

The Levett School



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Fire and Emergency Evacuation Procedures

<i>Policy agreed by Governors on:</i>	
<i>Review date for Governors:</i>	October 2025
<i>Allocated Group/Person to Review:</i>	Business Manager/Office Manager
<i>Agreed frequency of Review, by allocated person:</i>	Every Two Years
<i>Last Review date:</i>	24/04/2025

Lower School, Melton Road, Sprotbrough, Doncaster, DN5 7SB
Upper School, Lansdowne Road, Intake, Doncaster DN2 6QN



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.

1. ACTION WHEN THE FIRE ALARM SOUNDS

LOWER SITE:

- Children evacuate via nearest exit in silence and walk to meeting point, taking any visitors with you. (Rear Playground)
- Last person out closes any external doors.
- **SLT** check all rooms on the staffroom corridor (REMEMBER TO GRAB THE FIRE REGISTER), sensory circuits, blue classrooms and Acorn
- **School Business 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, visitor's signing in sheet, staff signing in board, school mobile and external gate key.
- 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

UPPER SITE:

- ~~Children evacuate via nearest exit in silence and walk to meeting point, taking any visitors with you. (In front of Rear Automatic Gates)~~
- ~~Last person out closes any external doors.~~
- ~~SLT check the pupil toilets, disabled toilet, vocational classrooms followed by academic classrooms and staffroom (REMEMBER TO GRAB THE FIRE REGISTER) and then leave the school from there.~~
- ~~School Business Manager/Nominated Admin Assistant sweep the admin area, the offices, ladies toilet, disabled toilet, dining hall, cooks kitchen and then leave school through the front door.~~
- ~~Office staff take out the grab bag, visitor's signing in sheet, staff signing in boards, school mobile and exit through front door.~~
- ~~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, from where they can join the rest of the school at the assembly point if 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, ~~Deputy or~~ Member of Senior staff will do so, or be instructed to do so from the assembly point.
- Upon their arrival, the Head Teacher, Head of School 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 signing in board, admin staff fire board **and staffroom fire board** as they exit the building. ~~and hand it to the Senior Leader in charge.~~
- **The office staff will then perform a roll call to ensure all staff and visitors are accounted for.**
- ~~The Senior Leader will make sure that all of the staff have arrived at the assembly point and that all pupils are accounted for.~~

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 Head of School and in their absence, a Senior Leader, 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 the appropriate book 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. Any hot work activities should be closely monitored using the Hot Permit to Work system.

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 as follows:
 - Lower – in locked red boxes around school (key is provided to all staff and visitors)
 - ~~Upper – Fire extinguishers are located in the following designated rooms around school to prevent ongoing vandalism by pupils:~~
 - ~~Staff Ladies Toilet (off pupil break out area)~~
 - ~~Caretakers room~~
 - ~~Server room~~
 - ~~Garage~~
 - ~~PE Store~~
 - ~~By Staff Disabled Toilets (next to Hall door)~~

This document should be brought to the attention of staff and any temporary workers at The Levett School

Upper Site 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. In front of rear automatic gates. ▪ Last person closes any external doors. ▪ The most senior SLT person in school to check the pupil toilets, disabled toilet, vocational classrooms and then leave the school from there ▪ School Business Manager / Office Manager to check the admin area, the offices, ladies toilet, disabled toilet, dining hall, cook's kitchen and then leave school through the front door ▪ Administrator to check Safeguarding office (collect all registers) and then leave the school from there. ▪ Most senior Teaching/TA to check academic classrooms and staffroom (REMEMBER TO GRAB THE FIRE REGISTER) and then leave the school from there ▪ Office staff take out pupil registers, visitor's book and staff signing in boards ▪ Teacher/TA takes out classroom Fire Procedure pack. ▪ 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.	Classroom whistle blown/Verbally communicated/SIMs message sent	<ul style="list-style-type: none"> ▪ Children move under tables in classroom. Turn chairs outwards. ▪ Teacher ensures classroom door is locked and barricaded with furniture if required. ▪ Alarm NOT to be sounded to ensure fobs remain on. ▪ Blinds/curtains closed and lights turned off. ▪ Register taken (class list and absentees checked) ▪ Inform Office of 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.
Outside Lock Down	Unauthorised person on school grounds who poses a threat during break or dinner time.	Continuous whistle blown by staff. Office alerted by phone who then alert other classes verbally or by SIMs messenger	<ul style="list-style-type: none"> ▪ Pupils walk (with pace) into school via nearest entrance. ▪ Pupils make their way to the classrooms. ▪ Staff to collect their class list whiteboard (register) and meet children to take registers. TA's to assist in the year groups they work with and in corridors. ▪ Once the office staff are alerted by phone, inform other classes, initiate lockdown and notify appropriate emergency services. ▪ Associate staff to ensure 'locked down doors' are staffed to let children through as necessary. ▪ 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 (Lower Site) <div style="margin-left: 40px;">— this will be via pathway at side of Lansdowne Centre along Shaftsbury Ave to Intake Community Centre</div> ▪ Instructions, directions and numbers on back of 'FIRE BOARDS'

Lower Site 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. (Rear Playground) Last person closes any external doors. SLT check all rooms on the staffroom corridor (REMEMBER TO GRAB THE FIRE REGISTER), senory circuits social space, blue classrooms and Acorn School Business Office Manager/ Nominated Admin Assistant check the admin area, the dining hall, cook's kitchen, staff toilets and both green classes and then leave school from there. Office staff take out registers, visitor's book and staff signing in boards 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"> Children move under tables in classroom. Turn chairs outwards. Teacher ensures classroom door is locked and barricaded with furniture if required. Alarm NOT to be sounded to ensure fobs remain on. Blinds/curtains closed and lights turned off. Register taken (class list and absentees checked) Inform Office of 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.
Outside Lock Down	Unauthorised person on school grounds who poses a threat during break or dinner time.	<p>Continuous whistle blown by staff.</p> <p>Office alerted by phone who then alert other classes verbally or by SIMs messenger</p> <p>Admin office sounds alarm via school Alexa systems</p>	<ul style="list-style-type: none"> Pupils walk (with pace) into school via the nearest entrance. Pupils make their way to the classrooms. Staff collect their class list whiteboard (register) grab bag and meet children to take registers. TAs to assist in the year groups they work with and in corridors. Once the office staff are alerted by phone, inform other classes, initiate lockdown and notify appropriate emergency services. Associate staff to ensure 'locked down doors' are staffed to let children through as necessary. 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 (Lower Site) this will be via pathway at side of Lansdowne Centre along Shaftsbury Ave to Intake Community Centre

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