



# **EMERGENCY PROCEDURES**

## **Dane Court Grammar School**

- 1. Fire evacuation plan**
- 2. Lockdown procedures**
- 3. Suspicious devices**

**Updated: September 2022**

## Section 1: Fire Evacuation Plan 2022/2023

Common sense rules to follow:

1. Make sure you have read the site evacuation plan and know exits in relation to evacuation routes from the building.
2. Make sure all bags, etc. are left in the classroom.
3. Close all the windows and doors after you.
4. Insist on silence. You may need to give instructions.

REMAIN CALM

### **FIRE DRILL**

**The person discovering the fire will IMMEDIATELY:**

- Evacuate the classroom (if teaching)
- Operate the nearest fire alarm call point & phone the Office (extension 100) to indicate the location of the fire.
- The Office Staff will then be responsible for informing the Fire Service of the outbreak.

**On hearing the fire alarm:**

- **ALL teachers**
  - Immediately evacuate their classroom, **CLOSING ALL WINDOWS AND DOORS.**
  - N.B. Corridor fire check doors **MUST** be left closed on exit.
  - Conduct their classes in single file following the "Fire Arrows" to the Netball Courts. Forms will line up in MENTOR GROUPS in YEAR order (i.e. 7B, 7D, 7H, etc.) with Tallinn nearest the containers and Barcelona nearest the houses.

### **Fire Wardens**

Staff who have been trained as fire wardens will be responsible for checking the clearance of ALL rooms in their immediate areas, including stores & private study rooms. They will report action taken to the Senior Member of Staff at the Assembly Point. Office staff will take registers and Signing In/Out sheets to the assembly area.

### **Cover Supervisors**

Cover supervisors are to familiarise themselves with the designated fire wardens. In the event that a fire warden is absent, a situation may arise whereby they shall become the warden.

**Classroom teachers** will then make an immediate and stringent check of their class for any absentees and report findings **IMMEDIATELY** to a senior member of staff who will in turn report to the member of staff in charge of fire drills. The member of staff in charge of fire drills and /or a senior member of staff will organise a search for any missing persons.

**UNDER NO CIRCUMSTANCES will any students be sent back into the building.**

Should a form mentor be absent, the initial register check should be made by a non-form mentor assigned to the section; this is to be organised by KS managers.

**Classroom teachers** will remain with their classes until dismissed and to ensure **silence** and **control** throughout the proceedings.

N.B. All teachers should encourage students to display a proper sense of urgency and to move quietly and quickly to the assembly point by the route indicated by the 'Emergency Escape Signs'.

### **Disabled Persons**

Staff should be aware that at any time it is possible that we have persons on crutches, wheelchairs etc. There is a file in the main office PEEPs (Personal Emergency Evacuation Plans) with individual instructions of actions required, specific to each person who has a PEEP. All staff to assist a disabled person to the nearest refuge point (see below for location of refuge points), note this might be a different direction to the flow of the evacuation and extreme care to be taken not to cause obstruction. Once this person is at a safe

refuge the staff member is to continue to the assembly point and advise a member of SLT who will radio through from the field the names of any students given to them by staff.

### **Staircases and Exit Doors**

All staff occupying rooms adjacent to these points will control the movement of students to avoid any possible congestion or accident.

### **Workshops, Laboratories and Food Technology Kitchens**

Teachers occupying these and other specialist rooms will ensure the 'cut-off' of all gas and electrical services. **Non-teaching staff** should join students and teaching staff at the assembly area.

### **Fire alarms during break or lunch time**

Should the alarm be raised during these periods the school will be evacuated in an orderly manner. Students will proceed to the Assembly Point under the control of Duty Staff assisted by Lunch Supervisors. All members of Staff on the premises will be expected to respond to the alarm and ensure the complete evacuation of the school.

**ALL alarms must have a response by evacuation.** You must not assume a false alarm. Teachers are reminded that their primary duty is to the students in their care - they are not expected to take any but the most basic and immediate steps to extinguish a fire i.e. using the extinguishers provided at strategic points, if trained to do so.

### **Assembly Point - Netball Courts**

Students must move quickly but **NOT RUN**. Students will line up **SILENTLY** in firm columns and wait for registration check.

**Full time and part time teaching staff** without mentor groups should position themselves at the end of the assembled lines in their designated house area to help maintain discipline.

**Non-teaching staff and visitors** should assemble at the designated area for registration by admin staff.

**Kitchen staff** should assemble at the designated area for registration, as delegated by Harrison Catering.

**SHOULD ANY EXIT BE OBVIOUSLY 'BLOCKED' THEN STAFF SHOULD DIRECT STUDENTS TO THE NEAREST AVAILABLE EXIT. UNDER ANY OTHER CIRCUMSTANCES, THE NORMAL DRILL SHOULD BE FOLLOWED.**

### **Exit routes**

Main Hall  
Other areas

### **Sports Hall**

Out through East and West Exits and onto assembly point.  
Out through North main entrance and around building to assembly point.

