

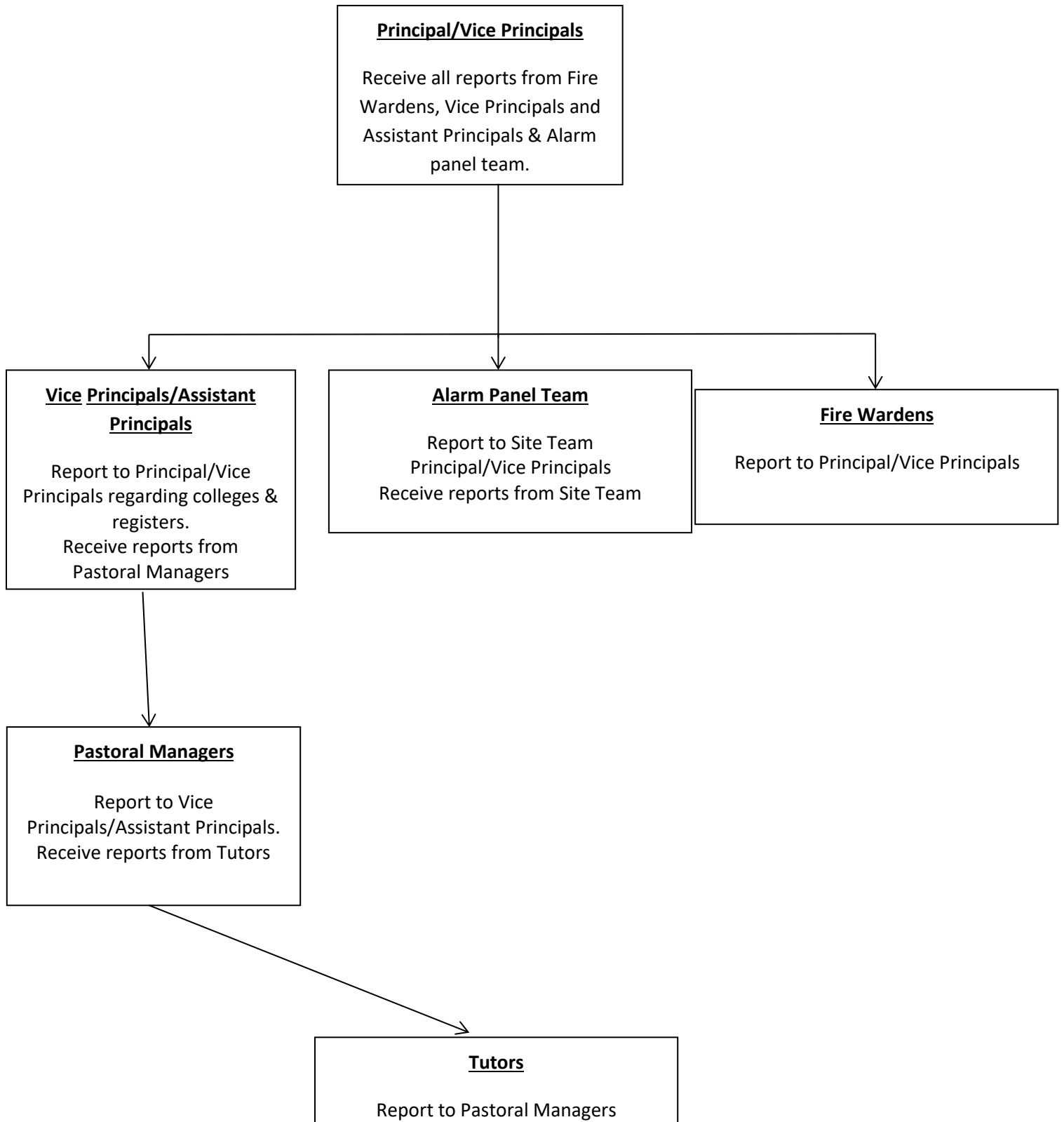


**2022 - 23**

**Procedures for Evacuation of the School  
Upon activation of the Fire Alarm and  
Procedures in the case of  
invacuation / lockdown**

