



**KRISHNA AVANTI**  
PRIMARY SCHOOL

**MANAGED EMERGENCY PLAN**

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| Agreed:<br>July 2020- by CLT/SLT | Review date:<br>November 2021 |
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**PURPOSE** -The purpose of this plan is:

- To ensure that the people who work in Krishna Avanti Primary School Croydon know what to do in the event of a fire/lockdown.
- To ensure that all people within the Krishna Avanti Primary School Croydon, including members of the public, ancillary staff and temporary staff are safely evacuated in the event of a fire/lockdown.
- To form a basis for the training of staff.

## **GENERAL**

This plan covers the main school. The plan is based on the Fire Risk Assessment and Intruder risk assessment. The Responsible Person will review it at least annually or sooner if the need arises. As the alarm system covers the whole of Krishna Avanti Primary School Croydon, the Responsible Person will undertake to periodically liaise with other relevant persons in order to co-ordinate efforts. The assessment and this plan will be made available to employees including ancillary staff and their representatives.

## **DETAIL**

### **Alarm sound**

The alarm is a high pitched siren which is easily recognised and is the only alarm in the building apart from the intruder alarm which is not set during the school day and only when the last person e.g. the Site Manager has checked the building for personnel and is locking the premises at the end of the day or unlocking the premises in the morning. The alarm will be tested every week. The alarm will be initiated from different call points each week to ensure their correct functioning. The Site Service Officer will keep test records. The aims of the tests are:

- To test the system.
- To ensure the alarm (sounders) covers the whole building.
- To familiarise staff and visitors with the sound of the alarm.
- To ensure that fire doors held open on magnetic catches close adequately.
- To test that each individual call point works.

### **Actions on discovering a fire (all occupants).**

Fire action notices are prominently displayed at key points throughout the building.

Actions to be taken by person(s) who discovers a fire:

- Raise the alarm by alerting those nearby and operating the nearest red fire call point / break glass.
- Leave the building by the nearest safe exit following instructions from fire wardens.
- Report to the assembly point located in either the upper or lower playground
- Do not stop to collect personal belongings.
- Do not re-enter the building until you are told that it is safe to do so.
- Close fire doors on leaving the building.

A member of staff should only attempt to fight a fire if they are trained to use the extinguishers and are confident that they can do so safely i.e. without being overcome by smoke or becoming trapped by the fire.

### **Assembly points**

Once clear from the building all personnel are to assemble:

Car Park area: Reception, Year 3 and Year 4, Kitchen and admin staff, any external visitors.

Main playground : Year 1 and Year 2

### **Bomb/Intruder Evacuation:**

In the case of a bomb alert you will receive the verbal code via a conference call: MINSTER SCHOOL, MINSTER SCHOOL this means that you need to make your way out of the building, exit out of the nearest gate and make your way to The Minister School. If we are in the playground and we have to evacuate into The Minister School a member of SLT will inform you to make your way there.

The wording: 'lock down now, lock down now, lock down now' will inform you that there is an intruder in the building.

Once in The Minister School, assemble along the walkway, in the car park at the main entrance. The Health and Safety Lead and Premises Manager (Ian Garrad)/AHT

(Yamuna-Tulsi Hirani) will inform them that we will be arriving. Once at The Minister School or (plan B) NCP car Park Croydon (Wandle), we will make our way into the building- a register of all children will be taken. Please inform Fire Marshalls (Ian Garrad and Shivani Vyas) and SLT if you are missing any children by **not** holding your register in the air (as in a fire alarm).

If we are unable to make our way towards The Minister School our plan C will be to go to Croydon Fire Station, Old Town~ A member of SLT will inform you should we need to evacuate to the stadium.

The police will be alerted to any missing children. The Senior Administration Officer will inform parents of our destination using parent mail/Arbor. When safe to do so signs will be displayed on the gates of Krishna Avanti Primary School Croydon informing parents of where their children are. The Site manager will be responsible for doing this task.

