



Fire, Emergency evacuation, Lockdown and Abduction Procedures

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Overview

At Rocket Productions Pre-Preps, both our Office Gurus and Deputies (including Health & Safety coordinators) have received appropriate Fire Warden training and they are placed in different parts or floors of the buildings.

The H&S coordinator & Office Guru are the named Fire officers, they ensure the Pre-Prep premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. Fire Officers are responsible for organising termly fire drills and emergency evacuations with both staff and children (morning and afternoon sessions). They also review our FRA (risk assessment) at the start of every academic year to ensure all fire detection and control equipment are in working condition and that all H&S checks are carried out correctly.

CPP: Miss Megan & Miss Sophie

KPP: Miss Angharad & Miss Charly

GW: Miss Jasmin & Miss Eleni

Emergency exits and fire/emergency procedures are clearly displayed around the Pre-Prep and we ask parents to familiarise themselves with these when they first come into the Pre-Prep. Our online Parents' Portal includes access to this policy with information on our Fire and Emergency procedures.

During the induction training, all staff is made aware of our fire safety and evacuation procedures to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated.

Visitors and external extra-curricular teachers are made aware of the emergency evacuation procedure and exit routes upon arrival in the Office.

An accurate record of all staff and children present in the building is kept at all times with children and staff marked in and out on arrival and departure (class registers). An accurate record of visitors is kept via the Sign-in App (visitors' log). These records are taken out along with the emergency contacts list in the event of a fire.

No smoking/vaping policy

All our Pre-Preps operate a strict no smoking/vaping policy – please see our policy on the Parents' Portal.



Red Log Book (Fire & Safety Maintenance Log Book) checks:

Fire Alarm System

Check Fire alarm Control panel indications are normal on arrival, every morning (located on the Office entrance at KPP and GW) (Fire Office/Office Guru)

Fire alarms (red buttons/call points) will be tested weekly by the Fire Officer/Office Guru and logged in our 'Red Log book'. A different call point will be used each week. Our Fire alarm is linked to a monitoring station who will contact the Fire Brigade (KPP and GW, Office Guru at CPP). The system will be maintained on an annual contract.

Portable Fire Extinguishers

Check extinguishers are correctly positioned, seal in place, signs in place every week and log ((Fire Office/Office Guru)

Must be checked yearly by the contracted maintenance company.

Emergency Lighting

Lighting must be checked daily on arrival by the Fire Officer/Office Guru.

Emergency lights will be checked monthly and logged in our 'Red Log book' by Fire Office/Office Guru.

The system will be maintained on an annual contract.

Fire Doors/Exits

Staff will check all fire exits daily on arrival, every morning (e.g. Office Guru will check entrance and corridors, teachers will unlock and check fire exits and routes of escape being clear in their class/area every morning), this is part of our daily checks which is reviewed by our H&S coordinator.

Fire/Evacuation Drills

These take place on a termly basis. The location of the 'fire' will be organised by the setting's Fire Officer (H&S coordinator) and recorded in the 'Red Log book'.

The Head Teacher will take the keys and mobile phone. The Office Guru (Fire officer) will take parent contact details and attendance Registers/iPad to make sure everyone has abandoned the premises. Fire drills are intended to ensure that those who may be in danger act in a calm and orderly manner and to practise escape routes in accordance with our predetermined Emergency Evacuation procedure.

False alarm

All alarm activations should be treated as actual fire alarms until is proven otherwise. After a False alarm, identify the detector/call point before resetting the system and where possible try to establish reason for false alarm, record details on the Red Log Book and inform maintenance company.



Fire Fighting

Staff should be aware of the position in the buildings of all fire extinguishers. UNDER NO CIRCUMSTANCES MUST A PERSON ENDANGER THEIR OWN LIFE OR THE LIVES OF THE CHILDREN.

Note the evacuation of children is to take priority over the use of fire extinguishers. For training and more information on how to use fire extinguisher watch:

<https://www.youtube.com/watch?v=oVnLHgIXEO8>

Just for your information, if it is appropriate to use a fire extinguisher in the event of a fire:

	Water (Corridors)	Should only be used on solid (class A) materials eg. Wood, paper, textiles, plastics...
	Foam (Kitchen)	Suitable for use in Class B liquids e.g. petrol oil, diesel, etc and class A fires.
	Dry Powder (Plant rooms)	Suitable for use on (class c) gases and L.P.G. also class A and class B fires and electrical hazards.
	Carbon Dioxide	Suitable for use on electrical hazards and class B
	Wet chemical	Should only be used on cooking oils/fats



Emergency Evacuation Procedure

If the school building has to be vacated for fire or other contingencies such as gas leaks or bomb alerts, the children will be evacuated using standard Fire drill as planned below.

