

# Manor Drive



# Fire and Evacuation Policy

Date approved:	01 December 2022
Date reviewed:	
Date of next review:	December 2025

## Contents

	<b><u>Item</u></b>	<b><u>Page Number</u></b>
1	Aims	2
2	Rationale	2
3	The evacuation plan (fire)	2
4	Returning to school	4
5	The evacuation plan (suspicious package, bomb threat etc.)	4
5.8	If the threat is phone in	4
6	If the threat is in person, on the school premises (inside the building)	4
7	In both cases	4
9	Returning to school	5
10	If a suspicious package is found	6
14	Policy review	6
15	Appendices	8

## **1.0. Aims**

- 1.1. To provide and maintain a safe and secure environment for our students, staff, and resources.
- 1.2. To establish protocols and procedures that effectively monitors, manages, and responds safely to a potentially dangerous situation.

## **2.0. Rationale**

- 2.1. As part of our Health and Safety policies and procedures, the school has a Fire and Evacuation Policy.
- 2.2. In the event of a potential fire hazard, all staff must familiarise themselves with the procedures within this guidance to ensure a safe and quick evacuation.
- 2.3. An evacuation plan is implemented when there are serious security risks to the safety of persons and premises due to, for example, fire, bomb threats, suspicious packages found, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage where it is safer to evacuate than to lockdown.
- 2.4. 6 Monthly fire drills take place to ensure practices of these evacuation procedures remain efficient and are familiar to all school members. Weekly call point test are completed.
- 2.5. Appointed members of staff (Fire Marshalls) are qualified to use extinguishers safely should the need arise, and it is safe to do so. All evacuation procedures should be adhered to first, sounding the alarm and evacuating; in exceptional circumstances, it may be down to the judgement of the Fire Marshall whether it is safe to tackle the fire immediately.

## **3.0. The evacuation plan (fire)**

- 3.1. Fire evacuation plan is available on the shared drive for both Secondary and Primary.
- 3.2. Fire Marshalls - party personnel

Daniel Freeman (Site manager both Primary and Secondary)

### **SECONDARY PHASE**

George Collins  
Zoe young  
Tom Boiling

### **PRIMARY PHASE**

Craig Petrie  
Jess Manson

3.3. If someone discovers a fire, first they must sound the alarm, pressing the nearest call point (a red break-glass/plastic panel). Push the plastic firmly where indicated. Site team will then respond, and reception will call 999 if required.

**Note:** The Fire Brigade will respond automatically outside of the hours of 9am - 5pm, term time. If the alarm is raised during school working hours, it will not be responded to unless requested via a 999 call.

3.4 On hearing the fire alarm (a continuous alarm), all staff and children must leave by the nearest exit (or signposted route to direct to assembly point) and head towards the designated assembly point; children to walk in twos. Do not attempt to put out the fire (unless qualified to do so). Should the directed route be blocked, an alternative route should be taken, going out of the next nearest exit point. Should there be a fire in a stairway, children and teachers are to use the other stairwell, if both are blocked then return to the designated classroom on that floor and await rescue.

3.4a. Any Parents/Carers, temporary staff, visitors, contractors, or other third-party guests inside the school building at the time of an evacuation proceed immediately to the assembly point on the secondary phase or primary phase side.

3.5 PA's to head teachers to take Fire grab bags to assembly points

3.6 All doors must be closed on exit from the classroom. Belongings should be left. Support staff to ensure all children have left the room before checking there are no persons in the toilet. They will ensure the external door is closed behind them.

3.7 Site team, office staff, Fire marshals and members of the leadership team will carry out their specific duties. In the event that the fire alarm has been sounded, one member of the office team will check the front panel to locate the area identified. They will then radio to a site team member who will investigate if it is safe to do so. Only the trained personnel who know how to put out a fire safely will be able to assess whether it is safe to put out themselves (Site team to be first port of call). If not, the site team member will radio back to call 999.

3.8 An office member will then monitor the front entrance and phone to stop any visitors entering. Multi-way communication will be maintained between the office and the site team. All staff will congregate at the assembly points.

3.8a If staff are out of school with a group of children, the office will have records of this. Classes out of school will carry out their own registers according to their risk assessments.

