IVANHOE SCHOOL

Fire & Emergency Plan

(Evacuation & Lockdown)

Documentation Information			
Reviewed by:	Ivanhoe School Local Governing Body		
Last Reviewed:	June 2026	**Next Review:**	June 2027
Review Cycle:	1 Yearly	Ratified by Governors	

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Amended November 2021 – **Due to Sportshall project starting (Refer to Appendix 6)**

Amended December 10th 2021 – **Due to fire risk (refer to Appendix 7)** Amended May 11th 2022 – **Staff Buddy List (refer to Appendix 3) To be read in conjunction with the Business Continuity Plan**

Legal framework

This policy has due regard to statutory legislation including, but not limited to, the following:

- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work etc Act 1974
- Regulatory Reform (Fire Safety) Order 2005

This policy has due regard to official guidance including, but not limited to, the following:

- DfES (2014) 'Health and Safety: advice on legal duties and powers'
- DfES (2015) 'Emergency planning and response'
- DfES (2014) 'Fire safety in new and existing school building'
- National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'

General Procedures

Ivanhoe School is committed to providing a safe environment for staff, students and visitors. The school will take all steps reasonably practicable, to secure the safety of its staff, students and other persons from fire, by taking general fire precautions to make its premises safe and complying with all related legislation. The Fire and Emergency Plan details the organisation and arrangements for fire safety within the school. The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the school. In an emergency, staff members at Ivanhoe School will endeavour to take all reasonable actions in order to ensure the safety of students.

The procedures detailed in the fire and emergency plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats, toxic fumes in the air, security risk etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation, lock down and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to students, visitors and contractors.

Where staff, students or any other person who regularly attends the school is identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

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1. Definitions

An '**evacuation**' is the orderly removal of students, staff members and visitors from the school building; this can be as a result of a fire or other incident within the building e.g., bomb threat.

'**Lockdown**' refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security treat. Or if moving outside would increase the risk of harm to people e.g., toxic fumes in the air.

'PEEP' Personal Emergency Evacuation Plan is where a member of staff, student or visitor has a disability which may result in them needing help in evacuating the premises.

2. Useful Contact Names / Numbers

Premises Officer (01530412756 ext227)

Estates Lead (07970485226)

Facilities Manager (07989387417)

Health and Safety YMD Boon – Jodie Baldry 07398 640991

Local media – BBC Radio Leicester – 0116 2516688

Hood Park Leisure Centre – 01530 412181

Ashby School – 01530 413748

3. Appendices

1. Emergency plan map and location of fire hydrant
2. Areas of site to be checked (Sweep Zones)
3. Fire buddies & Fire Marshalls
4. Blank PEEP Form
5. Bomb Threat – what to do and record

4. Roles & Responsibilities

Staff members will act in accordance with the School's Evacuation and Lockdown Policy at all times.

It is the Headteacher's responsibility to ensure effective and rehearsed emergency procedures are in place.

The Headteacher is responsible for ensuring that all staff members are aware of the policy and have a copy to access.

5. Methods of communicating information relating to evacuation and Lockdown to all staff

All staff – Fire awareness training, communication of fire emergency plan evacuation and Lockdown within staff meetings, fire drills, debriefs, induction and staff newsletters.

General visitors – Visitor/contractor leaflet, generally escorted on site.

Contractors – Visitor/contractor leaflet, site induction (as required)

Supply Staff / Student teachers - Visitor/contractor leaflet, site induction (as required).

Lettings – As part of letting agreement, induction by Premises team.

Contractors to site induction by Premises team.

Emergency services – Following initial 999 call the Incident Manager will be the person responsible for liaising with the emergency services. They will make themselves known to the emergency services on their arrival and relay information verbally and by use of documented information contained in the grab bag.

It is the responsibility of the Headteacher to ensure that new staff members are trained in implementing all of the emergency procedures.

It is staff members' responsibility to ensure that exits are never obstructed or blocked and that classroom keys are available in the classroom at all times.

6. Staff with specific responsibilities

Incident Manager (see Business Continuity Plan) – Responsible for taking overall control of any emergency evacuation of the building/site and communicating with emergency services and local authority as required -:

- Head teacher:
- Deputy(ies)- Other members of senior management team: ○ *Deputy Head teacher* ○ *Assistant Heads* ○ *Or the most senior member of staff available.*

Fire Marshals – Responsible for assisting in the safe evacuation of the building with identified areas of the building to check/sweep prior to leaving the building (if safe to do so). See Appendix 2 - Areas of site to be checked (Sweep Zones)

- Fire Marshals
    - PA to Head teacher (co-ordinating headcount duties) ○ Facilities Manager ○ Premises Officer's ○ Operations Coordinator ○ ICT Technicians
    - LSA team with responsibility for mobility impaired students ○ Cleaners

Control Panel Officers – Responsible for checking the fire panel to identify whether detectors/call points have been activated and the zone of the building (if applicable) or to identify faults.

- Control Panel Officers: ○ Facilities Manager ○ Premises Officer's ○ Operations Coordinator ○ Cleaner

PEEP Support Staff – Responsible for providing support to individuals as per the information contained in the individual PEEP – a list of currently trained staff are:

Facilities Manager – B. Duncombe

Premises staff – C. Pearson, R. Jones & R .Coughlan

Fire wardens – A. Degville, H. Moore, Jeferson, C. Eaton R. Kelly, K. Young, R, Salmon, J. Lomax

All staff – Responsible for supporting the Incident Manager by assisting with Evacuation or Lock down in restricting unauthorised entry into the building.

7. Grab Bag

A grab bag containing key information will be kept behind reception. On hearing the alarm, the member of staff on dutywill be responsible for taking the bag to the nominated evacuation controller. If no receptionist is on duty, this will be the responsibility of the Premises Officer.

Grab bag contents:

- Copy of fire risk assessment, fire and emergency plan and emergency plan map.
- Asbestos register/local asbestos management plan.
- Details of any significant hazards on site e.g. gas cylinders, radioactive materials, large quantities of hazardous substances
- *Fire warden check off sheet.*
- *Copies of PEEP. (Also located in fire evacuation folder in the PA's office. The PA to bring out of the building in the event of an emergency)*

8. PEEP (Personal emergency evacuation plan)

- Specific persons at risk

- Within Ivanhoe School *several* persons have been identified at risk. Personal emergency evacuation plans (PEEPs) have been developed, implemented, and communicated to relevant persons to ensure they evacuate safely on the alarm sounding.
- PEEPs can be found in the grab bag, and in the fire drill folder in the PA's office. A copy is also kept in fire box at front of building.
- Refer to specific PEEP documents for further information.
- A member of staff, student with a PEEP in place will exit the premises using the same route as the rest of their class, unless otherwise stated within their plan.

9. Methods for communicating with the Emergency Services

In the event of a confirmed or suspected fire nominated person (see below) to place a direct call to the fire service by dialling:

- 9-999 from an internal phone
- 999 from a mobile
- *999 for a bomb threat*
- *contact numbers for gas is 0800111999 (National Gas)*
- *Electrical is 105(British Gas)*
- *water emergency 08007834444 (Seven Trent)*

Nominated persons are: Fire Wardens, Operations Coordinator, PA to Head Teacher, Facilities Manager, ICT Team, Premises Officers and some Cleaners.

In the event of a serious confirmed fire if unsure whether a call has been placed anyone can call the fire service.

The person calling the fire service needs to have as much information available to them as possible to enable them to give accurate information to the fire service.

- Has a fire been confirmed or is there a smell of smoke?
- What is the location of the fire?
- Do we know whether there are any persons trapped in the building or unaccounted for?
- Do we know how or why the fire started? *i.e., cooking, hot working, naked flame, arson.*

10. Tackling Fires

STAFF ARE INSTRUCTED NOT ATTEMPT TO TACKLE A FIRE UNLESS IT IS TO AID THEIR ESCAPE FROM THE BUILDING OR TRAINING ON THE USE OF A FIRE EXTINGUISHER HAS BEEN RECEIVED.