Be aware we will not use the Fire alarm for other emergencies but will raise alarm by using internal phones/comms to communicate with each other.

If there is a chemical attack, everyone will remain in the building, shut all the windows and doors and await instructions from the police.

Specific arrangements must be pre-planned during Fire Drills for children and staff with additional needs and who might need support in leaving the building. See Disabled Evacuation for more information.

Procedure and roles:

Staff

In the event of a fire (or on hearing the **fire alarm**).

- **CLEAR THE BUILDING:** All children and adults must respond immediately and **LEAVE THE BUILDING THROUGH THE NEAREST SAFE EXIT.**
- Staff are to **ASSIST CHILDREN** remain calm and ensure they are reassured.
- It is the first duty of all concerned to prevent injury or loss of life. Staff should be evenly distributed throughout the group, **A MEMBER OF STAFF AT THE FRONT AND ONE AT THE BACK** of the group. Designate staff to **CHECK TOILETS AND CORRIDORS ON THEIR WAY OUT** to ensure each floor/area is cleared and no one gets left behind. Close doors and windows behind you wherever possible
- **SCHOOL MEETING POINT:**
Front Garden at CPP (go to KPP if not safe)
Lamont Rd at KPP (go to CPP if not safe)
Front Promenade at GW (Lancaster Rd 71-73 if not safe)
- **DO NOT STOP** to collect belongings, exit the building immediately.
- **DO NOT GO BACK** into the building until is deemed safe.
- Staff to **HEADCOUNT** the children in their care, alerting the Head Teacher if any are missing.
- If possible, one member of staff to monitor the road and traffic to keep everyone safe whilst at the school meeting point.

If the fire is visible do not take the children past it but exit the building by the nearest safe exit. If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the Head/Fire Officer of your location and identity of the children and other adults with you.



Office Staff

All outbreaks of fire or any suspected fire, however small, should be **REPORTed** immediately to the Fire Service on the **EMERGENCY NUMBER 999** by the quickest means available (Office Guru and Head Teacher will generally be near the phone).

The Office Guru will take with her the Class **REGISTERS**/Ipad (where chn, staff and visitors sign in to know who is the building) and **EMERGENCY CONTACT LIST**.

The Head Teacher will take the **KEYS AND PHONE** (mobile), and make sure everyone has evacuated the premises (if Head Teacher is not in the office then the OG will take keys as will generally be near them). The Headteacher will stand on the **SCHOOL MEETING POINT** to **COORDINATE** and **COMMUNICATE** with parents, members of the public and wait for the fire services.

Parents will only be asked to pick up their children at the appropriate meeting point if it became evident that it is not possible to come back to the setting.

After a fire, the maintaining company will be informed to carry out a check on the whole system and a test certificate issued after completion.

NB. Should there be special occasions such as Christmas events where many parents visit the setting we will have a suitable and sufficient risk assessment carried out by the Fire Officer (H&S coordinator). If the ground floor occupancy needs to be increased, there will be persons appointed as Fire wardens positioned next to the main entrances and instructed to hold open door fully in the event of an evacuation to enable escape to be made. See our 'Hazard Assessment and Fire Plan' (FRA) copy in the Health & Safety folder (Office of each Pre-Prep) for more information. This is reviewed annually or as needed.

Disabled Evacuation

Risk assessments will be carried out on all disabled people or children who might need additional support to ensure safe evacuation and a Personal Evacuation Plan adhered to. As general rule (e.g. for visitors), escape will be available on the lower ground floors.

Staff will be provided with training as soon as a personal evacuation plan is needed.

The Disability Discrimination Act 1995 (DDA) underpins the current fire safety legislation in England and Wales – the Regulatory Reform (Fire Safety) Order 2005 – by requiring that employers or organisations providing services to the public take responsibility for ensuring that all people, including disabled people, can leave the building they control safely in the event of a fire. For more information visit:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/422202/9446_Means_of_Escape_v2_.pdf



Fire safety tips for parents and children

- Stay away from fire (e.g. fire from a match, lighter, fireplace, or grill could catch clothes on fire). It is a good idea to discuss what's Safe For Play or better to Keep Away?
- If your clothes catch fire:
 - **STOP** where you are.
 - **DROP** to the ground – lay flat and cover your eyes and mouth with your hands.
 - **ROLL** over and over and back and forth until the flames are out.
- Get help from a grown-up right away and remember Firefighters are our friends.
- Crawl Low Under Smoke! (Smoke is the first sign of fire and it quickly gets thick and dark. It is important to stay under the smoke so you can see and breathe while you crawl to safety)

Other incidents

All incidents will be managed by the Head Teacher (Deputy if absent) and all staff will co-operate with any emergency services on the scene. Any other incident that requires evacuation (e.g. gas leak) will follow the Emergency Evacuation procedure as above.

