



Derwent Primary School – Evacuation and Lockdown

This policy covers the procedures in event of an emergency at Derwent and Southill including any before school or after school provision.

The primary goal is to evacuate all adults and children safely. Tackling a fire is secondary to this.

Should fire break out in the school, it will be the responsibility of staff members to: •

Raise the alarm using nearest break glass

Evacuate the school

Check all pupils, staff and visitors are out of the building

All staff should be aware of their nearest exit, not only in their classroom but in other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm, the following will take place:

Teaching staff

- On hearing the fire alarm, the person managing the class/group/individuals will take the children through the nearest fire exit, closing doors and windows as they leave
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Everyone must be evacuated to the assembly points on the playgrounds
- Staff will check children against the class register and immediately inform the **Head teacher** (School Administrator or senior teacher in their absence) of any missing children.
- Do not re-enter the building until told to do so by the Head teacher or Fire Service

Administrative Staff

- Unless otherwise informed that a fire drill is to take place, the **Fire Warden** (School Administrator or Headteacher in their absence) will, on hearing the alarm, immediately contact the Fire Brigade on the emergency number 999
- Administrative staff will take the class registers and the list of emergency contact information for parents and carers
- The staff and visitor digital sign in will be accessible on the Fire Warden's Sign In app.
- The school registers which are physical daily fire registers will be taken by the teacher in the room for checking children
- Any persons missing must be reported to the **Fire Warden** (Lead teachers for the main and KS2 blocks)
- The Office Manager or Head teacher will monitor the arrival of the Fire Services

Kitchen Staff AIP

When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as they leave
- Assemble at their assembly point on the field- checking staff numbers
- **NO ONE** should stop to collect personal belongings
- Do not re-enter the building until told to do so by the Head teacher or Fire Service

Wrap Around Care

In the event of a fire after the school day, but during WAC, the WAC leader is responsible for evacuating the building and ensuring everyone is accounted for, and contacting the fire brigade.

They must also contact the Head teacher and the School Business Manager Miss Faulkner by phone.

No-one may re-enter the building until they have been given the all clear by the Lead teacher in the case of a fire drill, or Fire Brigade Officers in case of a fire.

Lockdown

On occasion there may be an emergency which requires the school and pupils and staff to be made secure. In this case the Lockdown Alarm will be used. When this occurs, all children should be taken to their classrooms, all doors need to be locked, all windows closed and locked, and all blinds lowered. The children will be asked to sit quietly until the class is told by phone or manually that the threat or situation has passed.

In the case of WAC pupils, the children will sit quietly in the Sunshine Room and use that phone to call the Head teacher to inform them of the situation.

Fire and Lockdown Drills are practised half termly at separate times for staff and pupils to become familiar with the different tones and procedures.

Policy Review

The Governing Body of our school is responsible for ensuring the annual review of this policy, and for reporting back to the local authority.

Date policy agreed: September 2026

Date of Review: September 2027

Signed Neil Parsons (Chair of Governors)