For the required information in the event of a bomb threat see Appendix 3

Immediate actions to take on discovering a fire or on hearing the fire alarm sound see Action Card Appendix 1a

11. Methods of alerting persons on site

Under normal circumstances persons on site will be alerted of the need to evacuate the building or locking it down by the sounding of the fire alarm as follows:

- The **fire alarms sound is continuous bell**. (If the fire alarm fails, persons within the building would be alerted to the need to evacuate the building by ringing the hand-held bell which can be found in the Vice Principal Office or calling out. etc.) Persons with hearing impairments are alerted by PEEP for each individual as required.

- **The bomb alarm is an intermittent fire alarm.**

- **The lock down alarm is three bells.**

12. On hearing an alarm sound

Continuous is fire so evacuate windows and doors shut and leave all possessions.

Intermittent is bomb alert so evacuate but open windows and door and take possessions. (This aids the search).

3 Bells is lockdown so lock your door, turn of your lights and follow Lockdown Presentation. What to do if on field, Astro or Tennis Courts

See Action cards at Appendix 1c

PERSONS WITH SPECIFIC RESPONSIBILITIES SHOULD CARRY OUT THE DUTIES THAT HAVE BEEN ALLOCATED TO THEIR ROLE i.e., FIRE MARSHALL, PANEL OFFICER ETC.

The one-way systems should not be followed in the event of a fire and the normal fire exits routes to be followed.

13. Whole site evacuation

A member of SLT will advise the local authority and communications team in the event of students having to be relocated to another site. E.g., Willow house

Parents/carers will be advised of the situation via local radio*, Ivanhoe School website and notices at the school.*

The meeting location may be influenced by the location and type of adverse event which has occurred. Although not limited to the following, the students may be convened at one of the locations detailed below in the event of Ivanhoe School building being inaccessible or unsafe:

Willow House, Ivanhoe School, 2 North Street, Ashby De La Zouch LE65 1HX
01530 412756 ext 260
if the site was accessible
or
Hood Park Leisure Centre
01530 412181 Adam Knight
Else
Ashby School, Nottingham Road, Ashby De La Zouch, LE65 1DT
01530 413748
Head Teacher

Please refer to the Business Continuity plan in case of a major incident.

14. Communication with parents/carers

In the event of any of the procedures taking place due to a real emergency, parents/carers will be informed of any developments as soon as is practicable – see Business Continuity Plan.

15. Fire Drills & Alarm Activations

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after School activities and lunch/break periods. Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. This is normally by contacting the appropriate monitoring facility to advice of intent to activate system, this is the responsibility of the premises team.

Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded.

The fire service will be informed of **all** incidents of fire, even if small and extinguished.

16. Fire Safety Management

- All fire appliances will be checked at least annually by specialist maintenance personnel.
- All fire stop doors must be free swinging at all times so that they are normally closed, unless they are on magnetic holders linked to the fire alarm system. Fire exit doors must be unlocked and easily accessible and open able from within the building.
- The fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded.
- Fire Drills will be held once per term, when the Facilities Manager will record the evacuation time and the general performance of the drill.
- Appropriate members of staff will be trained in how to use relevant fire appliances. The Premises Officer and a number of colleagues from high-risk departments (Science, Kitchen and D&T) will identify fire training needs and will incorporate that information into the Health & Safety Training Plan.
- Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process. Details of assembly points are set out in Appendix 1.
- Fire risk assessments will be carried out using a competent person from the LA or Fire Authority.

17. High risk areas/activities

Within Ivanhoe School areas/activities have been identified as high risk with regards to fire/emergency.

Main kitchen - Catering staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken.

Science laboratories – Science teachers and technicians have local procedures in place (Which are reviewed by head of department & quarterly inspection sheet) when undertaking potential hazardous activities, the person in charge of the hazardous activity is responsible for ensuring any local emergency procedures are undertaken. This should include any gas on site (non mains), radioactive substances or large quantities of hazardous substances.

After returning to the Science Laboratories, The Science Technicians must check that all gas taps are closed and isolated BEFORE turning the gas back on in each lab and prep room, signing and dating the log to confirm this has been actioned.

Boiler/plant room – Access to this area is restricted. Premises team and contractors who may need to access area are familiar with plant and emergency shut-down procedures and are responsible for ensuring these are undertaken. Should any contractors be on site they will be instructed to stop working and switch off all equipment and evacuate.

18. Appendix 1 (all 3 action cards 1 a fire evac, 1b bomb evac and 1c Lockdown)

1A

Evacuation – continuous ringing of bells / alarm

- Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.
- In the event of a suspected fire the alarms will be operated but in other cases such as a gas leak emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment. A hand-held bell will be rung to inform staff to evacuate. This can be found in the Deputy Head teacher's office.
- In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly point identified at the rear of the College. If the incident is in that vicinity the assembly point will be on the grassed area at the front of the College in Appendix 1.
- If a person is thought to be missing this must be reported to the Head teacher, Deputy Head teacher or Facilities immediately. No one should enter the building.
- The Head teacher/Deputy Head teacher and/or Facilities will determine when it is safe to reoccupy the buildings.

On discovering a fire:

- Activate the nearest alarm call point
- Evacuate the building as per the relevant arrangements for safe evacuation, assisting students, visitors as required and proceed to the designated assembly point.
- Report immediately to the nominated Chief Fire Marshall and relay as much information as is possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have.

Evacuate the building as per the relevant arrangements for safe evacuation, assisting students, visitors as required and proceed to the designated assembly point.

All

- Do not stop to collect any personal belongings.
- Do not use lifts
- Close windows and doors as you leave if safe to do so.

Do not tackle a fire unless it is to aid your escape from the building.

For further detail see Appendix 2

1B

Immediate action card
Bomb evacuation
See Appendix 3

1C

Immediate actions to take on hearing 3 bells

<u>Lockdown</u>

- Upon hearing 3 bells in emergency situations such as, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety remain where you are in the building and await instructions.
- Instructions will be communicated within 15 minutes. This will normally be via a runner.
- If a full evacuation is now required a continuous bell will then be sounded and staff and visitors and students should follow the Evacuation Procedure.
- In the event of receiving a bomb threat warning, record all the information received (refer to appendix 4 for document) and inform the Head teacher / Deputy Head teacher and/or the Heads PA immediately who will institute emergency evacuation procedures by using the handheld bell.
- Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.
- Any suspicious objects should be reported to line managers or directly to the Facilities Manager or Head teacher. Under no circumstances should the object be touched or moved.

19. Appendix 2 - All other fire information

2a muster information

Arrangements for safe evacuation and muster (assembly)

Time	Evacuation procedures	Assembly point (Appendix 3)	Evacuation Controller	Method of accounting for persons	Person checking control panel
School Day	• Staff escorts students and visitors to assembly point via nearest and safest exit route in a calm and orderly way • Receptionist take grab bag and sign in/out lists to assembly point • PAs to take tutor registers to assembly point • Appointed fire marshals sweep building.	School back ATP	Member of SLT	Registers, staff signing in book, visitor book and contractors book taken out by admin team	Fire Marshall's / Headteacher
Break times	• Staff to escort students and visitors from playground areas and get them to line up in assembly point as per std school day in a calm and orderly way • Receptionist take grab bag and sign in/out lists to assembly point • PA's /SLT to take tutor registers to assembly point • Staff escorts students and visitors inside building to assembly point via nearest and safest exit route • Appointed fire marshals sweep building.	School back ATP	Member of SLT	Registers, staff signing in book, visitor book and contractors book taken out by admin team	Fire Marshall's / Headteacher

