

## King Edward VI High School for Girls

### Actions in case of Fire (Evacuation) or Lockdown

<b>Committee</b>	
<b>Policy Type</b>	School Procedure
<b>Policy Owner</b>	Bursar - Finance and Estates
<b>Statutory</b>	Yes
<b>Published on website</b>	No
<b>Last review date</b>	August 2023
<b>Next review date</b>	August 2024
<b>Review Cycle</b>	Annually, unless required sooner due to change in procedures
<b>Expiry date</b>	N/A
<b>Version</b>	1.1

## Actions in case of fire

1. ***If you find the fire, please activate the nearest break glass point***



2. Once the person who has found the fire has followed the evacuation procedures below she/he should then inform a Porter at the Lodge (or an emergency services attendee) the location and extent of the fire and whether any injuries appear to have been caused.

3. **THE SENIOR PORTER** (or another trained fire warden) will –

- use the Fire Panel to identify the source of the fire and investigate the extent and seriousness of the fire
- use site radios to make all portering staff and the Facilities Manager and Assistant Facilities Manager aware of the alarm
- summon such assistance as is necessary to deal with the fire as far as this can be done without danger to themselves
- inform the Principal or other member of Leadership Team in charge
- stay in the vicinity of the Lodge to direct firefighters

### **The School receptionist will**

- hand out all form registers, room lists, daily absence list, signing out book, late book, visitors' book and timetable immediately in the assembly area. Vice Principal (Academic) will supervise registration procedures.

In the event of the Reception area being unmanned, the person informing the Fire Service will ensure that the registers etc. are sent to the assembly area.

4. **EVACUATION**

When the alarm is sounded –

- The girls should leave the classroom/dining room ahead of staff and leave all bags/coats behind.
- Staff should visually scan the room - ensure no-one is left in the room.
- Staff member should follow the group out. Doors should be shut but not locked.
- Staff should check that toilets and music practice rooms en-route to the exit are clear of girls/staff, if safe to do so.
- In the event of an emergency evacuation, the lift must not be used.
- Staff should instruct any visitors, contractors, etc. to leave the building as they encounter them.
- As a general principle in the evacuation, staff must prevent pupils, visitors, contractors etc. from re-entering the building.
- Evacuation of the School should be made using the nearest exit. Fire Action notices are in situ above every call point and final exit.
- The evacuation should be brisk but orderly; with no running.

**ASSEMBLY POINTS:**

- **FORM TUTORS AND GIRLS ASSEMBLE ON THE FAR SIDE OF GRASS PITCH IN FRONT OF SCHOOL, IN FORM ORDER (FACING AWAY FROM THE SCHOOL) THIRDS TOWARDS CARPARK, SIXTH FORM TOWARDS SPORTSHALL**
- **SUPPORT STAFF, VISITORS (INCLUDING CONTRACTORS AND KES BOYS) ASSEMBLE TO THE RIGHT OF THE SCHOOL GATE**
- **CATERING AND CLEANING STAFF ASSEMBLE AT THE FAR SIDE OF GRASS PITCH**
- **INVIGILATORS, EXAMS OFFICER AND CANDIDATES GO TO GRASSED AREA AT THE FAR SIDE OF THE FRONT CAR PARK (NEXT TO THE ART BLOCK)**
- **IF THE PAC ALARM GOES OFF (LINKED TO KES ALARM NOT KEHS) STAFF AND GIRLS SHOULD ASSEMBLE ON THE PARADE GROUND [APART FOR WHEN THERE IS A LARGE EVENT IN THE PAC THEATRE (E.G. DANCE PRODUCTION) WHEN THE MUSTER POINT WILL BE THE KEHS GRASS FIELDS]**