3.9 The site member and senior leadership team will liaise with the Fire Brigade. Should any member of staff or child not be accounted for, the site team will investigate (if it is safe to do so). This must be reported to the Fire Brigade, and they will advise and search for the missing individual if it is not safe for the site team to do so.

3.9a Class teachers are responsible for class registers. Head PA's are responsible for accounting for the staff and Visitors. If a child is unaccounted for, the Headteacher is to be informed immediately.

#### **4.0 Returning back to school**

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- 4.1. All Fire personnel to ensure all children and adults (including visitors) are accounted for.
- 4.2. Once the office team and site team (and Fire Brigade, if necessary) have confirmed the building is clear and safe to return, the staff and children can then re-enter.

#### **5.0. The evacuation plan (suspicious package, bomb threat etc.)**

5.1. Where an evacuation procedure is deemed safer than a Lockdown (see Invacuation/Lockdown policy), the following steps must be taken, similarly to a fire drill. However, this will be done under advice from the emergency services and direction will come from them. See point 3 above.

#### **6.0. If the threat is phoned in:**

6.1 The person taking the call must remain calm and keep the person on the phone for as long as possible, attempting to gain as much information about the threat and the person making the threat.

#### **7.0 If the threat is in person, on the school premises (inside the building):**

7.1. The person(s) dealing with the person concerned must remain calm and keep the person calm as long as possible, attempting to gain as much information about the threat. They should try to keep the person restricted to one room and seek support where possible.

#### **8.0 In both cases:**

8.1 Whilst this is happening, another office staff member must dial 999 and seek advice. It is fundamental to listen to advice at this point. A member of the senior leadership team will need to be notified as well.

8.2 If the decision of the emergency services is to evacuate the school, they will advise on how best to do this. We will relay to them that we have a "Meeting Point" (*Playground at Harper crescent*) which is accessible via manor drive entrance.

8.3 This will only be initiated once advice has been given on how to do this.

8.4 Any children or members of staff with mobility needs are driven to *Playground Harper Crescent* by **members of staff who carry business insurance on their vehicle.**

8.5 Should the advice suggest the Fire evacuation procedure is necessary for these situations, the procedure should follow point 3 above

#### **9.0. Returning back to school**

9.1. A senior member of the leadership team will liaise with the appropriate bodies, monitoring and  
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reviewing the situation.

9.2. If the threat is eliminated, and it is safe to return, staff will accompany the children returning from the "Meeting Point". The same route but in reverse.

9.3. Should it be deemed safe for the children to be dismissed to parents/ carers from the meeting point, then the office will make the relevant calls to parents/ carers to collect their child(ren) from the Meeting Point.

#### **10.0. If a suspicious package is found:**

10.1. The following must be considered when assigning suspicion to the object(s):

What makes it suspicious?  
Who initially found it?  
What time was it first found?  
When was the area last checked/ found to be clear?  
Is it hidden?  
Is it typical to the environment where it was found?  
Is there CCTV coverage of the area?  
Has something been tampered with, or does it look out of place?

10.2 A member of the senior leadership team should be alerted.

10.3 The object must not be approached, tampered with, or attempted to be moved.

10.4 A member of the senior leadership team will direct the course of action based on advice received and evacuate using the above procedures.

10.5 Advice sought and obtained from

10.5.1 Action upon delivery of any suspicious delivered :<https://www.cpni.gov.uk/action-upon-discovery-any-suspicious-delivered-item>

10.5.2 Possible Indicators that a delivered item might be of concern:  
<https://www.cpni.gov.uk/possible-indicators>

#### **12.0. Hornbeams Breakfast and After School Club**

12.1. The fire evacuation route plan is situated next to the fire exit points.

12.2. Hornbeams will follow the exact evacuation procedure as outlined in point 3:

12.3 Hornbeams Staff escort all children out of the building to the primary school assembly point

12.4 Hornbeams staff to take their registers out with them and account for the children. One member of Hornbeams to radio to the site team to inform them that everyone has been evacuated.