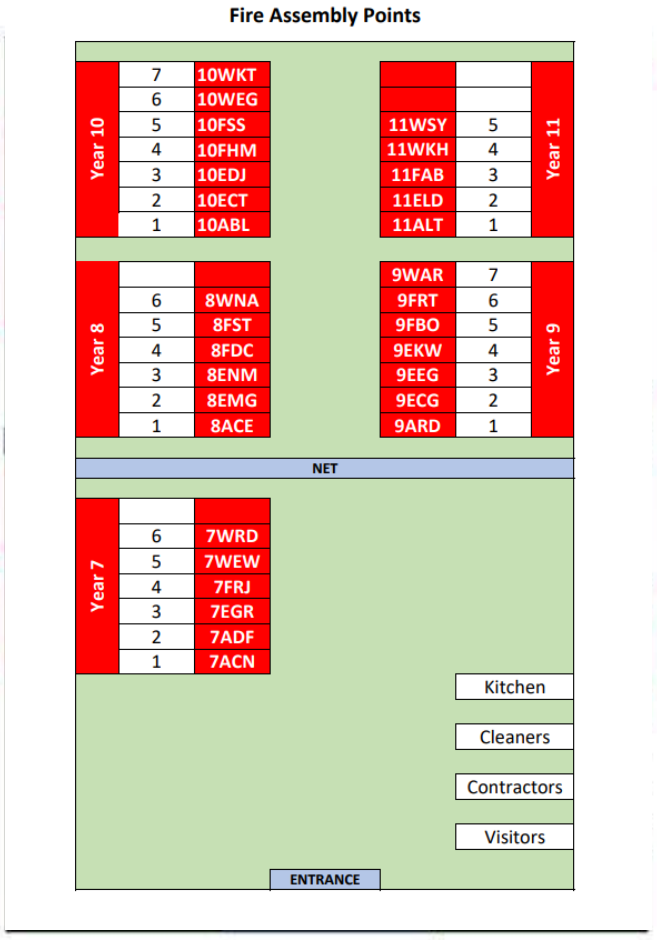
Lunch time outside/inside	• Staff to escort students and visitors from the building and playground areas and get them to line up in assembly point as per std teaching times in a calm and orderly way • Admin staff to evacuate as per std procedures taking registers etc.	School back ATP	Member of SLT	As std teaching times	Fire Marshall's/ Headteacher
	• Receptionist take grab bag and sign in/out lists to assembly point • PA's /SLT to take tutor registers to assembly point • Where a tutor is not on site SLT will allocate a member of staff to take register • Appointed fire marshals sweep building.				
Before/after school **(students on site at clubs or activities)**	• Staff or supervisor's to escort students and visitors out of nearest designated fire exit to assembly point in a calm and orderly way. • Premises Staff to take grab bag and sign in/out lists to assembly point • Appointed fire marshals sweep building.	School back ATP	Member of SLT	As std teaching times.	Fire Marshall's/ Headteacher
As students arriving or leaving	• Staff to escort students out of nearest designated fire exit to assembly point in a calm and orderly way. • Premises Staff to take grab bag • Appointed fire marshals sweep building.	School back ATP	Member of SLT	As std teaching times.	Fire Marshall's/ Headteacher

Outside of school hours	• Staff and visitors to leave by nearest and safest signed exit route in a calm and orderly way. • Assemble at fire point • Premises Staff to take grab bag • Appoint fire marshals to sweep building.	School back ATP	Most senior member of staff and letting leader	Staff signing in book (after hours) Premises Officer. Letting leader	Premises Officer and letting leader.
Unsupervised lettings/ events outside of school hours	• Visitors and hirer to leave by nearest and safest signed exit route in a calm and orderly way. • Event leader to call emergency services if required. • Event leader to contact Premises Team asap to inform of event. • Premises team to inform SLT	School back ATP	Letting leader	Letting Leader	Letting Leader
Willow House	• Staff to raise alarm and assist children out of the building to assembly point, collecting registers on the way out in a calm and orderly way. - Staff to take registers to assembly point - Staff to inform Reception / Premises Officers and Head of School / Head teacher of emergency	Front of willow house as marked on the plan appendix 9	Member of SLT	As std teaching times.	Fire Marshall's/ Head of School

20. Appendix 2b - Fire Assembly Point, Staff and Roll Call

Amendments due to Fire risk and no longer being 50m away from the building (new sports hall).





Roll Call

Teachers must ascertain, by roll call, the whereabouts of all students and fire buddies. Fluorescent vests must be worn by all staff members so it can easily be seen if a group has no adult.

House Fire Leaders must ascertain, the whereabouts of all staff and visitors and report the results of the roll call to the assembly area controller (PA to Headteacher or Headteacher or~~/~~ Deputy Headteacher). Staff and students do not re-enter buildings until the all-clear is given by the Facilities or a member of the SLT.

- The Year Group Marshalls/Buddy Leaders should stay at the front of their respective house.
- Form teachers should go and collect the registers from them, take the register and return the register to them once complete.
- Form teachers should also report that their buddy is/ is not present if they should be.
- That on each register there should be an instruction label saying “mark present students with / and absent students with A”

- Staff's leaving the site whilst on duty are required to sign out. Sign out iPad is at the front of reception. In an evacuation the signing out will be taken by the Receptionist and given to the SLT team to check.

Senior staff to ensure that all buildings are clear and staff and students do not re-enter buildings until the all-clear is given by the Facilities.

Kitchen and lunchtime staff to assemble on the ATP, near the fire marshals. Fire Marshals:
Heads PA
Premises Team
Facilities Manager
Operations Co-ordinator
Cleaners
IT Dept
SLT

Actions on missing student or staff:

Request second sweep if safe to do so.

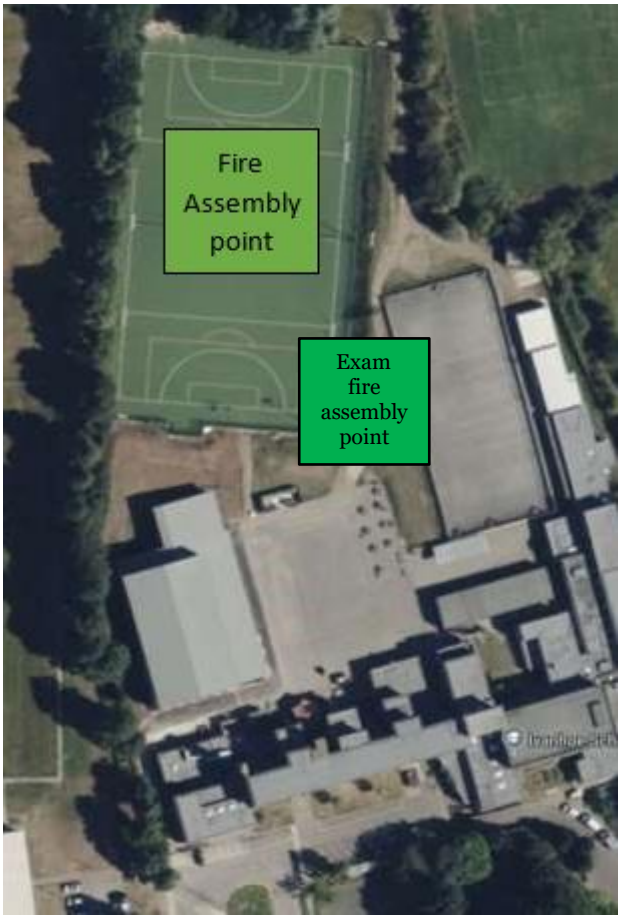
EXAM ASSEMBLY POINT.

For exam periods to keep students separate from the rest of the school they will be situated in between the atp and tennis court, the line-up points will be clear labelled on the fence to correspond with the row they are seated in (A-H).

This is only for students that are in exams and they should remain separate from all other students and other staff.

