The use of fire extinguishers may assist in preventing a fire from spreading to the remainder of the building. However, fire extinguishers and hose reels should only be used when it is safe to do so by staff who have been trained in their use.

9.2 Tackling the Emergency - Lockdown

Staff, visitors and pupils should be aware of how to make themselves (and if relevant the building) secure. Under no circumstances should an attempt be made by anyone on the premises to directly tackle the perceived threat.

10. Training

Training of staff, and the instruction of pupils, is necessary to ensure that the correct procedures are followed and that precautions are not prejudiced before an emergency occurs. Staff training should include:

- The main causes of fire and how to prevent it.
- How fire is likely to spread in a building.
- How to take precautions against arson.
- The function of fire doors and the need to keep them shut.
- The action to be taken in the event of fire, in particular the method of raising the alarm.
- The location of the fire alarm call points, fire extinguishers, exits and escape routes.
- The use of fire extinguishers.
- The location of the assembly point.
- How the fire brigade will be called in the event of fire.
- How to assist pupils or staff with disabilities out of the building – see 11 PEEPs below.
- The main causes of non-fire related emergencies and how to prevent them.
- The issues caused during a non-fire related emergency and how this will impact movement around the building.
- The actions to be taken in the event of a 'lockdown' being triggered.
- How the emergency services will be called in the event of a 'lockdown'.
- How the 'lockdown' will be ended once the threat has been contained.

11. Personal and General Emergency Evacuation Plans (PEEPs and GEEPs)

It is important that each school identifies any staff or pupils who need physical assistance to exit their buildings and provides an appropriate evacuation plan of evacuation. The Head of Site is responsible for deciding which pupils and staff need a PEEP or fall under a GEEP. The Head of Site must review these at the start of each academic year to ensure they are relevant and appropriate to the specific needs of the individual.

All PEEPs & GEEPs must be assessed on a case-by-case basis by a member of SLT on an annual basis or more frequently if behaviour or needs change.

11.1 Personal Emergency Evacuation Plans (PEEPs)

A PEEP is required when a pupil or staff member needs a person or small team of staff allocated to assist him / her out of the building in an emergency. PEEPs may be required for pupils / staff with mobility, sight, hearing or cognitive impairments. A temporary PEEP may be required for short term injuries (i.e. broken leg), temporary medical conditions, those in the later stages of pregnancy.

The underlying question in deciding whether a PEEP is necessary is "*can you evacuate the building unaided, in a prompt manner, during an emergency situation?*" If the answer is "no", then it is likely that a PEEP is needed.

The PEEP should include the following information

- name of pupil / staff member
- names of the team members allocated to assist the pupil / staff member in emergency evacuation situations
- a school plan identifying the evacuation route(s) available to the pupil / staff member
- for secondary schools, pupil's / staff member's timetable and class locations
- method of evacuation, e.g. use of an Evac chair to transfer the person from upper floor to ground level

- locations of refuge areas if these form part of the Plan. If there are no suitable places of refuge, this should be stated in the Plan.
- communication methods and any other relevant information.

For pupils the PEEP should be displayed in the pupils main classroom, the staff room and corridors, next to the fire alarm call points and general emergency evacuation signs. The plan should be regularly practised, and always followed during fire evacuation practices.

APPENDIX 3 gives a Model PEEP for schools within the Trust to follow.

11.2 General Emergency Evacuation Plans (GEEPs)

A GEEP may be required for staff, visitors or pupils that require minimal assistance evacuating the building in an emergency but exceed the threshold for unsupported evacuation. GEEPs may be required for pupils and staff with mobility, sight, hearing and cognitive impairments. A temporary GEEP may be required for short term injuries (i.e., sprained ankle), temporary medical conditions and those in the later stages of pregnancy.

If a person can be evacuated with the addition of simple verbal prompts or as part of a large group with no need or likelihood of specialist and one to one assistance, then a GEEP is likely to be required.

APPENDIX 4 gives a Model GEEP for schools within the Trust to follow.

12. After School Activities / Clubs

All clubs should follow the same evacuation and emergency procedures as outlined in the Emergency Safety Policy. Due to the reduced number of pupils and staff involved, summary procedures, as to who does, are outlined in **Appendix 6**.

13. RATIFICATION

Each school is requested to review and adopt the Trust policy on Emergency Safety and evidence by signing below.