- Assistant Head (Community) stands by the School gate to prevent any access to the site, other than emergency services.
- School Receptionist takes out School registers and pencils
- VP (Academic) takes out Sixth Form signing out register/signing in and out books for U5/L6/U6 during examination periods. During examination periods HOY, with the help of Form Tutors, should help to cross reference register/signing in/out books.
- The Data Manager or School Receptionist distributes the registers to each Heads of Year.
- Heads of Year distribute the registers to their forms.
- Form tutors should stand with their forms; girls should line up, in alphabetical order, in silence for a roll call.
- Form Tutors should report to the HOYs to confirm all students are present or if anyone is missing, who had previously registered in school.
- Heads of Year should check all form tutors are present.
- Heads of Year must report to the Vice Principal (Academic) to either confirm the presence of all students and Form tutors or report student or Form tutor absences.
- Heads of Lower Sixth and Upper Sixth provide information on any unexplained absences to the Director of Sixth Form.
- Director of Sixth Form cross references any Sixth Form absence with the Sixth Form signing out book and reports any unexplained absences to VP (Academic).
- Teaching staff with no form tutor responsibility should report to the Bursar-Operations (supported by the Principal's P.A and IT Manager) who will check staff off against the Inventory App and report to VP (Academic).
- Support Staff and visitors (supported by the member of staff they are visiting) should report to the Bursar - Operations (supported by the Principal's P.A) who will check staff off against the Inventory App and report to VP (Academic).
- Catering staff should stand in their allocated area. Catering manager will check all are present and report to VP (Academic).
- Cleaning staff should stand in their allocated area. Cleaning supervisor or a member of the Facilities team will check all are present and report to VP (Academic).
- External examination candidates, invigilators and Examinations Officer should stand in their allocated area.
- Porters/Facilities staff should search, survey buildings and liaise with emergency services, as required.

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- Porters/Facilities staff or the fire service will advise the Principal or designated colleague when it is safe to enter the building.
  - Exam candidates and accompanying staff return to the building first when directed to do so by the Principal (or her designated stand in). Support staff (including catering and cleaning staff) should return to the building next. Girls should return one form at a time as directed by the Principal (or her designated stand in).

## 5. SPECIAL PROVISION

The Foundation Office and KES should be informed as soon as possible by the porters.

## 6. IN THE EVENT OF FIRE DURING EXTERNAL EXAMINATIONS

When on invigilation duty colleagues must read the procedures described in the 'Conduct of Examination' booklet. Briefly they are:

1. evacuate the room by the nearest exit
2. leave all question papers and scripts
3. supervise candidates closely to ensure there is no talking or collusion
4. keep the candidates separate from the rest of the school when assembling on the Assembly area

It is the responsibility of each member of staff involved in external examinations to be familiar with these instructions.

## 7. IN THE EVENT OF A TELEPHONE WARNING OF THE PLANTING OF A BOMB OR OTHER INCIDENT REQUIRING EVACUATION

The Principal or her deputy will contact the Police,

The fire alarm will be sounded and the school will evacuate accordingly (see evacuation procedures above).

# Actions in case of Lockdown

### **General:**

Site staff and duty staff routinely patrol and check any access doors are closed to minimise risk of unauthorised entry to the school building.

### **Communications Plan:**

***In the event of non-evacuation emergency ('Lockdown') the Porters will ring the school bell continuously for one minute.***

If the Porters are unavailable, a member of LT will sound the bell. If out of hours, a member of the Facilities team on duty will sound the bell.

Bursar - Operations to contact the police (and Facilities team if LT member has sounded bell), if she is unavailable, Heads PA will call.

The Receptionist (or a Member of Facilities Team - particularly if outside normal working hours) should contact the Design Centre, Sports Hall, and Performing Arts Centre to inform them that the lockdown emergency procedure has been invoked.

On receiving a call from Reception, the closest member of PE staff locks front door and alerts classes outside via air horn.

The Foundation Office and KES should be informed as soon as possible by the Porters.