This area is also for the invigilators or anyone involved with the exams

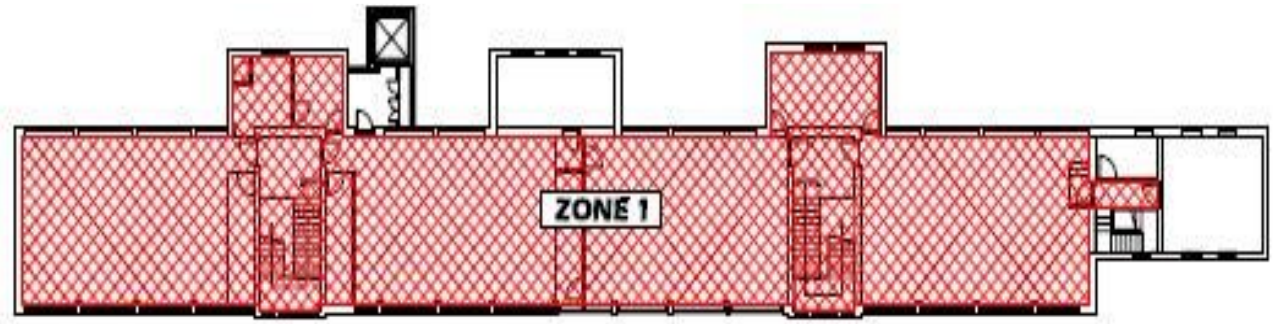
Evacuating the building should still be through the quickest and safest way.



	SLT Link: EB	Tutor Group	Head of Year (Non-Teaching): Jo Stewart Form Tutors	Room for 25-26	Buddies	House
Year 7	1	7ACN	Cain Noble	SH1	Yvonne Lemm	
	2	7ADF	Dan Ford	C6	Karen Driscoll	
	3	7EGR	Gareth Ripley	S7	Jess Churchward / Ania Tebbett	
	4	7FRJ	Rachel Jones	SH2	Tia Evans	
	5	7WEW	Emma Williams	C4	Steve Woods	
	6	7WRD	Richard Dennett	H3	Rachael Cashmore	
	SLT Link: SL	Tutor Group	Head of Year (Non-Teaching): Michelle Hill Form Tutors	Room	Buddies	House
Year 8	1	8ACE	Catherine Ellison	M6	Louise Butler	
	2	8EMG	Michelle Grove	C8	Charlotte Ruscoe	
	3	8ENM	Neal Malkin	C11	Zoe Wilkinson	
	4	8FDC	Danielle Chetwynd/Craig Cubitt	H1	Nadine Murray (Tues-Thurs) / Charlotte Nicholson (Mon & Fri)	
	5	8FST	Sarah Thompson/Craig Cubitt	H2	Phoebe Mugglestone	
	6	8WNA	Nicky Abbott	M5	Diane Smith	
	SLT Link: AP	Tutor Group	Head of Year (Non-Teaching): Fiona Sanders Form Tutors	Room	Buddies	House
Year 9	1	9ARD	Rupert Dejonghe	SH4	Vicky Sharpe	
	2	9ECG	Claire Gee	S3	Kat Harding	
	3	9EEG	Emma Glover	C10	Amber Stewart	
	4	9EKW	Katie Wild	SH3	Adrian Green	
	5	9FBO	Busola Otuya	S4	Amy Degville	
	6	9FRT	Russell Thornewill	IT1	Asha Ellis	
	7	9WAR	Ashley Rose	IT2	Adrian Samuel	
	SLT Link: EC MK	Tutor Group	Head of Year (Non-Teaching): Lindsay Woodyatt Form Tutors	Room	Buddies	House
Year 10	1	10ABL	Tom Bonsell	C5	Doug Muller	
	2	10ECT	Claire Thomas	C7	Victoria King	
	3	10EDJ	David Joyce	M1	Tony Talbot	
	4	10FHM	Laetitia Hands/Simon Mills	C9	Jacqui Bates (Mon-Weds) / Alex Berry	
	5	10FSS	Charlotte S/Kseniya S	C3	Sharon Smith / Oscar Barnett-Connolly	
	6	10WEG	Emily Goddard	PTVA	Janina Harding	
	7	10WKT	Laura Kitchen/Fran Turner	H5	Rachel Watson	
	SLT Link: EC MK	Tutor Group	Head of Year (Non-Teaching): Holly Brown Form Tutors	Room	Buddies	House
Year 11	1	11ALT	Karen Longhurst/Natalie Barlow	C1	Dam McArdle	
	2	11ELD	Lindsay Dracup	H4	Caron Drummond	
	3	11FAB	Amy Anderson/Amy Brennan	S5	Hollie Bruce	
	4	11WKH	Kelly Hull	H6	Sarah Hall	
	5	11WSY	Sara Yates	M7	Millie Walker	

21. Appendix 2c – Zoned Checking Areas

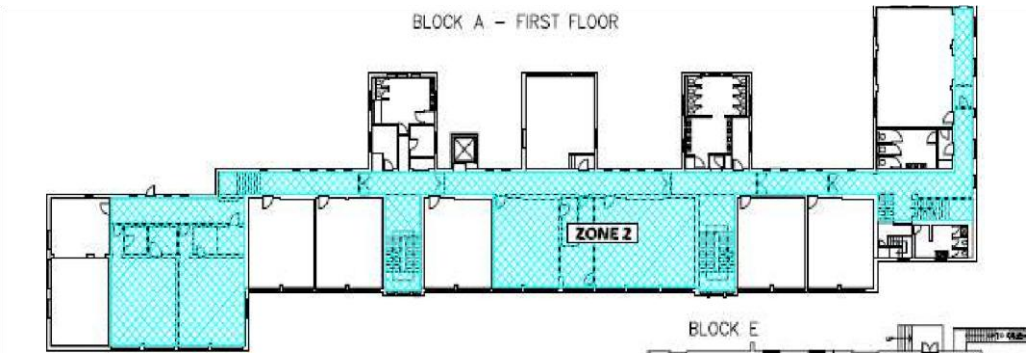
Zoned checking Area's 2nd floor



BLOCK A – FIRST FLOOR

Areas to check:

- Cookery – D4
- Control Tech – D3
- C9
- C8
- Office

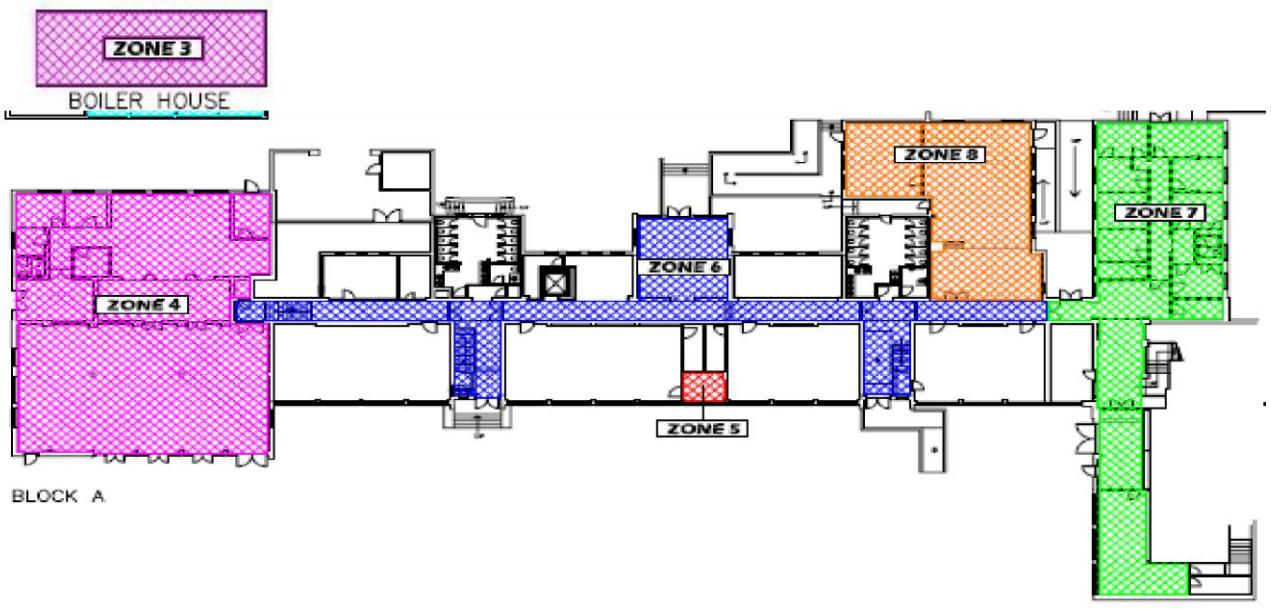


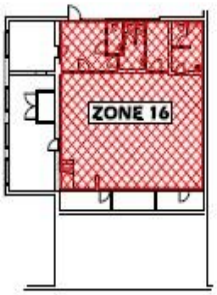
Areas to check:

