

Cedars Manor School



Fire Safety/ Emergency & Lockdown Policy

Article 19: You have the right to be protected from being hurt and mistreated, in body and mind

Approved by:	Governors	Date: October 2026
Last reviewed on:	September 2026	
Next review due by:	September 2027	

FIRE EMERGENCY PROCEDURES & LOCKDOWN

Introduction

Cedars Manor will insure so far as reasonably practicable that all staff, pupils and visitors are protected from risk of fire whilst on the premises.

Legal Requirements

The regulatory reform (fire safety) order 2005 (commonly referred to as the FSO) came into force on 1st of October 2006

The Purpose of the legislation is to place greater emphasis on Fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

The fire safety policy forms part of the school H&S policy and in common with the policy extends throughout the whole School with specific responsibilities as below:

- Governors ensure that an appropriate policy is in place in the School and that arrangements are made for its effective implementation
- The Headteacher has the ultimate responsibility for the implementation and management of this policy
- The Premises manager is responsible for the effective implementation of this policy and its role within the school H&S policy
- The FSO places duties on the responsible person. If the Local Authority is the employer they are therefore the Responsible person. Certain day to day duties responsibilities can be delegated down to a duty holder

Policy objective

- **To safeguard all persons from death or injury in the event of fire by effective management of fire safety**
- **To minimise the risk of fire and to limit fire spread**
- **To minimise the potential for fire to disrupt services, damage buildings and equipment or harm the environment.**

Managing fire safety

The school has delegated day to day responsibility for managing fire safety to the duty holder the Premises Manager

Daily Routine

- Make sure that all fire exits and pathways to exits are clear and free from obstruction
- Make sure all fire extinguishers are fit for purpose
- Make sure that fire warning systems/equipment is working correctly
- Perform regular weekly, monthly, quarterly, annually, test and record the information in the school's fire log record which will be kept in the main school's office
- Report instantly any concerns to the Premises manager or the Head teacher or both do not ignore any visual defects however small they may be

REPORT THEM!

KEEP OUR SCHOOL SAFETY AND EVERYONE IN IT SAFE!

FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU

- Staff discovering a fire should activate the alarm immediately by using the nearest available manual fire alarm call point.

FIRE FIGHTING

- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.

ON HEARING THE FIRE ALARM:

- The fire alarm is a continuous ringing sound
- Everyone must leave the building using the nearest fire exit and make their way to the Fire Assembly muster point.
- Reception will collect all signing in/out books and visitors log sheet and follow instructions displayed in office
- The Premises Manager will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm and will inform the Headteacher or nominated deputies.
- The Premises Manager/SLT the emergency services will arrive automatically as the school system is linked directly to the fire service (**DIAL 999**) if necessary upon discovery of any confirmed fire
- The Premises manager will liaise directly with the fire service upon their arrival,
- If Premises Manager is NOT onsite then Headteacher or nominated person will liaise with the Fire services.
- Staff will supervise the evacuation of pupils/visitors to the designated assembly point(s) – Fire Assembly muster point is located in the main back playground which is the furthest point away from the building.
- Any Staff that are not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the Fire Warden at the assembly point.

The Fire Assembly point is located on the large main playground.

- Pupils should leave their classes in single file, and then leave the building by the nearest available escape route as directed by the teacher in charge of the class (closest stairwell and exit points to be used).
- The last staff members to leave the classroom must close the windows and door. Pupils should walk with their class unless they are in a group, where they will be led out by the supervising staff and join their class at the assembly point.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

A calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings or use the lift

Fire Escape Routes:

Upon hearing the Fire Alarm; please evacuate the building by the nearest and closest exit that leads to the main playground which is our assembly point. Please do not take any belongings with you.

Nursery: Exit the building via your classroom door and use the gate located in your play area that leads to the main Reception outside foyer area and then use the pedestrian gate that leads to the main playground.

Reception Classes: Exit the building via your classroom exit doors; turn left and assemble in the main

playground.

Year 1 Classes: Exit the building via your classroom exit doors; turn right and assemble in the main playground.

Years 2 Classes: Exit via building via staircase 2; once outside turn right and assemble in the main playground.

Year 3 Classes: Exit the building via staircase 3; once outside head towards the main playground and assemble there.

Year 4 Classes: Exit the building via staircase 3; once outside head towards the main playground and assemble there.

Year 5 Classes: Exit the building via staircase 2; once outside turn right and assemble in the main playground.

Year 6 Classes: Exit the building via staircase 1; once outside head towards the main playground and assemble there.

Office staff: Please collect the register folders and report to the elected fire warden and assemble in the main playground.

Please remember the Fire alarm can activate at any time; so please use common sense to exit the building accordingly and keep your pupils calm, quiet and to follow instructions at all times etc

Staircase 1: staffroom staircase/ closest to the hall.

Staircase 2: middle staircase.

Staircase 3: closest set of stairs near the main back playground.