### **Exit routes**

Library  
N1, N7, N8  
I.T. Server room.  
N2 through N5  
Main Office  
M1  
M2 through M7  
D1 through D12  
C1, C2  
C3  
C4 through C9  
C10, C11 Kitchen  
Caretakers, meeting room.  
Hall  
H3, through H6  
H1, H2  
H7

### **School Building**

Down main staircase and exit via main exit.  
Down main staircase and exit via main exit.  
Down main staircase and exit via main exit.  
Exit via staircase 2 then out through fire exit, continue to assembly point.  
Exit via main exit, continue to assembly point.  
Exit via main exit, continue to assembly point.  
Exit via stairwell exit, continue to assembly point.  
Exit via D6 exit continue to assembly point.  
Exit via South exit to assembly point.  
Exit via East exit to assembly point.  
Exit via South exit to assembly point.  
Exit via East exit to assembly point.  
Exit via East exit to assembly point.  
Exit via East exit to assembly point.  
Exit via North East exit onto tarmac area then to the assembly point.  
Exit via main exit to assembly point.  
Exit via main exit then to assembly point.

B1, B2, B7, B8, B9, H8	Exit via East exit to assembly point.
B3 through B6	Exit via North exit then East around building to assembly point.
S2 through S7	Exit via West staircase (stairwell 6) onto tarmac then to assembly point.
S1, S8 & S9	Exit via stairwell 5 then to assembly point.
T1, T8	Exit via stairwell 5 then to assembly point.
T2 through T7	Exit via stairwell 6 onto tarmac then around outside of building to assembly point.
L3 through L12	Exit via stairwell 4 to assembly point.
Staffroom	Exit via main staircase to main exit.

### **Personal Emergency Evacuation Plans (PEEPs)**

All students with a mobility problem are issued with an emergency evacuation plan. The student's form tutor will have a copy of this and additional copy is held in the main office. Most students will only be monitored for a short while, when they are on crutches, whilst longer term students will have a more tailored plan devised for them depending on requirements.

### **Refuge points**

Refuge points are located within the North West stairwell of Sorrento and Tallinn and the sixth form stairwell between Neuchatel and Media and at the Sports Hall on the first floor, adjacent to the lift. There is also a refuge point in the Theatre and one in the Heart. (Lifts do not work in the event of a fire alarm activation)

### **Fire Warden Duties**

The below staff members are to become designated fire wardens in the event of a fire alarm activation:

- Simon Ballard (Sorrento)
- Sandra Morris (Tallinn)
- Andrew Baker (Tallinn) John Rye (Barcelona)
- Kate Leese (C Areas)
- Nicola Aherne (Neuchâtel)
- Shane Lycett (Media)
- Nick Williams (Delphi)
- Angela Potts (Delphi)
- Alice Radix (Languages)
- David Brooks (Art & Drama)
- Anlta Ives (H9/H10 Theatre, H11 & H12)
- Ryan Bowen (Heart)

Staff should sweep all rooms in their designated areas and ensure the rooms are clear of all persons, checking that all doors are closed. Staff should follow training which has been provided to them annually.

## Section 2: Lockdown procedures

This is a “lockdown” procedure, whereby the school is sealed off and no one is able to enter or leave until the situation is resolved.

### Suspicious person seen outside school grounds - Pandora Level 1

If a suspicious person is seen loitering outside the school or acting in a way which causes concern, the main office must be alerted and this procedure must be followed.

A member of staff must contact the main office who will immediately initiate this procedure, using the following script, over the PA system:

- “This is a staff announcement. Please immediately follow **Pandora level 1 - blinds**”
- This document will be immediately shared with all staff
- Repeat announcement

Procedures for:		
Staff supervising students:	Site Staff	Office Staff
<p>Staff inside rooms must lower blinds</p> <p>Staff should continue normal teaching</p>	<p>Site Team and appointed key holders to immediately lock external doors</p>	<p>Main Office to dial 999 immediately and ask for Police. Provide as much information as possible to the operator about the individual</p> <ul style="list-style-type: none"> <li>○ Description</li> <li>○ Name if known</li> <li>○ Behaviour</li> <li>○ Whether armed</li> </ul>

- **DO NOT** leave the building to challenge the person
- Wait for the Police to give an all-clear. A PA announcement will be made before unlocking doors

### Intruder inside grounds - Pandora Level 2

If a suspicious person is seen inside the school grounds, staff must not hesitate to react.