- H6
- H5
- H4
- H3
- H2
- Boy toilets
- H1
- C7
- C6
- C5

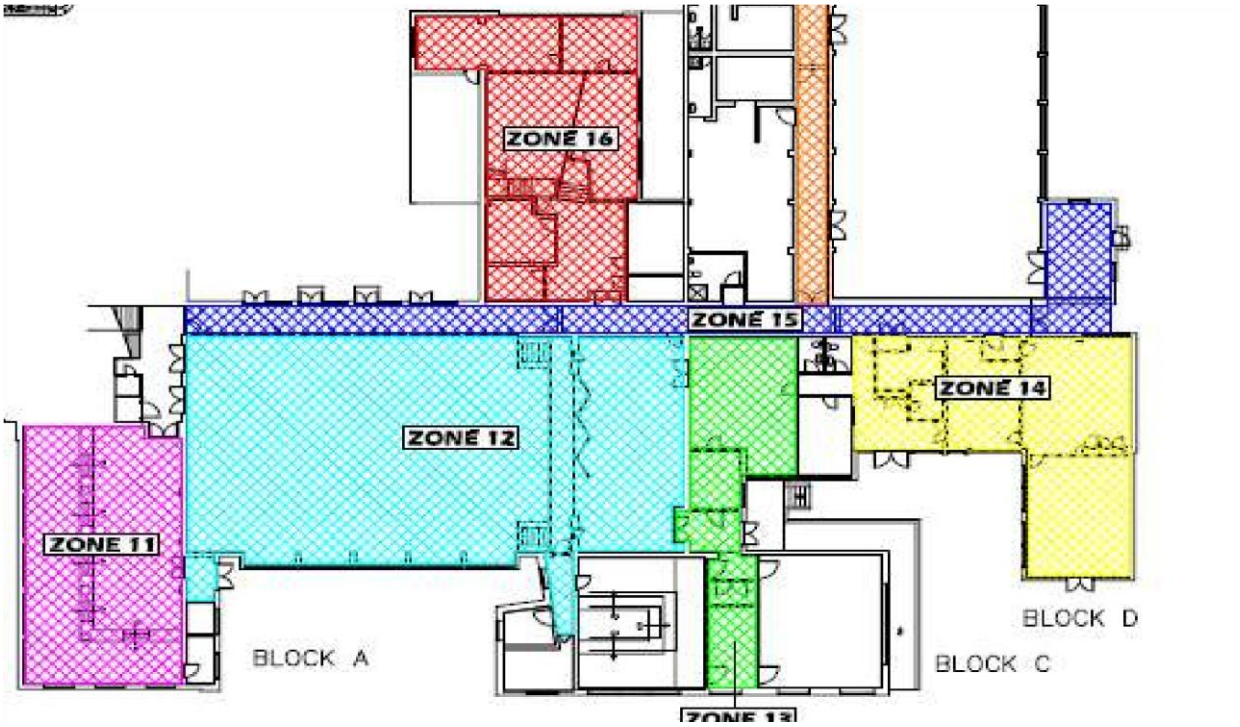
Areas to check:

- Reprographics
- SLT corridor
- PTVA
- Bottom corridor
- Girl toilets/disabled toilets
- C1
- ART
- D1
- Boys toilets
- Coffee Lounge
- Dining room
- Kitchen
- Boiler house









Areas to check:

- Library
- Main hall/ Stage
- Music
- Learning Zone
- Student support
- ICT 1, office and toilets
- Corridor

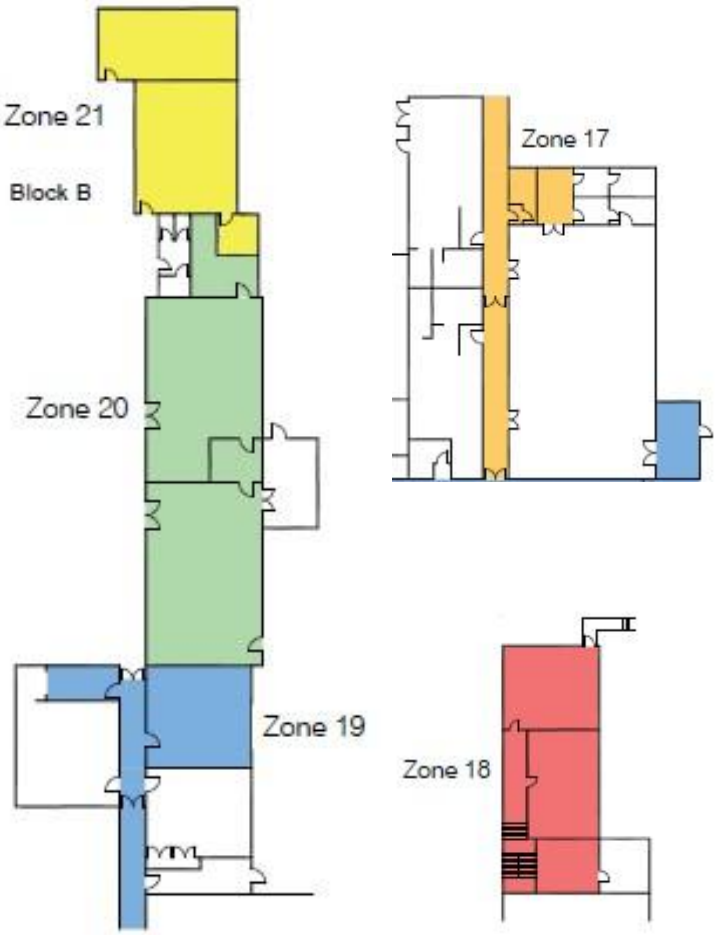


Areas to check:

- Science block – S1/S2/S3/S4/Prep room/S5/S6/S7/D7
- Stanley Western Centre/FLC

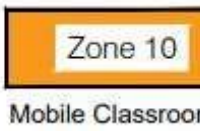


ZONE 4



Areas to check:

- Gym hall/ Office
- Boys/girls changing room
- Corridor
- M1
- M2
- PE ICT
- M3 • M4
- M5
- D5
- D6
- M6
- C10
- C11
- ICT2



