

The Levett School



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Fire and Emergency Evacuation Procedures

<i>Policy agreed by Management Committee on:</i>	
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<i>Allocated Group/Person to Review:</i>	Business Manager/Office Manager
<i>Agreed frequency of Review, by allocated person:</i>	Every Two Years
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Melton Road, Sprotbrough, Doncaster, DN5 7SB



City of
Doncaster
Council

FIRE AND EMERGENCY EVACUATION PROCEDURES

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

FIRE PROCEDURES

1. ACTION WHEN THE FIRE ALARM SOUNDS

- Children evacuate via nearest exit in silence and walk to meeting point, taking any visitors with you. (Taxi drop off area)
- Last person out closes any external doors.
- **SLT** check all rooms on the staffroom corridor, blue classrooms and Acorn
- **Office Manager/Nominated Admin Assistant** sweep the admin area, the hall, cook's kitchen, staff toilets and both green classes and then leave school from there.
- **Office staff** take out the school grab bag, Visitor sign in iPad, pupil paper register, visitors Sign In Ipad, school mobile and external gate key. Office staff activate on the Ipad the EVACUATE button to produce a register of all staff/visitors/contractors for checking at the assembly point. To access the Evacuation key hold your thumb on the bottom right hand corner this will then allow you to access the settings tab and then you can click Evacuate. Select the Show All report for calling out at the roll call.
- Teacher/TA takes out classroom Grab bag.
- During community time: All staff meet at the meeting point and support the children.
- TA's & other associate staff to support the children in getting to the meeting point.
- Do not re-enter the building until the all-clear is given

DISABLED PERSONS - If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way to the nearest safe exit, and make their way to the refuge point in the car park, they can then join the rest of the school at the assembly point when it is safe to do so.

2. ACTION ON DISCOVERING A FIRE

- Raise the alarm without delay using the A126 key provided to all staff and visitors.
- If trained in the safe operation of the available firefighting equipment and only if it is safe to do so, attempt to extinguish the fire
- Report directly to the assembly area, ensuring that you sweep any areas you move through for anyone who may still be inside.

3. SUMMONING THE FIRE & RESCUE SERVICE

- Your immediate priority is evacuation of the building. If safe to do so, a member of the office staff will telephone the fire and emergency services prior to evacuating the building, or the Head Teacher, Member of Senior staff will do so, or be instructed to do so from the assembly point.
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- Upon their arrival, the Head Teacher, or person in charge, will liaise with the fire service representative and hand over any relevant documentation, including the fire risk assessment and building risk assessments, and plans of the building (in dedicated essential documents folder)

4. ROLL-CALL

- The person in charge of the class will bring the class grab bag (which contains the class register) with them to the assembly point, and they will call the register and double check numbers to ensure that no pupils are left inside the building.
- The office staff will bring the school mobile, visitors sign in ipad.
- The office staff will then perform a roll call to ensure all staff and visitors are accounted for using the report produced by the Sign In Ipad.

5. FIRE DRILLS

Fire drills are carried out each half term by the Site Manager, and logged in the fire log book. Staff are often warned in advance of these drills but sometimes are not to maintain authenticity and reduce complacency.

6. SENIOR LEADERS/TEACHERS

- Whilst exiting the building Senior Leaders to sweep the allocated areas to ensure that all occupants have evacuated.
- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.
- If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one
- Do not delay your own evacuation if you encounter somebody who refuses to leave but exit and report to a Fire Warden at the assembly point.
- Brief the SLT member in charge upon your arrival at the assembly area.

7. STAFF ABSENCES

Should any member of staff be absent, their duties in evacuating the children in their care from the building will be undertaken by the teacher or adult in charge of the class. Supply staff will also be required to sweep any areas they pass through for personnel as they exit the building.

8. VISITORS AND CONTRACTORS

All visitors and contractors should report to the school Reception to sign in using the Sign In Ipad on arrival and to sign out before leaving the premises. Only visitors with relevant DBS clearance will be issued with a fob to allow access through internal and external doors, all other visitors are accompanied by staff at all times.

In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point. For visitors with a fob they should

follow the instructions provided at sign in and also those displayed around the school site.

Contractors, including any contract cleaners working on the premises, should be informed of the fire and emergency procedures that apply including:

- action to be taken on hearing the fire alarm or discovering a fire
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures
- the location of fire fighting equipment and fire alarm call points in relation to the area of their work

Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

The risk of fire arising out of the work of any contractor at the premises should be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place.

9. EVACUATION ROUTES

Evacuation routes will be kept free from obstruction and adequately and clearly marked.

Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

10. FIRE ALARM TEST

The fire alarms and call points are tested on a weekly basis by the Site Manager, with a new fire call point tested each week. The outcomes of these tests are recorded in the fire log book.

11. FIRE FIGHTING EQUIPMENT

- Fire fighting equipment will be examined and tested at least once a year by a competent service engineer.
- Fire extinguishers are located in locked red boxes around school (key is provided to all staff and visitors)

The following document should be brought to the attention of staff and any temporary workers at The Levett School and displayed in all areas of the school site.