- A member of staff must contact the main office who will immediately initiate this procedure, using the following script, over the PA system:
  - “This is a staff announcement. Please immediately follow ‘**Pandora Level 2 - blinds, windows, doors**’
  - This document will be immediately shared with all staff
  - Repeat announcement

Procedures for:		
Staff supervising students:	Site Staff	Office Staff
<p>Staff inside rooms must close windows, lower blinds, and lock the internal door(s)</p> <p>Those in plazas or other open</p>	<p>Site Team and appointed key holders to immediately lock external doors and ensure fire exit doors are secured but usable, should the need arise</p>	<p>Main Office to dial 999 immediately and ask for Police. Provide as much information as possible to the operator about the individual</p>

<p>areas should immediately relocate to a lockable room</p> <p>Those on the sports field should seek shelter behind trees by the tennis courts Staff should try to maintain normalcy</p>		<ul style="list-style-type: none"> <li>● Description</li> <li>● Name if known</li> <li>● Behaviour</li> <li>● Whether armed</li> </ul>
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- **DO NOT** leave the building to challenge the person
- Wait for the Police to give an all-clear. A PA announcement will be made before unlocking doors

**Intruder inside school buildings - Pandora Level 3**

If an intruder is seen inside the school buildings, the school must not hesitate to react.

- A member of staff must contact the main office who will immediately initiate this procedure, using the following script, over the PA system:
  - “This is a staff announcement. Please immediately follow ‘**Pandora Level 3 - blinds, windows, doors, move away from doors and windows**’
  - This document will be immediately shared with all staff
  - Repeat announcement

<b>Procedures for:</b>		
<b>Staff supervising students:</b>	<b>Site Staff</b>	<b>Office Staff</b>
<p>Staff inside rooms must close windows, lower blinds, and lock the internal door(s)</p> <p>Move children away from windows and external doors or fire exits</p> <p>Those in plazas or other open areas should immediately relocate to a lockable room</p> <p>Those on the sports field should seek shelter behind trees by the tennis courts Move students out of view</p>	<p>Site Team and appointed key holders to immediately lock external doors and ensure fire exit doors are secured but usable, should the need arise</p>	<p>Main Office to dial 999 immediately and ask for Police. Provide as much information as possible to the operator about the individual</p> <ul style="list-style-type: none"> <li>● Description</li> <li>● Name if known</li> <li>● Behaviour</li> <li>● Whether armed</li> </ul>

- Staff should remain calm but consider additional ways to block entry through internal doors while also considering an alternative emergency exit. This might be through a fire exit, other door or windows.
- **DO NOT** challenge or approach the person.
- Wait for the Police to give an all-clear. A PA announcement will be made before unlocking doors

**For all incidents:**

- Notify all appointed staff and inform them to maintain timelines and records of all actions and events
- Decide whether the school should inform parents if applicable (SLT)
- Move students out of view
- Inform chair of governors
- Contact the KCC Press Office on 03000 418080
  - Murray Evans, 03000 416071 or 07834 051150, [murray.evans@kent.gov.uk](mailto:murray.evans@kent.gov.uk)
  - Out Of Hours, is through the call centre, 03000 414141 or silent hours, 03000 419191

## Section 3: Bomb or Suspicious Device

If a bomb threat has been made or a suspicious package has been found:

- Contact emergency services. Use 999
- Inform the main office who will start the evacuation procedure via the PA system using the following script:
  - “This is an emergency. Please immediately follow “**Chalkboard**”. You **must** switch off all two-way radios and mobile devices”
  - Repeat announcement x2
- Avoid the use of any two-way radios and mobile phones
- Avoid causing vibrations (from running, fire alarms etc.) as they can detonate some devices.
- Move students away from immediate danger (at least 100mtrs from building but further if possible). Far corner of field by water tower
- Office to contact senior members of staff
- **Account for all students, staff and visitors using fire evacuation procedures**
- Appointed staff to maintain timelines and records of all actions and events
- Decide whether the school should inform parents if applicable
- Do not allow anyone to re-enter the building until authorised to do so by the police
- Contact the KCC Press Office on 03000 418080
- Murray Evans, 03000 416071 or 07834 051150, [murray.evans@kent.gov.uk](mailto:murray.evans@kent.gov.uk)
- Out Of Hours, is through the call centre, 03000 414141 or silent hours, 03000 419191
- Inform chair of governors

If the bomb threat is made via the telephone, try to record the exact wording of the threat.

### Ask these questions:

- What time is the bomb set to explode?
- Where exactly is the bomb located?
- Is it out in the open?
- What kind of bomb is it?
- What does it look like?
- How did it get into the school?
- Why was it placed in the school?

Record the information as the caller has hung up and police/building security officer have been informed.