Approved and ratified on behalf of **[Name of School]**

Name: **(Headteacher)**

Signature:

Approved and ratified on behalf of The Auriga Academy Trust

Name: **(Headteacher)**

Signature:

APPENDIX 1: Fire Plan Template

General Emergency Evacuation Plan for: [School / Campus]	
Premises address and contact number	
Plan date	/ /
Review date	/ /
Roles:	
Fire Wardens: [Position / Name] Emergency Controller: [Position / Name] Admin Support: [Position / Name] Fire Manager: [Position / Name] Detail back up arrangements in the event of an individual not being on site.	
Sound of Alarm:	
The sound of the alarm will be a continuously ringing bell.	
Raising the alarm:	
If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point or commencing manual warning (whistle, shout etc.) If fire is detected by automatic detectors, this will trigger the fire alarm	
Action staff should take on hearing the alarm	
The following actions will be taken upon the fire alarm being sounded/raised: <ul style="list-style-type: none"> • Emergency Controller will take charge and lead in the fire evacuation. • [Who] will Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire (Note – you may already have a direct link to the Fire Service but details of how/when this would activate should be determined) • [Who] will pick up the visitors signing in book/sheet from reception desk. • Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner providing assistance to those needing additional help in evacuating. • Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and known visitors with additional needs as well as 'General emergency evacuation plans (GEEPs)' for members of public who may visit the building. Fire Wardens (class teachers) will take responsibility for pupil PEEPS. • Lifts are not to be used for evacuation. • The emergency controller will undertake a sweep of the building if safe to do so to <ul style="list-style-type: none"> • ensure all individuals remaining in the building are accounted for. • all areas are clear (including back areas). • ensure all doors are closed on the way out. • If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below. 	

- [Who] will ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- [Who] will meet at assembly point and check all contractors and staff members are accounted for
- The **emergency controller** will liaise with the Fire Service upon their arrival.

Escape Routes:

The escape routes from the building are: (detail designated fire escape routes)

- 1.
- 2.

Fire assembly point

The assembly point is:

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small.

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.

Location of key safety hazards or other fire related equipment

Fire alarm panel:

Boilers:

Gas supply shut off:

Mains water inlet:

Other:

Variations to plan

Detail instances where there may be variations to normal working arrangements. For example, e.g. late opening, events, lone working etc. and what alternative measures would be needed. If variations to normal activities are such that the plan does not adequately cover these activities, then consider whether a separate evacuation plan is needed in these instances.

APPENDIX 2: Fire Drill / Event Feed Back Form

This form is to be completed after each Emergency Drill with 12 hours of completion of the drill. The form should be completed by coordinating lead of the drill. The form should be reviewed and signed off by a senior member of staff also present at the drill. All forms should then be emailed to the Strathmore Site Manager for review. All actions required need to be completed, however the responsible person may change post review.

Name		Date	
Job Title			
Line Manager			
Date of Drill			
Time of Drill			
Location of Drill			
Type of Drill			
Number of people involved (approx.)			
Time it took to evacuate (approx..)			
Assessment of Drill: <i>(For example: Drill went well all staff and pupils evacuated safely and promptly within 10 minutes of alarm sounding.)</i>			
Issues of Concern Noted <i>(For example: Pupil PEEP not effective – please give as much information as possible.)</i> 1.			
Actions Required			Responsible Person
1.			
2.			
3.			
Reviewer Name		Date	
Job Title			

APPENDIX 3: Personal Emergency Evacuation Plan (PEEP)

This form is to be completed by **the Class Teacher** on behalf of pupils. A PEEP is a **Personal Emergency Evacuation Plan**. It is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency.

PERSONAL EMERGENCY EVACUATION PLAN			
Pupil / Staff Member Name:			
Class:			
Building and Floor:			
Phone Ext:			
PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the alarm). For assistance with this section, see Technical Guidance Note FS04 – PEEP Evacuation Matrix for evacuation methods.			
1	On activation of the alarm []		
2			
3			
4			
METHODS OF ASSISTANCE (Detail methods of guidance, transfer procedures etc. For example, use of Evac Chair)			
The following have been designated to give assistance and are aware of the contents of the PEEP:			
Name			
Contact Details (Building, Class and Ext)			
Name			
Contact Details (Building, Class and Ext)			
EQUIPMENT REQUIRED (including means of communication, use of evac-chairs etc)			
ADDITIONAL INFORMATION (any information that will assist in evacuating the individual)			
MONITOR AND REVIEW			
PEEP should be rehearsed to test their efficiency. Rehearsals could take place during pre-planned fire drills.			
Signed by Teacher			Date
Signed by HT / HOS			Date

APPENDIX 4: General Emergency Evacuation Plan (GEEP)

This form is to be completed by the **Head of Centre / Site** on behalf of staff and visitors. A GEEP is a **General Emergency Evacuation Plan**. It is a general 'escape plan' for staff and visitors in the event of any emergency.