12.5 Once it is safe to do so, authorisation will be given to Hornbeams to re-enter the building.

Policy Written: September 2022

Policy Review: September 2023

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**Staff:**

Class teachers and support staff (with their class)

Catering team

Specialist staff

SLT

Office team

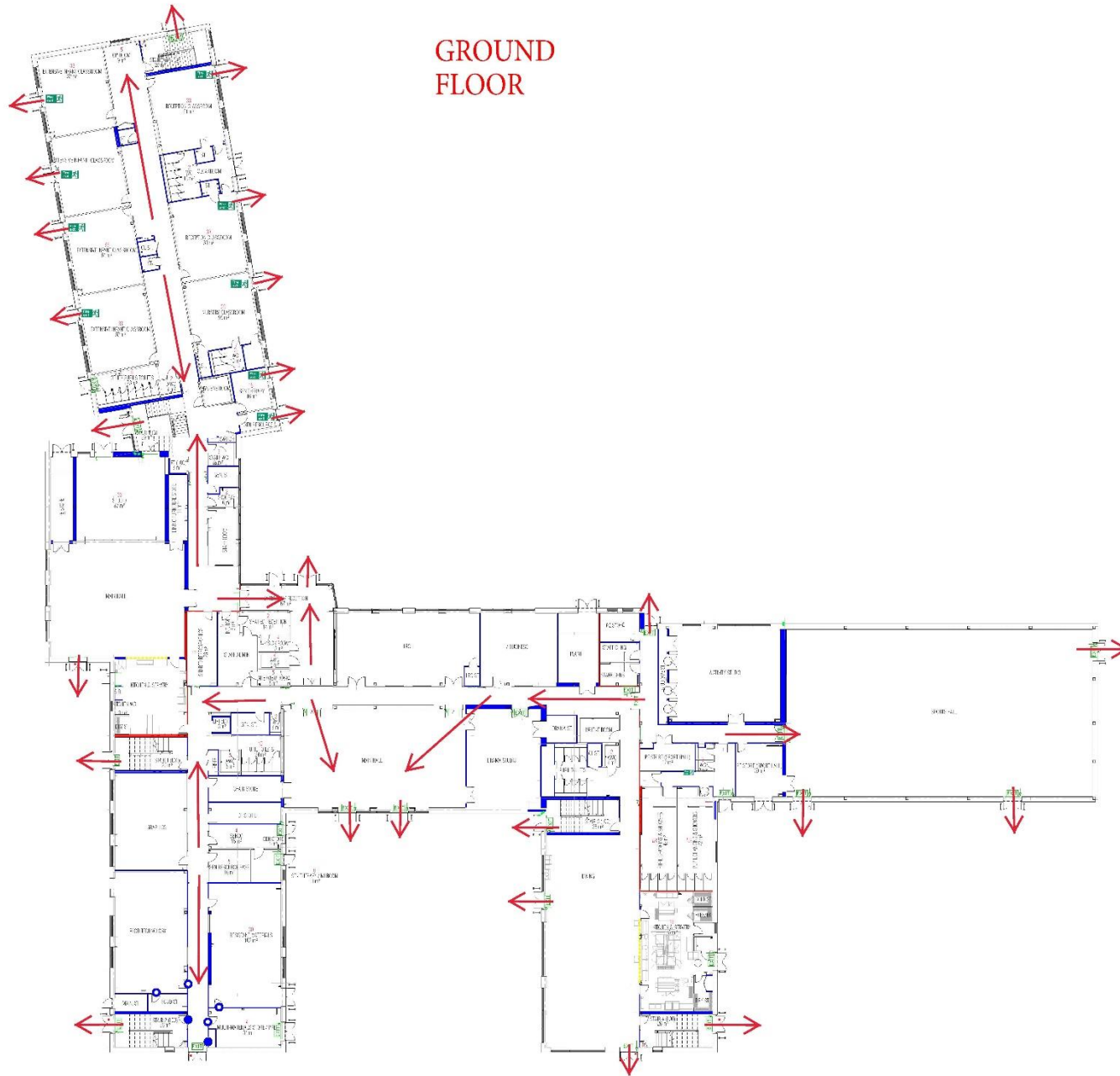
Site team

Visitors - signed in

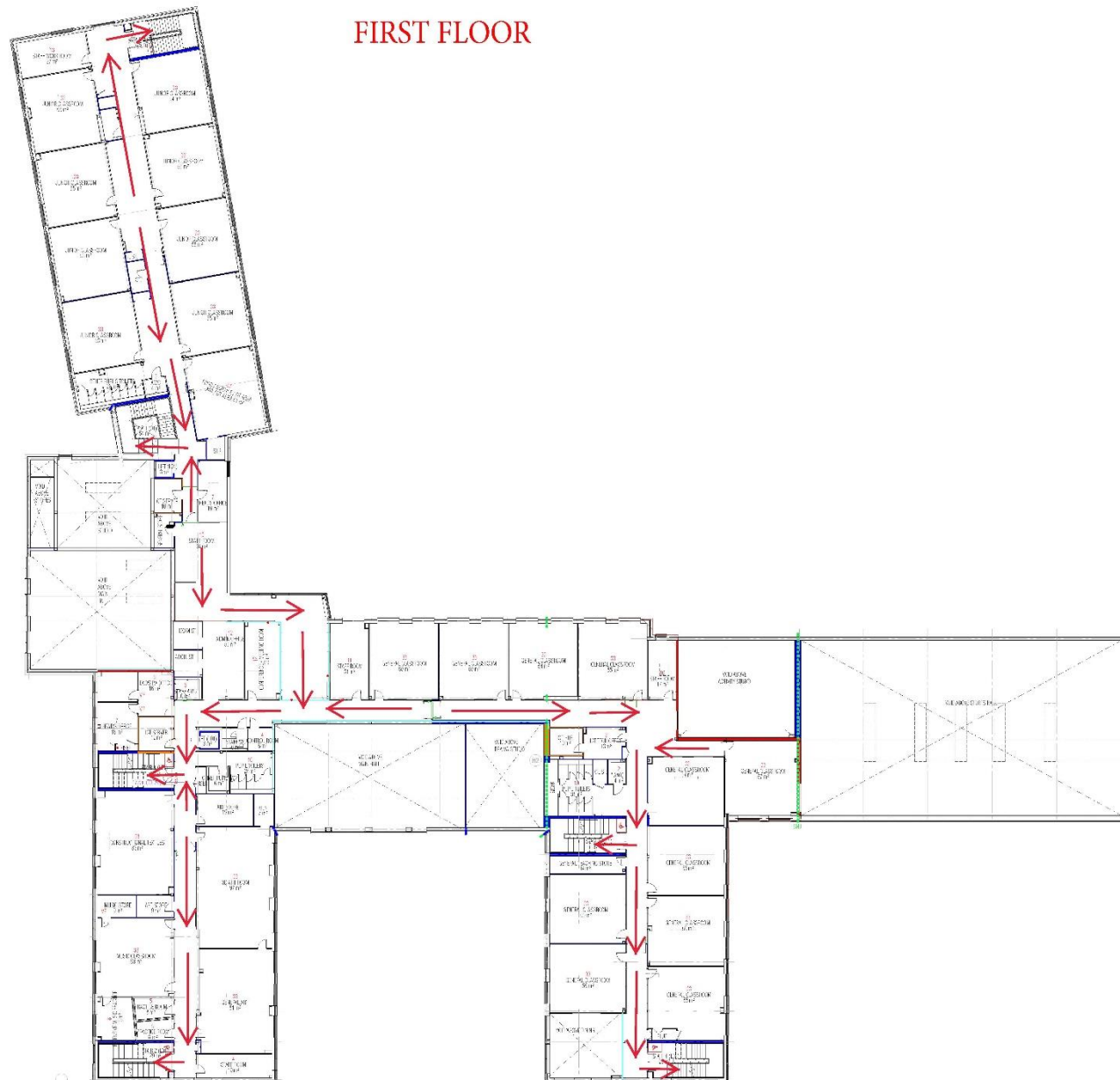
**Appendix 3. Fire evacuation checklist:**

	What	Who
	Children, class teachers and TAs lining up in designated zones	Teachers
	Report anyone missing to Headteacher/ Deputy	All
	All doors closed	Teachers/ Site
	Fire zones checked	Site
	Staff accounted for Main playground	PA's
	Communication via Radios between front office panel and site team	Office and SLT
	Assembly points	Everyone
	Check panel and report to Site team	Office staff
	Investigate fire zone	Site team
	Call Fire Brigade (if asked to do so)	Office
	Check the building to ensure it is safe	Site team
	Headteacher/ Deputy instructs it is safe to return back in the building	Everyone