When the alarm is sounded the call centre will phone key members of staff who will need to inform them that we have evacuated due to a bomb/intruder and they are to alert the police as the situation is critical. The person who raised the alarm will phone 999 stating our location, the approximate number of pupils, the situation and where we will be evacuating the children to.

The Senior Administration Manager will have access to our MIS system (Arbour) from any evacuation point and will be able to inform parents who we cannot contact via parent mail.

The admin team are responsible for ensuring registers have been taken outside in order to conduct a roll call.

Medication will be taken outside by the Admin Team and in their absence the Site Manger, it is important that the Admin Team informs the Site Manager that they are unable to get to the medication if they are in another part of the building.. The site manager will take the emergency bag out into the playground. A copy of the Managed Emergency Plan is stored in this bag as well as care plans. This document has key contact details, which are checked by SLT and updated termly. The Site Manager will ensure an up to date site map/plan is in the emergency bag in order to help the emergency services move around the building.

The Headteacher and in their absence the AHT will coordinate the evacuation and will only re-enter the building when the emergency services have given the all clear.

It is vital that all class teachers record the number of children present so that all children are accounted for-unaccounted children must be reported to fire martials- including the child's name and class. This information is vital for sweepers who will sweep the building- Site Manager and Headteacher-if safe to do so.

## Plan B

Should it not be safe to enter The Minister School or NCP Car Park (Wandle) our other safe point is the Fire Station, Old Town~ please note this is accessed by using the underpass beneath the roundabout and children need to be taken as close to the building as possible upon arrival.

### **Lock Down:**

Should we have an intruder in the building or in the playground the school may go into lockdown. If this is the case you would receive a conference call and the words 'LOCK DOWN NOW, LOCK DOWN NOW, LOCK DOWN NOW' would be said. Stay in your classrooms, lock or barricade the door and keep children away from windows and await assistance from the police.

If you are in the playground/hall the advice is that you would run with your children and hide. Run to a place of safety. This is far better than trying to negotiate. If there is nowhere to go then hide, barricade yourself and the children in. When it is safe to do so phone the police.

**Close windows, lock doors, pull down blinds, turn lights and interactive boards off. If someone can see you with your children from outside the door or window it means the intruder could see you, therefore children and adults to be hidden under tables.**

Staff in the playground or in the hall would have a 2-way and would hear the evacuation code.

### **Actions on discovering a fire (additional specific tasks).**

Responsible person. In the event of the fire alarm sounding the responsible person or their appointed deputy will:

- Leave the building by the nearest exit and co-ordinate the evacuation from the assembly point.
- Establish from staff members the evacuation status.
- Report the evacuation status to the person in overall charge of the scene. This may be the Head Teacher or the AHT of Krishna Avanti Primary School Croydon or an officer of the Fire & Rescue service. In the event of a person or persons being reported as being still in the building, and have not been able to be rescued, alert the Fire & Rescue service as soon as possible.

### **Teachers / Staff members**

- On hearing the alarm escort students to the nearest safe fire exit.

- Ensure students remain together and leave in an orderly fashion.
- Lead party to the assembly point.
- Conduct a role call to ensure all are present.
- Report status of pupils to the responsible person or their appointed deputy.
- Ensure any medicines needed for pupils etc are taken (e.g. asthma pumps)

### **Main reception staff / office staff**

- Delegated member of staff will take the visitor's book / register with them (if safe to do so)
- Delegated members of staff will take copies of that day's registers and one will distribute to teaching staff in main playground and one will distribute to teaching staff in the car park area.
- On arrival at the assembly point report to the responsible person or their deputy.

The Senior Administration Officer will assist the main person responsible in the car park area and the Site manager will support the main person responsible in the playground.

- Make the visitors book containing a copy of this emergency plan available to the person in charge.
- Take a first aid bag.

### **Other staff members.**

- On hearing the alarm leave by the nearest exit.
- Establish where your nearest and alternative exit is.
- Ensure that any people you meet on the way are ushered to the exit with you.
- Report to the assembly point.
- Specify which, if any, machines/appliances/processes that need to be stopped/isolated if there is a fire.
- Specify any specific arrangements, if necessary, for high risk areas such as boiler rooms.