CODES

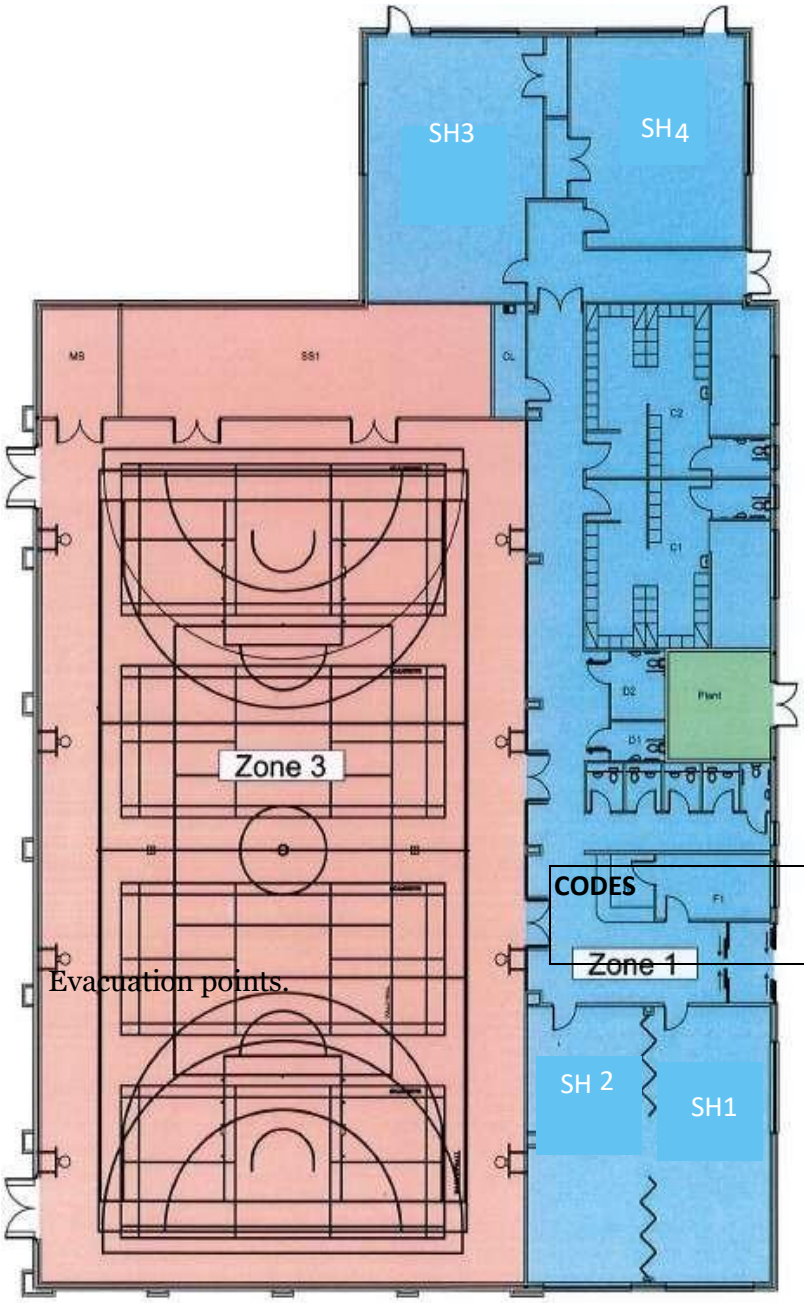
Access for all toilets C5678Z

Key box 3483

Zone 7 New Sports Hall Building

AREA TO CHECK

SH1, SH2 Sports hall



SS 1

MS

PE office

Reception

Corridors

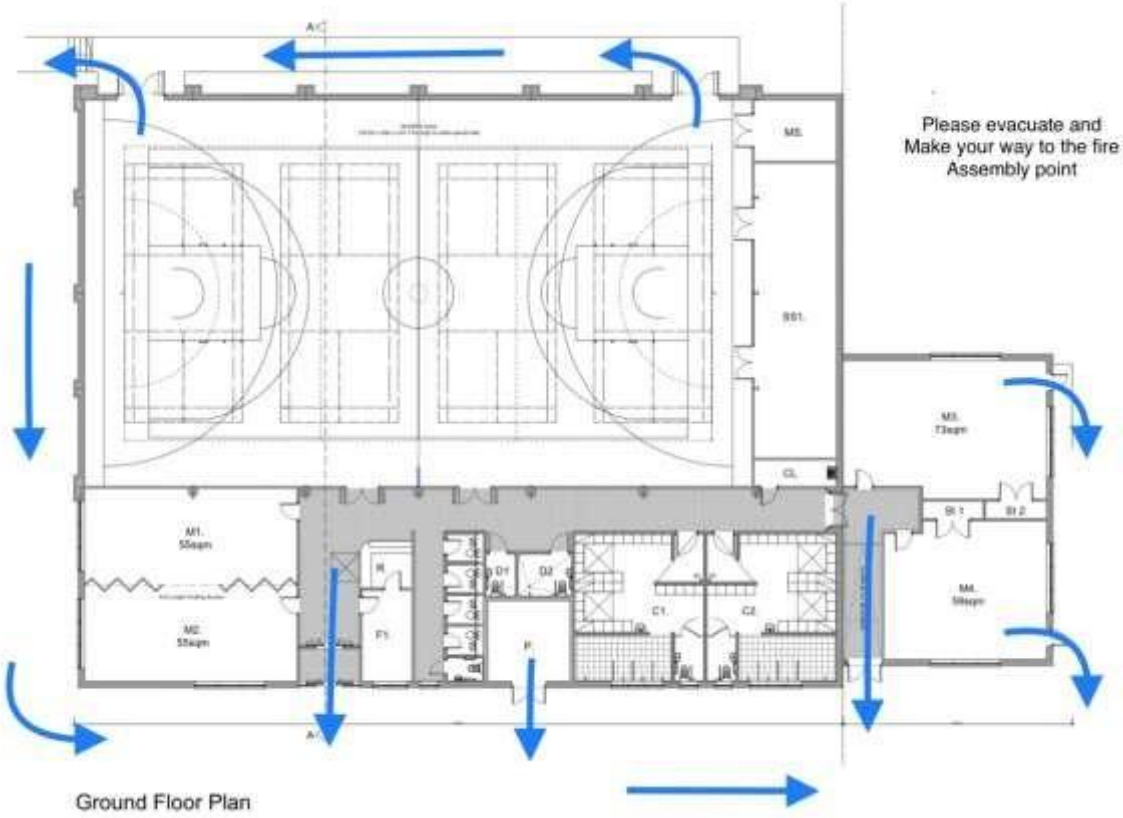
Toilets

CODES

Evacuation points.

Access for all toilets C5678Z

Key box 3483


Please evacuate and
Make your way to the fire
Assembly point
Ground Floor Plan

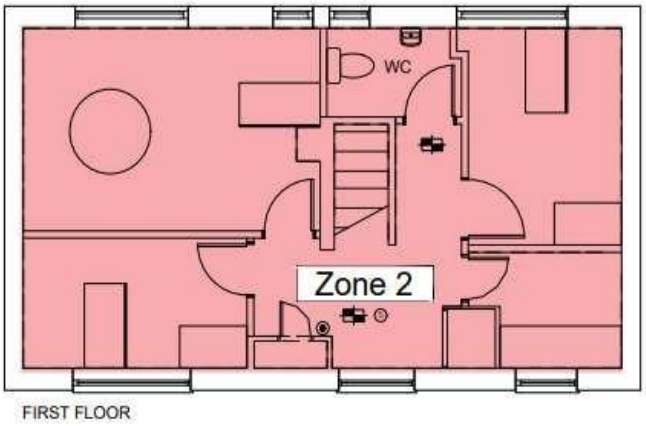
22. Appendix 2d – Willow House

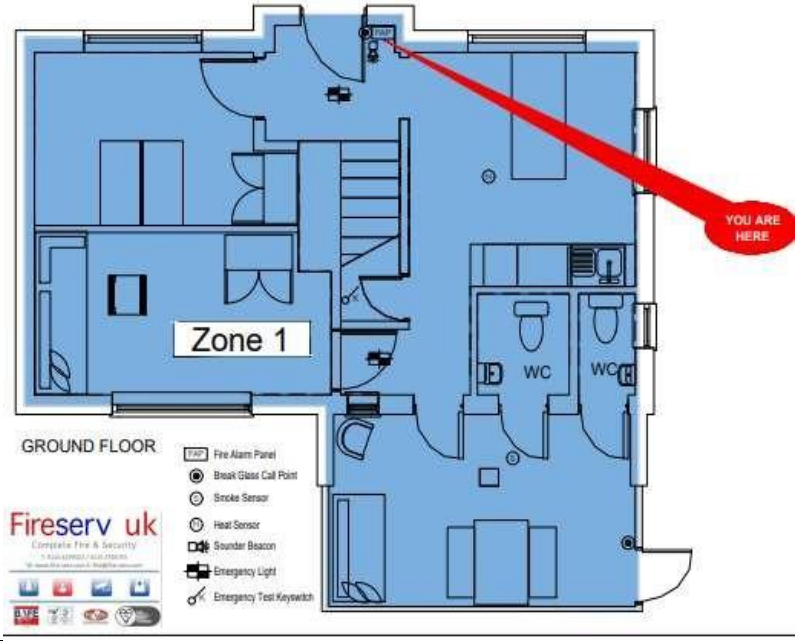
Willow house has its own fire alarm and is not connected to the main building, all the same procedures should be followed for this building, with a few alterations:

1. All staff should be signing in and out at Willow House.
2. When staff are leaving Willow House to main building they will need to sign out of Willow House and in to the main building and visa versa with staff going to Willow House need to sign out of the main building and in at Willow House. Any member of staff signed in to the specific building should evacuate when the alarms sound.
3. Fire assembly point will be outside the front exit gate as shown on the map below.
4. Weekly testing must take place by the fire marshalls/
5. Once a term a fire drill must be ran with all room checked and cleared before anyone is allowed back into the building.
6. If the main school alarm is going off, Willow House does not need to evacuate but should still be checked in with to make sure everyone is present and safe.
7. When the willow house fire alarm rings everyone from Willow House will evacuate the building and go to the assembly point shown below.
8. Assembly point check to be done by lead member from Willow House.
9. If main building alarm sounds, Willow House doesn't need to evacuate but should still be checked in with by a member of SLT or line manager.
10. Any member of Willow House staff sign in to the main building and the alarms sound they will have to evacuate with everyone else but line up in the visitors section on the ATP Fire assesmley point is on the area shown on the map



Fire Marshal checks for Willow House





AREA TO CHECK
Main office
Kitchen
Back office
Toilets
Upstairs front office
Upstairs back office
Upstairs small back office
Upstairs small front office
Upstairs toilet

CODES

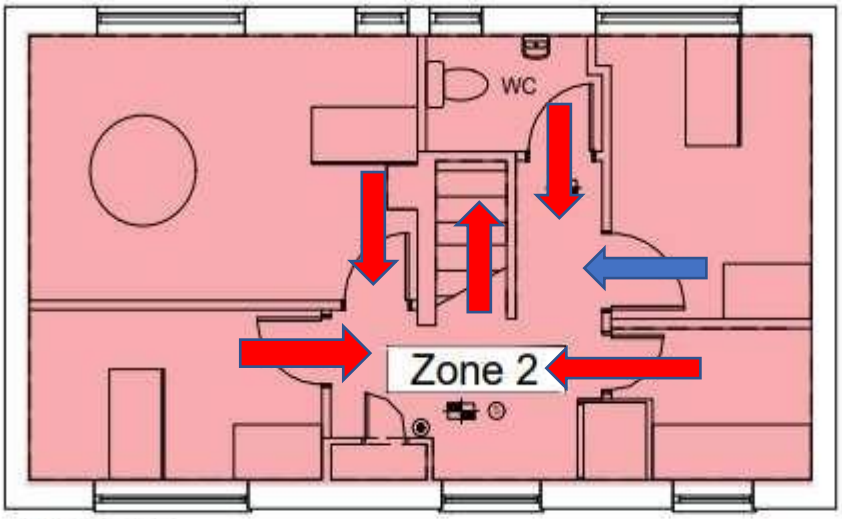
2853

Access for all toilets C5678Z

Key box 3483

Premises units C3567X

Fire Exit routes in an emerency for Willow House



FIRST FLOOR



23. Appendix 3 - Bomb threat what to do and record

Bomb Threat -Telephone threats

All members of staff who answer school telephones will be made aware of the bomb threat procedures over the telephone.

All relevant members of staff will receive a Bomb Threat Checklist, along with a Caller Details Checklist.

SLT will arrange training for staff to become familiar with the procedure.

When a threatening telephone call is received, the member of staff will gather as much information as possible and remain calm.

Once the telephone call has ended, the Headteacher will be notified.

The member of staff who answered the telephone will complete the Caller Details Checklist at the earliest opportunity.

The police will be notified at the earliest opportunity. The Headteacher will then liaise with the police to determine the best course of action.

The Headteacher will provide the police with a written record of the call.

If the threat specified a particular time, the evacuation procedures will be followed. This will only be done if the Headteacher believes there is enough time for an evacuation to be carried out safely. Otherwise, the Headteacher will await instruction from the police.

- Once the decision to evacuate has been taken, the alarm will be used to alert all members of staff. Staff and students will relocate to the fire assembly point. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.
- Copies of map of the building are in the evacuation pack to aid the search process.

Once a decision for lockdown or evacuation has been made, the emergency procedures, outlined in Lockdown and Evacuation Plan will be followed.

Contacting the police

After the threat has been received and recorded, the Headteacher, along with the person who received the call, will ring 999 and provide the police with the information on the Bomb Threat Checklist.

The following information will also be provided:

- A mobile contact number, so the Headteacher or designated senior decision maker can be called if the premises are evacuated.
- The number of students and staff at the school.
- Whether a decision has already been made to evacuate. If it has, the police will be told the location of the assembly point.
- Whether or not there is a 'buddy' school.

Suspicious packages or envelopes

According to professional guidelines, there are a number of warning signs that, if spotted, could identify a potentially dangerous item. Although these are not official guidelines, Ivanhoe College believes that by keeping these points in mind we can ensure best practice, as well as keeping the Ivanhoe College safe. These warning signs are:

- Excessive postage

- A fictitious or non-existent return address
- A postmark that does not match the return address
- Restricted endorsements, such as 'personal' or 'private'
- Distorted hand-writing, homemade labels or cut-and-paste lettering
- Unprofessional wrapping
- A rigid feel, uneven or lopsided contents
- An irregular shape, soft spots or bulges
- Protruding wires
- Aluminium foil
- Oil stains
- An unusual smell

If a package or envelope is deemed suspicious, the following steps will be taken:

- The police will be called immediately and the item will not be opened or handled.
- The item will be left clear of other objects, so that it can be clearly identified by the emergency services.
- If possible, all the windows in the room will be opened.
- The item will not be put in water or a confined space.
- The immediate area will be evacuated and sealed off.
- Once members of staff have reached a safe area, a written record will be made of all the individuals who handled the item. This record will be made available to the emergency services.

Written bomb threats

- If a written bomb threat is received, the Headteacher will be immediately notified.
- The police will be notified at the earliest opportunity.
- The letter will be handed to the police
- The letter will be handled as little as possible.
- A record will be made of the date and time the letter was received.

Bombs threats via email

- If a threat is received via email, the message will be saved, in order for it to be investigated by the police.
- The Headteacher will be notified as soon as a threat is received.
- The police will be notified at the earliest opportunity

Bomb threat checklist

This checklist has been designed by MI5, to help members of the public manage a bomb threat made by phone. By following these instructions, a member of staff can ensure they gather as much information as possible from the caller.

1. If possible, switch on a tape recorder or another electronic recording device.
2. Tell the caller which town/county you are answering from.
3. Record the exact wording of the threat (in the box below).

Ask the following questions	
Where is the bomb right now?	
When is it going to explode?	
What does it look like?	
What kind of bomb is it?	
What will cause it to explode?	
Did you place the bomb?	
Why did you place the bomb here?	
What is your name?	
What is your address?	
What is your telephone number?	
Time and date of call:	
Number shown (if any):	
Length of call:	

Caller details checklist

Once the phone call has ended, the person who answered the phone will complete this form at the earliest opportunity. By recording the details as soon as possible, the information provided will be more detailed, and will be more useful to the police.