Other incidents e.g. no water supply will be dealt with on an individual basis taking into account the effect on the safety, health and welfare of the children and staff in the setting.

Bomb threat

If a bomb threat is received at the Pre-Prep, the person taking the call (usually Head Teacher, Office Guru) will **RECORD** all details given over the phone and **RAISE** the **ALARM** as soon as possible (e.g. call emergency services as soon as the phone call has ended).

Inform Head Teacher immediately if she/he is not near the phone.

Depending on the **ADVICE** given by the emergency services, staff will follow the Emergency Evacuation procedure to ensure the safety of everyone on the premises.

Lock down procedure

In some situations, it is likely the setting will be advised to stay put (lockdown) rather than evacuate the premises. The aim of lockdown is to **PREVENT** people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of).

The Pre-Prep will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report of an incident or disturbance in the local community (with potential to pose a risk to staff and children)
- An intruder (with potential to pose a risk to staff and children) (in this case the police will be called as a matter of urgency)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of our setting– as long as it is safer staying in the premises than leaving.



Procedure

- All individuals (including children) will **REMAIN IN THE AREA** they are in, **if safe** to do so. Depending on the type and severity of the incident, parents may be asked NOT to collect their children from the Pre-Prep as they may put themselves and their children at risk.
- In the case of an Intruder, whilst determining the status of the visitor (only Head Teacher and Office Guru are allowed to open the gate and doors), every effort must be made to ensure the children in our care are safe, feeling secure and where possible, continuing to be engaged in current activities. If the individual becomes agitated and refuses to leave the building peacefully, we will endeavour to calm the person whilst trying to gain the attention of another staff member to call the police.

We will use a bell and internal phones (one on each floor) to raise alarm.

On hearing the bell (ensure you prompt colleagues to be near the phone in case they do not hear the bell in the upper floors or garden)

Staff outside the building (in the garden), without panic but with due urgency

- Will promptly and calmly direct children **BACK INSIDE** their classrooms, unless unsafe to do so (then an alternative should be communicated)
- **CLOSE AND LOCK** all entrance/exit doors, windows and other potential access points

Staff inside

- Staff to **CLOSE AND LOCK** doors/access points.
- All individuals will keep away from the windows and doors, and children will be occupied in the centre of the room so they are not placed at risk or are able to see any situation developing outside. Depending on the nature of the threat, children may be told to hide under their tables.
- The Head Teacher or Deputy will ensure all children, staff and visitors are accounted for and safe (use internal comms if possible, staff to notify if any children or staff are unaccounted for). (This is why it is important to use Sign in registers on the iPads too)

Head Teachers

- The Head Teacher or Deputy will remain in the office if possible to keep up to date with the current situation in order to best manage it dependent on the information available. In most cases, where the situation has been called through by the police or local area authority the setting will await further instructions.
- Once the all clear has been given externally, the Head Teacher will issue the all clear internally. After this time the staff will try to return practice to normal to enable the children not to be disrupted or upset by the events and will take time to reassure and address any worries children may have.
- Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes. If possible, we will use our website or mobile text service to keep parents updated.



Parents should:

- Feel reassured – even if they cannot communicate with us- that we will be doing everything necessary to keep their children safe and comfortable.
- Not expose themselves and their children to unnecessary risk by coming to collect them while there is still a danger of continuing incidents (traffic, public transport and even pedestrian movement may be disrupted).

Abduction or threatened abduction of a child

We have secure safety procedures in place to ensure children are safe while in our care, including safety from abduction. Staff must be **VIGILANT** at all times and **REPORT** any persons lingering on our property immediately to the Head Teacher and call the police if needed.

All doors and gates to our settings are locked throughout the day, we also have strict procedures for the collection of children who will only be released into the care of a designated adult. Only authorised carers can enter the building and we ask tours and visitors to ID themselves. (see Security Policy for more information)

If a member of staff witnesses an actual or potential abduction from the Pre-Prep we have the following procedures which are followed immediately:

- The **POLICE MUST BE CALLED IMMEDIATELY**
- The staff member will notify the Head Teacher immediately
- The parent(s) will be contacted
- All other children will be kept safe and secure and calmed down where necessary (always **HEADCOUNT** and notify if any children or staff are unaccounted for)
- The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and direction of travel if seen and any family situations that may impact on this abduction.

The setting **will notify Ofsted** in the event of a critical incident. After an Emergency event, a post-incident evaluation will be conducted and policy/procedures will be reviewed if necessary.