**Please read thoroughly. Note individual responsibilities. Tutors to share relevant section with students.**

**Fire evacuation 2022-23**  
**Lines of communication**





## Appointed Fire Wardens

Area	Delegated Member of Staff
English Block	Tracey Knifton/Leighann Pagett
English extension	Tracey Knifton/Leighann Pagett
Gym/Sports Hall	Chris Hole/Ashleigh Aiston
ICE	Mandi Pountney/James Reid
Kitchens	Jo Masters/Deb Douglas
Lower Sch <b>Ground</b> flr	Mark Roberts/Rashid Mohammed
Lower Sch <b>First</b> flr	Amy Beddoe/Huong Thai
Lower Sch <b>Second</b> flr (Maths end)	Kevin King/Amy Beddoe
Lower Sch <b>Second</b> flr (Business Studies end)	Ranjit Samrai/Gemma Brogan
Offices & The Hub	Kevin Shingler/Karen Lees/P Ward
Performing Arts	Ria Newman/Morgan Lewins
POD	Julia Wallace/Jodie Dennis
Science Block	Manvir Sandhu/Imran Butt
Core	Jenni Guy/Cover
TLC	Jo Hill/Kate Roslyn
Upper Sch <b>Ground</b> flr	Luke O'Keefe/Thanh Nguyen
Upper Sch <b>First</b> flr	Freda Burton/Aroosa Ahmed

## Fire Evacuation Procedures 2022-23

### Principal

- Upon alarm proceed immediately to playground equipped with handicom.
- Receive radio messages from SLG, Fire Wardens checking site & alarm panel team.
- Receive confirmation of fire register checks from Vice Principals and Assistant Principals.
- Receive confirmation of no occurrence of fire and wait for confirmation that panel is reset.
- Once system is reset receive confirmation from P Ward / Site team that it is now safe to re-enter the building once you are ready to do so.
- Issue instructions to Vice Principals and Assistant Principals to commence calm and controlled re-entry to all site buildings
- **In case of fire confirmation or emergency liaise with P Ward, fire service, Alarm Panel Team and Vice Principals/Assistant Principals, and if required escalate evacuation to school playing fields.**

### Vice Principals (Cover for Principal as above if required, as well as duties below)

- Upon alarm proceed immediately to playground equipped with handicom.
- Receive radio messages from SLG, Fire Wardens checking site & alarm panel team.
- Receive confirmation of fire register checks from Pastoral Managers, and report to Principal. If any student is not present check students signed out log which will be with Receptionist/Nominated Admin member to confirm absence.
- Support Principal with implementing calm and controlled re-entry to all site buildings, or evacuation to school fields if required.

### Assistant Principals

- Upon Alarm proceed immediately to the playground, equipped with handicom.
- Receive confirmation of fire register checks from Pastoral Managers and report to Principal. If any student is not present check students signed out log which will be with Receptionist/Nominated Admin member to confirm absence.
- Support Principal with implementing calm and controlled re-entry to all site building. or evacuation to school fields if required



## Pastoral Managers

- Upon Alarm proceed to the playground.
- On arrival collect Tutor Group registers from Receptionist/Nominated Admin member and distribute them to the respective Tutors.
- Once completed collect them and report to Year Group Vice Principals/Assistant Principals as follows:
  - Year 7
  - Year 8
  - Year 9
  - Year 10
  - Year 11

... informing them of completed checks and any absences that have been noted.