Last person: please close doors behind you and windows if you can.

Please escort any visitors to our Fire assembly point.

Our Fire Alarm system is tested every Thursday at 7.45am.

Fire drills: every term.

- On arrival at the assembly point, pupils must stand in their class lines in accordance to the Fire Assembly signs, while staff check their registers and remain silent at all times. Registers/visitors book etc. will be taken out to the assembly point by Reception office staff. Teachers must hold registers above their head to indicate registration complete and all children are accounted for. The result of this check must be reported to the Head teacher /senior member of staff as soon as it is completed and Premises Manager.
- Fire Wardens will be easily recognisable by wearing high visibility vests with Fire Warden clearly marked on the back.
- Fire wardens are responsible for checking that corridors/buildings are cleared and no one re-enters the building until it is safe to do so by the Premises Manager or nominated person. Fire wardens should ensure that in the event of their absence, another member of staff is available to take over their duties:

Area of Responsibility	Fire Warden A (Office Staff)
Ground floor level	Mrs Chaudhry / Miss Verrall
Monitoring the fire alarm and refuge panels	Richard Manners/ SLT

Area of Responsibility	Fire Warden B (Premises)
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First floor level Second floor level	Ms Joanides / Miss Brice Ms Bellis / Mrs Hustler
Additional	Miss Flannagan Mr Shwalbe

- All Fire Wardens should report to Head teacher or Assistant Headteachers that corridors/buildings are cleared.
- The Premises Manager/Head teacher will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff have been notified it is safe to do so by the Fire Brigade/Premises Manager/Head teacher.

If the building cannot be reoccupied following an evacuation, pupils will be evacuated to **Cedars Youth and Community Centre, Chicheley Road, Harrow Weald, HA3 6QH** and arrangements made to contact parents with a SIMS text/ App message to confirm this.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS / WELFARE OFFICE

Children in Welfare Office

The Welfare Officer is responsible for evacuating children in the welfare office, should a child be undressed for any reason they will either put on available dressing gown or use large red medical blanket and evacuate.

The welfare officer will take the emergency bag containing epi-pens and diabetic insulin along with other items needed by diabetic children. The officer will also take the school (blue) medical file for reference should it be required.

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building. If further staff assistance is required, it may be summoned via the refuge panel in the safety of the stair enclosures at both levels above ground: supporting staff may enter the stair safely from the final exits.

Visual disability

People with a visual disability will usually require the assistance of one person. On level surfaces, they should take the helpers arm and follow them. On stairways, the helper should descend first with the person's hand on their shoulder. If further staff assistance is required, it may be summoned via the refuge panel in the safety of the stair enclosures at both levels above ground: supporting staff may enter the stair safely from the final exits.

Hearing disability

Pupils with hearing impairments will be guided to the nearest exit by the adults that usually work with them. This may be a teaching assistant, class teacher or teacher of the deaf.

LOCKDOWN PROCEDURES



ON HEARING THE LOCKDOWN COMMAND:

If you are the person having to make the announcement go to reception, press the button 'Page All' then clearly, repeating 3 times the following sentence:

"CODE RED"

Should staff, pupils and visitors be required to go into 'Lockdown' they will receive a verbal command either face to face or via classroom telephone intercom:

- All pupils, staff and visitors remain inside the building.
- Lock / secure / barricade entrance points (e.g. doors, windows).
- Dial 999.

The Head teacher/Premises Manager must contact the Children's Centre to advise that the school has gone into 'Lockdown'.

Staff should:

1. Place pupils on the floor, under tables or against a wall, so the intruder cannot see them, look for a 'Safe Corner'
 2. If safe to do so, quickly glance outside the room to direct any pupils or staff in the corridors into your room immediately
 3. Block access points (e.g. move furniture to obstruct doorways)
 4. Draw curtains and blinds
 5. Turn off lights and computer monitors
 6. Stay away from windows and doors, keep quiet
 7. Keep out of sight
- Remain inside until an all clear has been given, or unless told to evacuate by Premises Manager/Headteacher or via the emergency services. All clear would be a member of staff walking around and or via the telephone system.
 - Never open doors during a lockdown, **EVEN IN THE EVENT OF A FIRE ALARM AS THIS COULD BE ACTIVATED BY THE INTRUDER**

DYNAMIC LOCKDOWN EMERGENCY PROCEDURES



Stay Safe

'Firearms and weapons attack'

ON HEARING A DYNAMIC LOCKDOWN COMMAND:

"CODE RED – STAR"

Should staff, pupils and visitors be required to go into 'Dynamic Lockdown' they will receive a verbal command either face to face or via classroom telephone intercom.

RUN:

- To a place of safety.
- Consider the safest options.
- Can you get there without exposing yourself to greater danger?
- Leave your belongings behind.