### **Evacuation of people with mobility problems**

Wherever possible those with mobility problems should be assisted to evacuate via the nearest safest route. Where this is not possible- place the person in a safe area and notify the person in charge of their location. Pregnant members of staff are given a buddy-the buddy ensures the pregnant member of staff is out of the building and safe.

### **Arrangements for summoning the fire service**

The Site Manager or another member of the Senior Leadership Team will call 999.

### **Briefing the Fire and Rescue Service**

On arrival at the premises the Responsible Person should brief the Fire and Rescue service on the following issues:

- Personnel evacuated/ remaining in building
- Any personnel with disabilities remaining in the building
- Cause and type of fire if known
- Location of fire and how to reach it
- How long it has been burning
- Where the nearest water main connection is located and any special risks such as:
  - The location of highly flammable materials,
  - Any hazardous chemical storage,
  - Any flammable liquids, gases or any other hazardous materials being stored or used on the premises.

**In the event of a confirmed false alarm you should report this immediately to the Health and Safety Lead/ School Finance Manager/ Headteacher/Site Manager.**

Arrangements for the safe evacuation of contractors and other visitors

When contractors and other visitors arrive at the reception area they are to:

- Be briefed on the fire arrangements and if necessary be shown the fire evacuation routes and alternative routes, they should be given the school's **handbook** which informs them of what to do in-case of evacuation.
- Sign in, in the visitors' book to acknowledge that they have received this information.
- Sign out on departure.

- In the event of an evacuation the person on reception will take the visitors book with them to the assembly point.

## **FIRE FIGHTING EQUIPMENT & EMERGENCY INFORMATION.**

Fire extinguishers are sited at all exit routes. These should only be used if this is the only means of escaping from the building.

Firefighting equipment is maintained under contract on an annual basis. The responsible person will monitor these arrangements.

## **TRAINING**

It is the responsibility of the Health & Safety Lead to ensure that:

- All staff, including long term temporary staff receive induction training on their first day of work. This must specify emergency procedures and their fire warden responsibilities.
- Daily supply staff should be informed to take note of the fire evacuation maps in their main classroom/ place of work for the day.
- Pupils must be aware of expected behaviour and actions in the event of an emergency.
- Visitors are made aware of emergency procedures.
- Regular Fire Practices must be held (at least termly) to ensure that everyone is familiar with procedures and that these procedures are effective.
- A record of training is maintained

## **RECORDS**

The responsible person will maintain all fire-related records. The following items will be recorded:

- All training including induction (include date, nature of the training & who attended).
- Dates and times of evacuation drills and observations / comments on their outcome.
- The maintenance of firefighting equipment.
- The maintenance of emergency lighting



- An up to date site plan.
- Records of electrical servicing.
  - Records of maintenance of fire warning systems (heat detectors, smoke detectors and the alarm system).

## **PEOPLE WITH DISABILITIES**

The relevant responsible person will ensure that plans are prepared for each person with a disability and for each building that person may be in (PEEP) for differing levels of disability (mobility, sight, hearing etc) and each building will be different.

### **In light of Covid**

It has been necessary to rearrange the school timetable and classes in light of the pandemic. The school will ensure that all children and staff on site during the/a partial closure will go through both a lock down procedure and fire drill. If adults are placed in a different room/class from what they are used to it is their responsibility to read the fire plan which is on the wall of every class/office/hall/gym.

Pupils on hearing the fire bell will vacate the building and once outside when accounted for will only socially distance if safe to do so.

During the partial school closure there would always be a member of SLT and Site Manager on site at all times. All safety checks will still take place such as: checking evacuation routes, that fire doors are not obstructed, the checking of fire safety equipment such as fire extinguishers, alarms and emergency lighting. All bins will be removed from the perimeter fence out of sight during the closure.

EMERGENCY PLAN DRAWN UP BY Deborah Walters

SIGNATURE Deborah Walters

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