- Assist with general supervision of Tutor groups.
- Assist with calm and controlled dismissal once instructed by Principal/Vice Principals.
- **In case of fire confirmation or emergency liaise with Assistant Principals if required assist to escalate evacuation to school playing fields.**

## Tutors

- Upon alarm escort your current class from your room and out of the building in an orderly manner ensuring that windows are closed and the door is shut **but not locked** behind you.
- Proceed to the allocated area for your tutor group and receive appropriate fire register from your Year Group Pastoral Manager.
- Organise Tutor group into register order in an orderly and calm manner whilst maintaining silence. Check register and pass back to Pastoral Manager confirming the register is correct or if there are any absences.
- Stay with your Tutor group until you are instructed to return back to lessons helping to do so in a calm & controlled manner.
- **In case of fire confirmation or emergency liaise with Pastoral Managers/Vice Principals/Assistant Principals if required assist to escalate evacuation to school playing fields.**

## Fire Evacuation Procedures 2022-23

### Support Staff/Teaching Staff/Supply Staff who are not Tutors

- Upon alarm escort your current class from your room and out of the building in an orderly manner ensuring that windows are closed and the door is shut **but not locked** behind you.
- Meet at the allocated meeting point (corner of sports hall)
- Once instructed after the all clear is given to re-enter the building you may be allocated a fire alarm point which you should proceed to immediately to ensure the alarm is not re-activated.
- Do not attempt to enter the building until advised to do so.
- **In case of fire confirmation or emergency you will may be instructed to evacuate to a further point on the school fields**

### Alarm Panel Team

- Upon alarm P Ward/K Lees/K Shingler/C Hill to proceed directly to the alarm panel first to arrive will collect the panel keys from their allocated position and take to the panel.
- Use the handicom to contact Duty Site Team member to inform them of the zone that has been activated.
- If a fire is found Site team will inform alarm panel team with the severity & exact location of the fire and give confirmation to contact Fire & Rescue services.
- Once Fire & Rescue Services have been informed you must vacate the building to the allocated meeting point. K Lees/K Shingler to assist with supervision of admin team, P Ward/Site Team to assist with organising entry & Directing Fire & rescue Services.
- If no fire is found maintain position at panel and wait for confirmation that break glass or sensor has been reset from site team.
- Once informed all is ok ask for instruction by handicom from P Ward/Site Team to silence alarms and inform them once the panel has been re-set so they can inform that it is now safe to re-enter the building when they are ready.
- Pete Ward to log all incidents in fire log (K Shingler to deputise if P Ward is not available)



## Site Team

- Upon alarm, collect new break glass and screwdriver from nearest allocated position.
- On confirmation of zone location by handicom proceed to the area involved and begin to search for broken glass or any sensors which may have been set off or in a real fire smoke would be present.
- If a real fire is located report this immediately direct to P Ward/Principal/Vice Principals by handicom and **evacuate the area immediately** and confirm alarm panel team received the message.
- Proceed to nearest entry point to assist Emergency Services to get to the closest point possible to where the fire is located liaising with Principal/Vice Principals and alarm panel team as to the progress of the situation.
- Stay at current location (at a safe distance from the building) until you are dismissed where P Ward will Take over responsibility of liaising with the Emergency Services and Principal.
- If no fire is found replace break glass and inform alarm panel team by handicom when it has been completed and that there is no fire.

## Fire Wardens

- Upon alarm proceed to evacuate your allocated area in an organised manner checking for open windows, closing doors behind you and making sure there are no persons trapped in the area.
- Once checks are complete proceed to evacuate yourself from the building by the shortest possible route, reporting to Principal/Vice Principals that your area is all clear.
- If a fire is found and your position is vulnerable, stop and evacuate the building by the shortest and safest route. **Do not attempt to fight any fires.**
- Report to Principal/Vice Principals as soon as you are safe to do so the exact location of the fire and that the Emergency Services will be required.
- If any situation occurs where you feel you are in danger, inform by handicom your exact location and that you require assistance. The decision will then be made by P Ward on how to deal with the situation until the Emergency Services Arrive.
- In the event of any problems seek assistance.

## **Fire Evacuation Procedures 2022-23**

### **Duty Receptionist/Nominated Admin Member**

- Upon alarm proceed to print Visitor & Student inventory log.
- Once report has been printed proceed to vacate the building taking inventory and student tutor list with you to the playground area where Pastoral Managers will collect tutor lists and inventory will be passed onto Principal/Vice Principals.
- Once the all clear has been given and once you have been instructed re-enter the building to your usual location.





