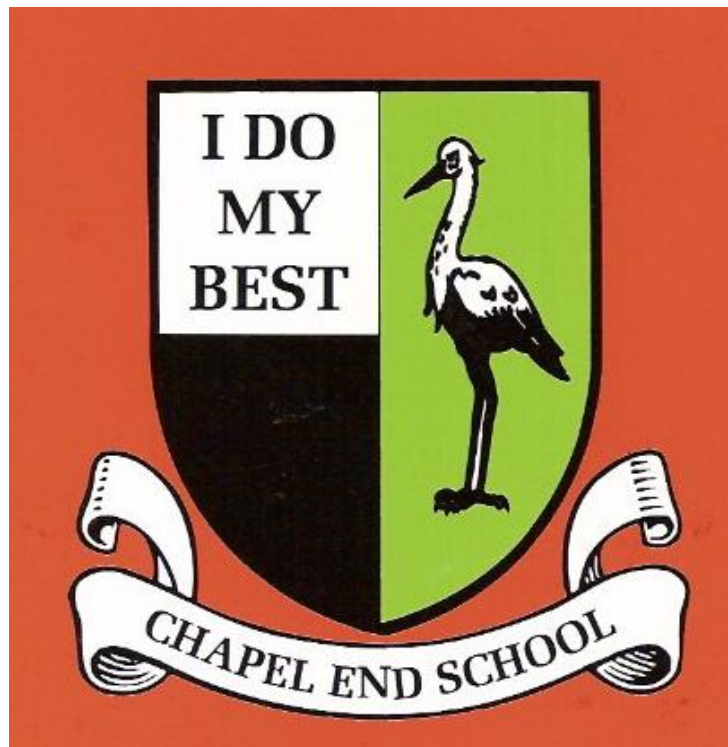




Chapel End Primary School  
Fire and emergency evacuation and  
invacuation lockdown policy

## **'Mission Statement.'**

**We aim to provide our children  
with the highest possible standard  
of education, through quality  
teaching and learning, in a happy  
caring environment.**

**We will do the best WE can to enable our children to do  
the best THEY can.**

|                              |                       |
|------------------------------|-----------------------|
| This policy was approved by: | Full Governors        |
| Date                         | Spring Term 2025 2026 |
| Review Date                  | Spring Term 2027 2028 |

## **Overview**

This policy sets out the procedures to be followed in the event of a fire or other emergency that requires the school to be evacuated or invacuated and locked down. It is designed to ensure that children and staff leave the building in an orderly and speedy manner to assemble in safe places.

## **Intent**

1. To keep the learners and staff safe from danger.
2. To evacuate the building quickly and in an orderly manner without panic and to take all learners and staff to agreed places of safety.
3. To ensure that the building is checked and all are accounted for.
4. To summon help quickly.
5. To contain the danger and preserve the building.
6. To have pre-arranged, designated place(s) of safety off site that are capable of safely accommodating the whole school.
7. To keep all people safe inside the building as a result of a serious incident.

## **Evacuation Implementation**

1. The first person to discover the danger will sound the alarm.
2. Unless it is known to be a pre-arranged 'practice' the emergency services will be called by the Headteacher, fire warden, senior staff or school office staff.
3. At the sound of the alarm all staff responsible for children will escort them quickly in an orderly manner from the building to the agreed assembly point (Main playground or EYFS outside area or designated place of safety).
4. Pre-school children will be support in an evacuation with the use of an evacuation truck and taken to the fire safety point near the school field.
5. Staff will take their fire registers with them.
6. The nearest safe exit should be used. If that is blocked, then the next nearest exit will be used.
7. Once rooms are empty doors should be closed to prevent the spread of fire.
8. Once children are safe class registers will be taken to ensure that all children are accounted for (signalled by a raising of the teachers hand and monitored by office staff)
9. Office staff will take the emergency contact lists to the assembly points in case registers have been lost.
10. The headteacher must be informed immediately if a child or member of staff cannot be accounted for.
11. During an evacuation, the headteacher and senior staff will check toilets and other areas to ensure that children have not been left behind.
12. No one must return to the building once it has been evacuated without the headteacher's permission.
13. The headteacher will inform staff when it is safe to return to the building or when a 'lock down' is ended.

## **Invacuation Implementation**

In the event of staff recognising a safeguarding risk on school grounds which requires a lockdown, the following actions will be taken.

1. The member of staff recognising the risk will set of their hand-held radio alarm and communicate the words lock down, lock down, lock down. They will then state which location the safeguarding risk is happening in.
2. Children in the preschool provision will be taken into the 'under 2's room and the blinds closed. Doors to the outside area, main entrance and school hall locked.
3. In Nursery and Reception: Doors to outside areas closed and locked, door to small hall locked. Children taken into cloakroom areas with doors closed.
4. Classes doing PE in the small hall in the event of a lockdown would remain in the small hall with the children seated on the floor in the corner of the room with no doors.
5. Office staff in the school main office would close the blind and lock the office door.
6. Staff in the staffroom would remain in the staffroom and close the blinds.
7. Staff in the PPA room would remain in the PPA room and close the door.
8. Classes in the main hall would lock the doors to the main corridor, close the curtains and children would be seated near the kitchen shutters
9. Year 1 would close the blinds and have children seated at their desk head rested on arms. Doors to main hall would be locked.
10. Classes in the ICT suite would remain in the suite with children located away from the door leading out onto the playground.
11. Year 2 would close the blinds and have children seated at their desk head rested on arms. Doors to main hall would be locked.
12. Children in years 3-6 would close the blinds and have children seated at their desk head rested on arms. Doors to main hall would be locked.
13. Children in the community room would be seated near the kitchen and the shutters would be closed.
14. It is the role of the Headteacher, to assess the safeguarding risk at its location and to communicate lockdown over. Lockdown would remain in place until this message is communicated. In the absence of the Headteacher this would be the responsibility of the Assistant Headteacher. In the absence of both the Headteacher and Assistant Headteacher are absent this would be the responsibility of an allocated deputy designated safeguarding leader.
15. If the safeguarding risk is confirmed the Police would be called on 999.

The above procedures will be practiced annually with staff and children in school.

## **Outcomes and impact:**

All will be safely and quickly evacuated during an emergency or kept safe during a lockdown. Staff and pupils will practise these procedures so that in the event of an alarm the procedures will be known by all and there will be no panic.