HIDE:

- If you can't run, hide.
- Find cover; if you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

TEL.:

- Call 999 - What do the police need to know
- Location - Where are the suspects

YOU MUST STAY SAFE

SHELTER FROM ENVIRONMENTAL HAZARDS PROCEDURES



Should staff, pupils and visitors be required to take 'Shelter' procedures they will receive a verbal command either face to face or via classroom telephone.

"CODE RED – SHELTER"

ON HEARING THE SHELTER SIGNAL:

- All pupils, staff and visitors should remain inside the building.
- If appropriate, move pupils away from the incident (e.g. to the other side of the building)
- Dial 999,
- If sheltering from an environmental hazard (e.g. a smoke plume) ensure all doors and windows are closed and ventilation / air conditioning, circulation systems are switched off.
- Check for missing/injured pupils, staff and visitors.
- Reassure pupils and keep them engaged in an activity or game.
- Notify parents/carers of the situation as advised by school.
- Remain inside until an all clear has been given, or unless told to evacuate by Premises Manager/emergency services.

BOMB THREAT EMERGENCY PROCEDURES



The school will follow the fire evacuation procedures, but the assembly point is: CEDARS YOUTH AND COMMUNITY CENTRE

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- + **If you receive a telephone call from someone who claims to have information about a bomb, record as much information as possible.**

Time of call:

Telephone number you were contacted on:

.....

.....

Exact wording of the threat:

.....

.....

- + **Stay calm. Being cautious, and without provoking the caller, try to ask the questions below.**

Where is the bomb right now?

.....

.....

What is your telephone number?

When will it explode?

.....

What does it look like?

.....

What kind of bomb is it?

.....

What will cause it to explode?

.....

Did you place the bomb? If so, why?

.....

What is your name?

What is your address?

.....

+ **Try dialling 1471. You may get information on where the phone call was made from.**

Did dialling 1471 work?

.....

Time the call ended:

+ **Contact the Police (999) and Head Teacher/nominee immediately.**

+ **Carry out further actions based on Police advice.**

What gender was the caller?

- ☐ Male
☐ Female

Approximately how old was the caller?

.....

Did the caller have an accent?

.....

Did the caller use a codeword?

.....

Did the caller sound familiar?

.....

What sort of voice did the caller have?

- | | | |
|------------------------------------|--|-------------------------------------|
| ☐ Normal | ☐ Well spoken | ☐ Impediment |
| ☐ Loud | ☐ Poorly spoken | ☐ Stutter |
| ☐ Quiet | ☐ Deep | ☐ Lisp |
| ☐ Whispered | ☐ High pitched | ☐ Slurred |
| ☐ Clear | ☐ Hoarse | ☐ Other |
| ☐ Disguised | ☐ Nasal | |

At what pace did the caller speak?

- ☐ Normal
☐ Quick
☐ Slow

What manner did the caller have?

- ☐ Normal
- ☐ Calm
- ☐ Excited
- ☐ Laughing
- ☐ Upset
- ☐ Angry
- ☐ Rational
- ☐ Irrational
- ☐ Irritated
- ☐ Muddled
- ☐ Other

Were there any distinguishable background noises?

Postal bombs or biological / chemical packages might display any of the following signs:

- Excessive wrapping.
- Grease marks or oily stains on the envelope / wrapping.
- An unusual odour including (but not restricted to) ammonia, almonds or marzipan.
- Discolouration, crystals or powder-like residue on the envelope/wrapping.
- Visible wiring/tin foil.
- Heavy weight for the size of the package.
- Uneven weight distribution.
- Too many stamps for the weight of the package.
- Poor hand writing, spelling or typing.
- Delivery by hand from an unknown source.
- Wrongly addressed or come from an unexpected / unusual source.
- No return address or a postmark that does not match the return address.

The likelihood of a school receiving a postal bomb or biological/chemical package is low. If you do receive a suspicious package carry out the actions below.

Ref'	Initial response - upon receiving a suspicious package	Tick / sign / time
SP1	Remain calm.	
SP2	Put the letter / package down gently and walk away from it: <ul style="list-style-type: none"> ▪ Do not touch the package further. ▪ Do not move it to another location. ▪ Do not put the package into anything (including water). ▪ Do not put anything on top of it. 	
SP3	Note its exact location.	
SP4	Evacuate the building, keeping people away from the room as far as possible. Ensure that any assembly points are located away from the danger of flying glass.	
SP5	Notify the Police (999) and the Head Teacher/nominated emergency contact immediately.	
SP6	Do not use mobile phones, two-way radios or sound the alarm using the manual fire alarm call points.	

If anyone is exposed to a potentially hazardous substance carry out the actions below.

Ref'	Initial response - if exposed to a potentially hazardous substance	Tick / sign / time
SP7	Keep all persons exposed to the material separate from others and available for medical examination. Ask them to remain calm and avoid touching their eyes, nose or any other part of their body.	
SP8	Ensure that ventilation/air circulation systems in the building have been turned off and that all doors (including internal fire doors) and windows have been closed.	
SP9	Anyone experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) should seek medical attention urgently.	