## **Procedures for before or after school, and during letting periods**

If the fire alarm sounds before the start of the school day, or after the end of the school day, any person onsite should evacuate the building in the same way as during the normal school day.

If the fire alarms are being tested, an email will be sent in advance by the Site Manager to alert staff. If the fire alarm sounds at any time other than that stated in the email, staff should evacuate as normal.

From 7.30am to 4pm each school day, Reception Staff are available to check the fire panel in the case of a fire alarm. The Site Team member and staff on Reception will liaise with the Senior Leaders in the building to ensure the building is clear of people. If the alarm sounds when there is no staff member at Reception, the Site Team member on duty will check the fire panel to find where the alarm was activated prior to continuing with the usual Site Team responsibilities.

Lyndon school staff are required to be off the site by 6pm Mondays to Thursdays and 5.30pm on Fridays. Cleaning staff work until 7pm each week day.

## **Invacuation/lockdown procedures 2022-23**

### **Principal/nominated Vice Principal**

- Decision to be taken by Principal or Vice Principal(s) in his absence.
- Phone emergency services and Police if appropriate.
- Decision taken as to whether it is Stage 1 (with time to alert staff by going around school) or Stage 2 which is immediate lockdown and the bell is sounded: intermittent ringing.
- Inform Administration staff whether it is Stage 1 or Stage 2 and advise as to reporting to CEO.
- All SLG and Site Manager to receive instructions from Principal over the telephone.
- P Ward and PA report to Boardroom if in offices to co-ordinate operations.
- PA to inform by telephone CEO/Education Director once instructed by Principal.
- Once incident is over, give staff the all-clear: ringing ceased.
- Inform Administration staff as regards advising parents of situation.

### **Senior Leadership Group**

- If Stage 1, verbally inform all staff to keep students in classrooms or bring students in early from outside and go to nearest safe place. Site Team to lock external doors if appropriate and safe to do so.
- If Stage 2, designated staff member (Site Manager, Office Manager or deputy, upon instruction from the Principal) to sound fire alarm intermittent ringing. Site Team to lock external doors if appropriate and safe to do so.

### **Support Staff/Teaching Staff/Supply Staff Whether Stage 1 or Stage 2: Retain students in classrooms or assist in bringing students in and directing them to a nearby safe place**

- Late gate Pastoral Manager to take students to lock Upper School Door with master key, take students to Mr Szwaba's/Mr Francis's office and follow advice below.
- Check in corridors outside classroom if safe to do so and take any student not in lessons into your classroom to keep safe.
- Visitors on red lanyards to remain with their chaperone at all times
- Close windows and doors – lock doors if possible
- Block access points if possible (move furniture)
- Take a list of students that are present. If possible, check for missing pupils/staff/visitors
- Encourage students to remain calm – explain why
- Stay away from windows and doors
- Turn off lights
- Sit on the floor, under tables or against a wall
- Keep out of sight
- Remain in classrooms until a member of SLG gives the all-clear, or bell ceases to ring, unless emergency services give the instruction to evacuate
- PA to inform reception staff to return to their posts

### **Administration staff**

- If possible, move to a room away from windows and doors, blocking doors if feasible.
- Close doors, windows, blinds and switch off lights.
- Lock or barricade door if possible.
- PA or Office Manager if PA unavailable to receive instructions from Principal or his deputy to contact Trust Office who will disseminate information as appropriate to the CEO and other officers by handicom or phone.



- Do not answer main reception phone.
- Do not respond to visitors at the main door.
- Once instructed by Principal or his deputy, notify parents, by phone messaging or system that the school is in full lockdown and that the phone and entrances will be unmanned, external doors locked and no one allowed in or out.
- After the 'all clear' is given, wait for instructions from the Principal or his deputy as to the communication to be provided for parents.

### **Site Manager**

- Attend boardroom if safe to do so.
- Confirm with Site Team whether external doors can be locked.
- During and after lockdown monitor events on CCTV.
- Ensure external doors are unlocked before the all-clear is given.

### **First Aiders**

- After the incident is over, and if not teaching or on other duties, be available to support full time First Aider if required.