Communication will be maintained via a LT WhatsApp group and/or walkie talkie if phones are unavailable. Walkie talkies are currently located at Porters Lodge and Reception. Facilities Manager also has a walkie talkie.

Main gates should remain closed with no access to parents or public until incident declared over.

### **Actions for pupils and staff**

On hearing the continuous bell, all pupils should remain in classrooms with their teachers and take the following actions:

- Lock or barricade the door wherever possible.
- Pupils and staff should get out of sight of the door to the classroom and should be silent.
- Pupils should not use their phones. All phones (belonging to staff and girls) should be turned to silent.
- Where pupils or staff are outside or moving around the school they should go immediately to the nearest place of safety (this should be whether there is a teacher/other people present or not). This may include the Staff Room.
- Support Staff should remain in offices and lock doors where possible.
- If pupils/staff are in the toilets they should lock the door of the toilet cubicle and remain there.
- If the fire alarm is activated after the lockdown procedure has been signalled this should be ignored unless the all-clear instruction has been given (see below). The exception is where an individual sees indications of an actual fire (e.g. smoke), if so, then they should evacuate as usual.

### **Additional actions relating to Sports Centre:**

- On hearing the air horn, classes outside will be directed to return to Sports Hall (via back door) or KEHS main building as appropriate.
- If pupils are swimming, they will be directed to leave the pool quietly and return to changing room. Pool area to be locked and pupils remain in changing rooms. As an additional security measure, upstairs changing rooms should be locked from inside, and access to PE classroom is restricted by code lock.
- In the event that an intruder is outside and first identified by PE staff, they will use mobile phone to alert PE Office and Reception. Additionally, a runner will be sent to PE Office or KEHS Reception as appropriate to raise alarm.

### **Music Practice Rooms:**

- Pupils in Music Practice Rooms remain in place and sit against wall under windows, in silence.

### **In the event of Lockdown during external examinations:**

1. Examinations Officer or invigilator to lock all doors in the Hall. Invigilator in Upper Sixth Common Room to lock doors.
2. Turn over all question papers and scripts and leave on desks
3. Candidates in the Hall should be directed to move to the middle of the room, towards the stage as quietly as possible. Candidates in Upper Sixth Common Room to remain at desks in silence.
4. Invigilators to note time Lockdown began, and end time.
5. Following the Lockdown, the Examinations Officer will assess whether the examination can continue or be abandoned/ rescheduled. Advice to be sought from examination board(s).

### **On arrival of emergency services:**

Vice Principal (Academic) to liaise and coordinate and the following staff should have information ready to assist their efforts:

- Receptionist or Bursar - Operations to provide a map(s) of school and site if required

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- Bursar - Operations or Vice Principal (Academic) to provide Inventory list of numbers of staff present on site if required
  - Data Manager or Bursar - Operations to provide breakdown of classrooms in use if required (and SIMS available)

In the event that a Helicopter Landing Site (HLS) is required for emergency services, the KEHS sports field is to be used. What3Words: pencil.bugs.modes

**On completion of the Lockdown:**

The school bell will be rung (on/off/on/off five times) or staff will receive instruction from either a SLT member or a member of an appropriate outside authority (e.g. the police).

The Learning Support Centre and Pastoral Offices will be released first, followed by classrooms. Vice Principal (Pastoral) will coordinate emotional support for staff and pupils following any live incident. Principal will communicate with parents as appropriate.

In the event that parents have been alerted and are cleared to attend site, they should be directed to the Parade Ground and met by available member(s) of KEHS LT to reassure.

Appendix

**VP (Academic) Checklist**

Member of Staff	Group	Present
Head of 3rds		
Head of L4th		
Head of U4th		
Head of L5th		
Head of U5th		
Head of L6th		
Head of U6th		
Facilities Team re. cleaning staff		
Visitors (Receptionist)		
Catering (Catering Manager)		
Support Staff (Bursar - Operations)		
Visitors (Bursar - Operations)		