GENERAL EMERGENCY EVACUATION PLAN			
Pupil / Staff Member Name:			
Building and Floor:			
Phone:			
GENERAL EVACUATION PROCEDURE (A step by step account beginning with the alarm). For assistance with this section, see Technical Guidance Note FS04 – PEEP Evacuation Matrix for evacuation methods.			
1	On activation of the alarm instruct ALL VISITORS & STAFF to make their way out of the building		
2	Provide verbal support where necessary		
3	At the assembly point and instruct them to wait with you.		
METHODS OF ASSISTANCE (Detail methods of guidance)			
Verbal encouragement			
The following have been designated to give assistance and are aware of the contents of the GEEP:			
Name			
Contact Details (Building, Class and Ext)			
Name			
Contact Details (Building, Class and Ext)			
ADDITIONAL INFORMATION (any information that will assist in evacuating the individual)			
All Staff and visitors have been provided with evacuation information (verbally) and requested that they observe and learn the fire evacuation routes and procedure.			
Verbal prompting should suffice.			
Staff and visitors are asked if they have any requirements, we may need to be aware in case of an evacuation.			
MONITOR AND REVIEW			
To be reviewed yearly, with the start of new staff or with any change of circumstance/need.			
To regularly refresh the staff training on all fire procedures.			
Signed by Teacher			Date
Signed by HT / HOS			Date

APPENDIX 5: Lockdown plan template

General LOCK DOWN Plan for: School Name
School Name School Address School Number
Plan date:
Review date:
Reasons for lockdown procedure (example list)
<ul style="list-style-type: none"> Bomb threat Chemical spill Unknown substance onsite External gas leak External physical threat Terrorist threat Unknown persons
Roles
Class lead: Class Teacher > HLTA > TA EC = Emergency Controller: HoS> Admin > AS = Admin Support: Admin
Sound of Alarm:
<ul style="list-style-type: none"> Use tannoy to call lockdown to whole site and give instructions If signaling outside staff/pupils the EC or AS is to use the foghorn with repeated short sharp honks (use window and do not exit the building)
Raising the alarm:
If the risk/threat is discovered by a staff member or a visitor, they should notify a SENIOR staff member of a risk/threat. The alarm will be raised by the SENIOR member of staff by using the nearest phone and dialing XXXXXXXXXXXXXX for a site specific tannoy.
Action staff should take on hearing the alarm
The following actions will be taken upon the lockdown procedure being sounded/raised <ul style="list-style-type: none"> Emergency Controller will take charge and give lockdown instructions clearly and repeatedly on the tannoy system. These may include <ul style="list-style-type: none"> Lock all doors and windows Close blinds Turn off lights Keep the pupils calm and quiet Await further instructions.

- **Admin Support** will
 - Dial 999 and request attendance by the appropriate emergency service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of emergency. The contact number is that of the EC if unsure please provide your own.
 - Call the host site team on radio channel 2 to update on situation
 - Call any classes on trips advising them not to return and to wait in a safe place
 - Check on any staff/pupils in the hydro pool using the radio system.
- **The Class lead** will follow the issued lockdown instructions and keep their class/team calm.

Escape Routes

1. During a lock down do not attempt to exit the building.
2. If you are outside, please enter the building a secure the door behind you.

Fire assembly point

Do not use the fire assembly point during a lockdown

Location of key safety hazards or other fire related equipment

Fire alarm panel: XXXXXX

Boilers: XXXXXX

Gas supply shut off: XXXXXX

Mains water inlet: XXXXXX

Electrical supply: XXXXXX

Other: XXXXXX

Lift: XXXXXX – Not to be used in a Fire Evacuation

Variations to plan

Out of hours meetings: The most senior member of staff to acts as EC

Lettings: The hirer assumes ultimate responsibility for following the evacuation plan

APPENDIX 5: Lockdown Drill/Event Feed Back Form

This form is to be completed after each Emergency Drill with 12 hours of completion of the drill. The form should be completed by coordinating lead of the drill. The form should be reviewed and signed off by a senior member of staff also present at the drill. All forms should then be emailed to the Strathmore Site Manager for review. All actions required need to be completed, however the responsible person may change post review.

Name		Date	
Job Title			
Line Manager			
Date			
Time			
Location			
Type			
Number of people involved (approx.)			
Time it took to lockdown (approx..)			
Assessment of lockdown:			
Issues of Concern Noted			
Actions Required			Responsible Person
1.			
2.			
3.			
4.			
5.			
Reviewer Name		Date	
Job Title			

APPENDIX 6: Club Evacuation Summary Procedures

All clubs should follow the same evacuation and emergency procedures as outlined in the Fire Safety Policy. Depending on the number of staff supporting the Club the Emergency Controller may also be the Fire Warden.

The following procedures must be undertaken

- A designated Emergency Controller must be identified at the beginning of the Club session. This person would normally be the Club leader.
- The emergency controller will also assume the role of admin support and be responsible for the taking of the register.
- The emergency controller will allocate the role of 'sweep' to a responsible member of staff before the club starts.
- In the event the club is located in a number of different areas of a building, each area must have a designated staff member who will ensure that all pupils in that area are evacuated and accounted for in the event of a fire.
- A register of all pupils and staff attending or supporting the Club will be taken before the club starts.
- In the event of a fire the standard campus fire plan should be followed, using the designated assembly points.