EMERGENCY EVACUATION PROCEDURES

1. ACTION TO TAKE IF THE ALEXA SYSTEM ALARM SOUNDS: INTERNAL ALERT (INSIDE LOCKDOWN)

When there is an un authorised person **in** the school building who may pose a threat to staff or pupils the following actions should be taken:

- Office staff sound the Internal Alert using the Alexa unit that is placed in the Office Managers room
- Pupils/staff stand in classroom areas that are away from the windows eg store room/ pupil toilets. If necessary pupils move under tables in classroom and turn chairs outwards towards the windows.
- Teacher ensures classroom door is locked and barricaded with furniture if required.
- Fire Alarm NOT to be sounded to ensure fobs remain on.
- Shutters/blinds/curtains closed and lights turned off.
- Register taken (class list and absentees checked)
- Inform Office of any missing children by phone or other safe means.
- If a child is in the toilet – go into cubicle and lock door. If they are in the corridor then they go into the nearest classroom.
- Await instructions from Senior Staff.

2. ACTION TO TAKE IF THE ALEXA SYSTEM ALARM SOUNDS: EXTERNAL ALERT (OUTSIDE LOCKDOWN)

When there is an un authorised person **outside** on school grounds who poses a threat to staff and pupils the following actions should be taken:

- If pupils are outside during a break they should walk (with pace) into school via the nearest entrance.
- Pupils make their way to the classrooms. Pupils/staff stand in classroom areas that are away from the windows eg store room/ pupil toilets. If necessary pupils move under tables in classroom and turn chairs outwards towards the windows.
- Alert the Office as soon as possible so they can activate the External Alert using the Alexa system (placed in the Office Managers room) and then notify appropriate emergency services.
- Staff collect their class grab bag and take registers. TAs to assist in the year groups they work with and in corridors.
- Inform Office of any missing children by phone or other safe means.
- Await instruction from Senior Staff.

3. ACTION IF SITE NEEDS TO BE EVACUATED

- The Fire Alarm will sound and pupils/staff will follow the usual fire procedures.
- SLT will instruct if there is a need to evacuate site – this will be via Melton Road to The Goldsmith Centre
- Instructions, directions and numbers are on the back of 'FIRE BOARDS'

Emergency Procedures – A Guide for Staff & Visitors

We have 4 Emergency Procedures in School. These are:

- 1. Fire**
- 2. Internal Lockdown (lesson time)**
- 3. External Lock down (community time)**
- 4. Site Evacuation**



Procedure	Reason	Alert Method	Procedure
Fire	Fire	Fire alarm sounds	<ul style="list-style-type: none"> Children evacuate via nearest exit in silence and walk to meeting point. (Taxi drop off area) Last person closes any external doors. SLT check all rooms on the staffroom corridor, blue classrooms and Acorn Office Manager/Nominated Admin Assistant sweep the admin area, the hall, cook's kitchen, staff toilets and both green classes and then leave school from there. Office staff take out the grab bag, Sign In Ipad, school mobile and external gate key. Office staff generate the fire register for roll call (Hold thumb on bottom right of Ipad, select Settings, Evacuate button, show all report). Teacher/TA takes out classroom Fire Procedure pack (grab bag). Designated person(s) take out relevant keys for external gates. During community time: All staff meet at the meeting point and support the children. TA's & other associate staff to support the children in getting to the meeting point.
Inside Lock Down	Unauthorised person in the school building who may pose a threat.	Admin office sounds alarm via school Alexa systems	<ul style="list-style-type: none"> Office staff sound the Internal Alert using the Alexa unit that is placed in the Office Managers room Pupils/staff stand in classroom areas that are away from the windows eg store room/ pupil toilets. If necessary pupils move under tables in classroom and turn chairs outwards away from the windows. Teacher ensures classroom door is locked and barricaded with furniture if required. Fire Alarm NOT to be sounded to ensure fobs remain on. Shutters/blinds/curtains closed and lights turned off. Register taken (class list and absentees checked) Inform Office of any missing children by phone or other safe means. If a child is in a toilet not in a classroom – go into cubicle with them and lock door. If they are in the corridor then they go into the nearest classroom. Await instructions from Senior Staff.
Outside Lock Down	Unauthorised person on school grounds who poses a threat during break or dinner time.	Admin office sounds alarm via school Alexa systems	<ul style="list-style-type: none"> If pupils are on the playground eg. during breaktime, they should walk (with pace) into school via the nearest entrance. Pupils make their way to the classroom. Pupils/staff stand in classroom areas that are away from the windows eg store room/ pupil toilets. If necessary pupils move under tables in classroom and turn chairs outwards away from the windows. Alert the Office as soon as possible so they can notify all staff/pupils by activating the External Alert using the Alexa system (placed in the Office Managers room) and then they will notify appropriate emergency services. Staff collect their class grab bag and take registers. TAs to assist in the year groups they work with and in corridors. Inform Office of any missing children by phone or other safe means. Await instruction from Senior Staff.
Site Evacuation	Various reasons	Fire alarm sounds	<ul style="list-style-type: none"> As per fire procedures above SLT will instruct if need to evacuate site – this will be via Melton Road to The Goldsmith Centre Instructions, directions and numbers on back of 'FIRE BOARDS'