Caller details	
The number the call was received on (including extension):	
Sex of the caller:	

Nationality:	
Approximate age:	
Circle where appropriate:	
Threat language	
Well-spoken	**Y/N**
Irrational	**Y/N**
Taped message	**Y/N**
Offensive	**Y/N**
Incoherent	**Y/N**
Message read by the threat-maker	**Y/N**
Caller's voice	
Calm	**Y/N**
Crying	**Y/N**
Clearing throat	**Y/N**
Angry	**Y/N**
Nasal	**Y/N**
Slurred	**Y/N**
Excited	**Y/N**
Stuttering	**Y/N**
Disguised	**Y/N**
Slow	**Y/N**
Lisp	**Y/N**
Different accent – if so, what type?	**Y/N**
Rapid	**Y/N**
Deep	**Y/N**
Hoarse	**Y/N**
Laughing	**Y/N**
Familiar - If so, whose voice did it ound like?	**Y/N**

Other remarks (please outline below)

Print name:	
Date:	
Signature:	

24. Appendix 4 – 3 Bell Protocol

IVANHOE BEHAVIOUR STANDARD

3 Bells Protocol



On hearing the 3 Bells



- If 3 bells sound. Students must follow the instructions from their teacher/member of staff. Staff will await an email/Arbor message to give details of the incident. This will be communicated with students.
- Please sit in your allocated seat and either complete the work given to you or watch One Hour Of Your Favourite BBC Earth Moments | BBC Earth (youtube.com)
- PE groups will need to go to the nearest classroom from their location.
- **NO MOBILE PHONES ARE ALLOWED TO BE USED DURING THE INVACUATION.**
- During this time students WILL NOT be allowed to leave the classroom for their own safety and this includes going to the toilet.

If a student has gone to the toilet please ***DO NOT*** send another student to collect them. They must return to the classroom on hearing the ***3 bells***. If they do not return please press the emergency alert giving details of the missing student.

IVANHOE SCHOOL

Teacher Slide — 3 Bells



- If 3 bells sound. Please await an email/Arbor message to give details of the incident. The email will consist of communication needed to give to students. Stay calm during this time and support any students in your classes.
- You must ensure that you have the correct keys to lock your classroom door or area – If you don't have keys speak to premises ASAP.
- PE Teachers – Discuss your nearest locations if the 3 bells were to sound.
- Do not allow any students to leave your classroom. They must remain calm and seated at all times.

If a student has gone to the toilet please ***DO NOT*** send another student to collect them. They must return to the classroom on hearing the ***3 bells***. If they do not return please press the emergency alert giving details of the missing student.

Teacher Slide – Dismissal after the 3 Bells have sounded

- Once the incident has been dealt with teachers/staff will be notified personally by members of the senior team that students can be dismissed. If you are notified by email/Arbor message, **DO NOT** dismiss students as this **message could be comprised**.
- If you have any concerns regarding behaviour during the 3 bells please report that to the pastoral/SLT team as soon as possible.
- If any students need some support after the 3 bells then speak to Year Teams so we can put interventions in place as soon as possible.
- ***Review the process – email Emma Boussida of any feedback.***

25. Appendix 5 - PEEP Questionnaire for Disabled Person

This questionnaire is intended to be completed by disabled persons to assist the development of a

Personal Emergency Evacuation Plan (PEEP). Please provide as much information as you can to enable us to develop a suitable plan.

Once developed, the PEEP will be used to assist escape in the event of an emergency (including drills). If the practice drills identify concerns in the implementation of the evacuation, then please contact *..... for assistance in finding suitable solutions.

1. Why you should fill in the form

We have a legal responsibility to protect you from fire risks and ensure your health and safety.

The PEEP will be developed based on the information you provide.

2. What will happen when you have completed the form?

You will be provided with any additional information necessary about the emergency evacuation procedures in the building(s) you attend.

If you need assistance, the "Personal Emergency Evacuation Plan" will specify what type of assistance you need. There may be some parts of the most appropriate premises where safe evacuation cannot yet be provided without alterations to the building/structure. In these circumstances the way forward will be discussed with you.

* Line Manager, person designated to assist you, and/or Trust Fire Safety Adviser 10

Name: _____

Location

1. Which part of the building do you normally work in / visit ?

Please name: the building, the floor and the room.

_____

_____

2. Do you routinely use more than one location in this building?

YES NO

If you feel it is necessary, please provide further details below. (Please list the floors & rooms you use in each building)

_____

_____

_____

_____

_____

Emergency Procedures

Are you aware of the emergency evacuation procedures which operate in the building(s) you attend? YES NO

Do you require written emergency evacuation procedures YES NO

Do you require written emergency procedures to be supported by British Sign Language interpretation? YES NO

Do you require the emergency evacuation procedures in Braille? YES NO

Do you require the emergency evacuation procedure to be on tape or CD? YES NO

Do you require the emergency evacuation procedures to be in large print? YES NO

Are the signs which mark emergency routes and exits clear enough? YES NO

Emergency Alarm

Can you hear the fire alarm(s) in your place(s) or work? YES NO Don't Know

Could you raise the alarm if you discovered a fire? YES NO Don't Know

Assistance

Do you need assistance to get out of your place of work in an emergency? YES NO Don't Know

Is anyone designated to assist you to assist you in an emergency? YES NO Don't Know

If YES give name(s) and location(s)_____

_____

Is the arrangement with your assistant(s) a formal arrangement? (A formal arrangement is one specified for them by a senior person, or written into their job description or by some other procedure.) YES NO Don't Know

Are you always in easy contact with those designated to help you? YES NO Don't Know

In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you were located? YES NO Don't Know

Getting Out

Can you move quickly in the event of an emergency? YES NO Don't Know

Do you find stairs difficult to use? YES NO Don't Know

Are you a wheelchair user? YES NO

Thank you for completing this questionnaire.

The information you have given us will help us to meet any needs for information or assistance you may have.

Please return to:

_____

Personal Emergency Evacuation Plan

Name _____

Department _____

Building _____

Floor _____

Room _____

Awareness of Procedure

The disabled person is informed of a fire evacuation by:

existing alarm system pager device visual alarm system

other (please specify)

Designated Assistance:

(The following people have been designated assist me to evacuate the building in an emergency).

Name _____

Contact details _____

Name _____

The PEEP

Name _____ Contact details _____ **Methods of Assistance:**

(e.g.: Transfer procedures, methods of guidance, etc.)

_____

_____

_____

_____

Equipment Provided (including means of communication):

_____

_____

_____ **Evacuation Procedure:**

(A step-by-step account beginning from the first alarm)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Safe Route(s):

_____

_____

_____

_____

Date of agreement _____

All persons involved with this PEEP must sign and date. A copy of this PEEP will be held on the fire action plan.

Signed (Manager)

.....

Date.....

Designated Assistance:

(Timetabled teaching staff are designated to give the student assistance to get out of the building in an emergency).

This varies depending on which lesson the student is in according to the following timetable: - **Methods of Assistance:**

(e.g.: Transfer procedures, methods of guidance, etc.)

The student should be assisted out of the classroom areas towards the nearest fire exit by the member of staff. The student should then be helped out of school by the class teacher & nominated buddies.

Equipment Provided (including means of communication)

Evac chairs available if required.

Designated assistant to communicate with premises team on 07980052002/ 07970485226 or Business Manager 07836680429.

Evacuation Procedure:

(A step-by-step account beginning with the first alarm)

- The student should be assisted to a fire exit in her wheelchair by the member of staff assigned to her for the induction days. DO NOT USE A LIFT TO EVACUATE IN THE CASE OF A FIRE ALARM
- Designated assistance to communicate with fire officers on the above numbers to inform them of their location if required.

Safe Route(s) (include plan of building):

Please use the safest route available, following fire exit routes to the assembly area for roll call.

A PEEP will be reviewed on an annual basis or when there is

- a change in the individual's health,
- a change of procedure, or
- an alteration made to the premises,

and amended to reflect these changes to ensure that the most up-to-date information is available.

The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.