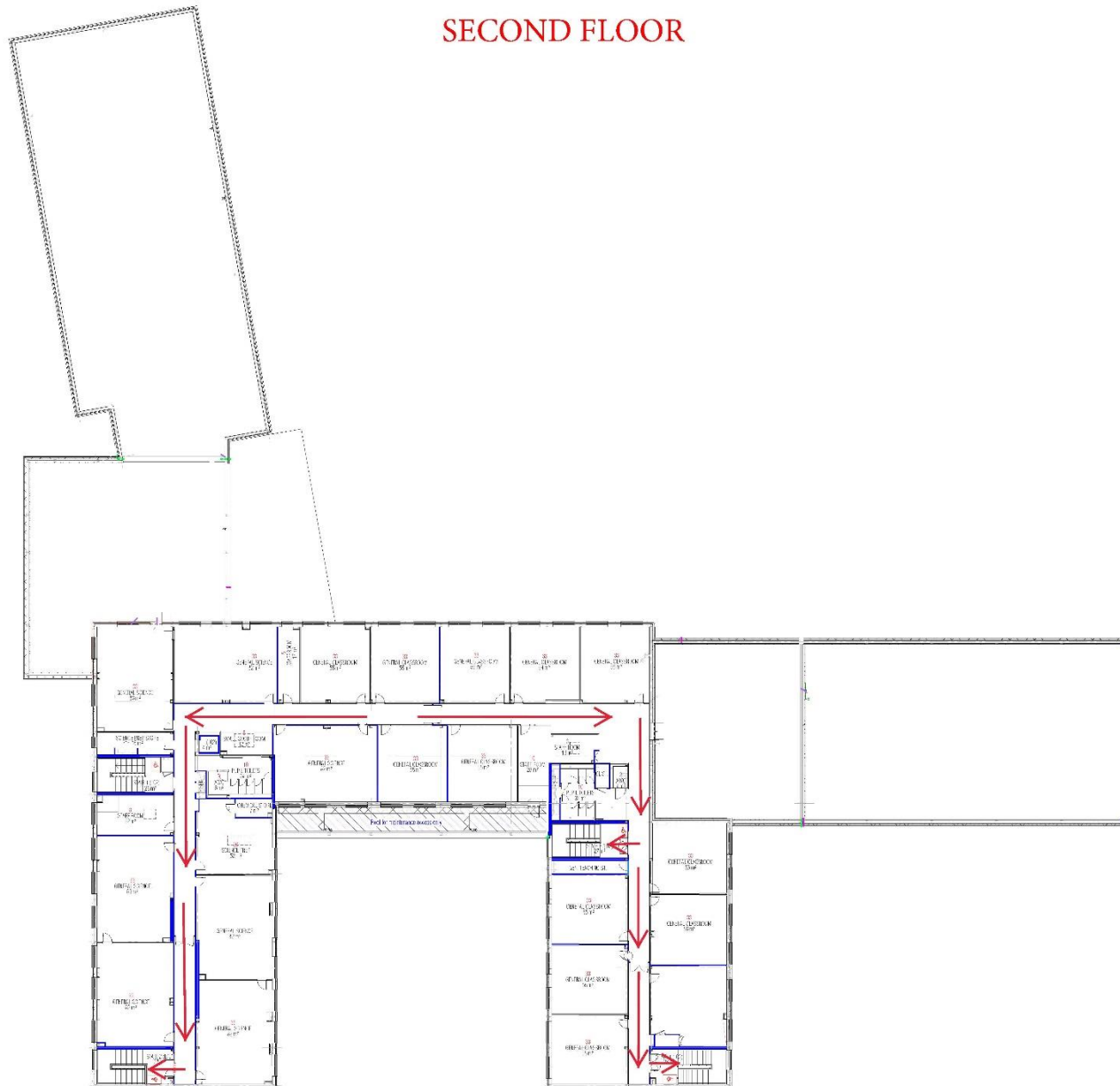
## GROUND FLOOR



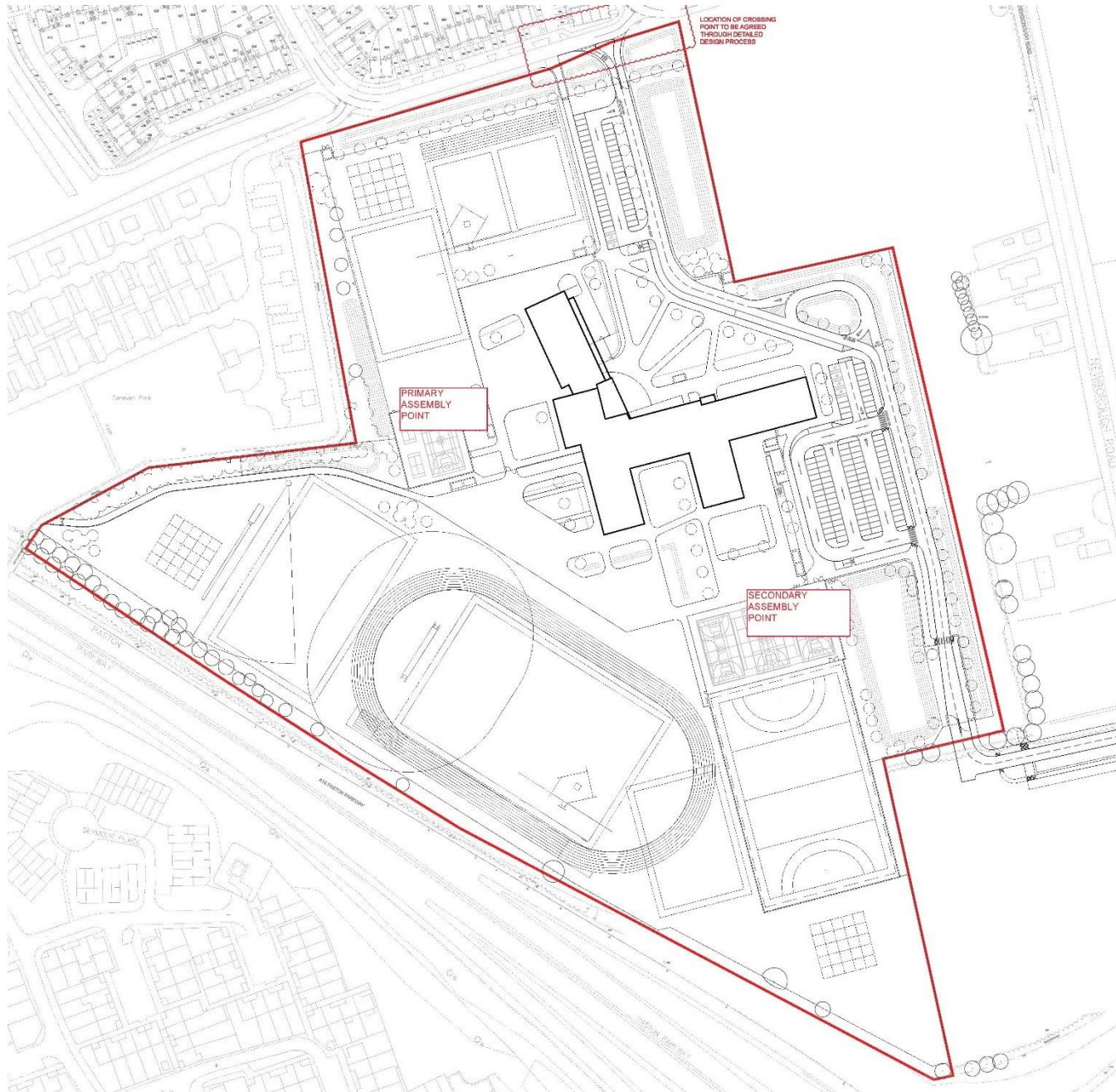
## FIRST FLOOR

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## SECOND FLOOR



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## FIRST FLOOR SAFE ROOMS



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## SECOND FLOOR SAFE ROOM



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