

Evacuation and Lockdown Policy

Telford Japanese School

Date: 1/12/2018

In an emergency, staff members at Telford Japanese School will endeavour to take all reasonable actions in order to ensure the safety of pupils. The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

1 Definitions

- 1.1 "Staff members" refers to teachers, the Headmaster, the school clerk, governor staff and parents assigned as patrol on duty.
- 1.2 "Students" refers to all children who belongs to Nursery, Primary and Secondary sections of Telford Japanese School.
- 1.3 An "evacuation" is the orderly removal of children, parents, staff members and visitors from the school building; this can be as a result of a fire or other incident within the building.
- 1.4 "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 threat.

2 Evacuation procedure

- 2.1 The signal given to implement the evacuation procedure is fire alarm bell.
- 2.2 Should fire break out in the school, it will be the responsibility of staff members to:
 - Raise the alarm using nearest break glass
 - Evacuate the school
 - Check all pupils/visitors are out of the building.
- 2.3 All staff should be aware of their nearest fire exit and evacuation procedures.
- 2.4 Assembly point is the middle-level of the playground.
- 2.5 Teachers
 - On hearing the fire alarm the teachers will take the children through the nearest fire exit to the assembly point.
 - At assembly point, teachers will collect children in their class and check the children against student registers and immediately inform the Headmaster of the situation.
- 2.6 Pupils
 - Children MUST follow instructions of Teachers or Staffs close by and evacuate the building immediately.
 - NO ONE should stop to collect any belongings.
 - While evacuating the building, children MUST NOT Push, Run, Talk, Return nor

Approach danger at all times.

- At the assembly point, children must line up in their year groups and follow the instruction of their teachers.

2.7 Patrol on duty

- The patrol on duty will collect the parents/visitors register and immediately evacuate to the assembly point.
- At assembly point, the patrol on duty will check the head count of parents/visitors against registers and immediately inform the Headmaster of the situation.

2.8 Parents / Visitors

- ALL parents and visitors must immediately evacuate the premise to the assembly point.
- At assembly point, parents and visitors must stay closely together and cooperate with patrol on duty for checking against register.

2.9 School Clerk / Governor Staff

- Unless otherwise informed that a fire drill is to take place, the school clerk will on hearing the alarm immediately contact the Emergency Service on the emergency number 999.
- The school clerk will collect the student register and immediately evacuate to the assembly point.
- In the event that school clerk is not present at the time of fire, Head of Governor will take responsibility of above.
- The governor staffs will ensure that fire exits are not obstructed and support children and teachers evacuate as necessary.
- The governor staffs will evacuate the premise to the assembly point after checking that no children are left in the halls or corridors.

2.10 Headmaster

- The Headmaster will swiftly move to assembly point and monitor the evacuation of the premises.
- The Headmaster will make sure that headcount checking for all classes and parents / visitors are completed.
- The Headmaster will call all-clear, once the safety is confirmed by Emergency Services.

2.11 Care Taker

- The care taker will visually check the Class Rooms, Halls, and Toilets to make sure that no one is left and report to Headmaster.

2.12 In event that missing personnel or children are identified, school staff will immediately search for him/her if safe to do so.

2.13 Under no circumstances no one can re-enter the building during the evacuation procedure,

unless the 'all clear' is given by the Headmaster or emergency services.

2.14 Staff members will be aware of any pupils under their care who have a Personal Emergency Evacuation Plan (PEEP) and act accordingly.

2.15 All evacuations will be recorded using the Evacuation Record Log.

3 Personal Emergency Evacuation Plan (PEEP)

3.1 Where a pupil has a disability which may result in them needing help in evacuating the premises, a PEEP will be put in place.

3.2 A PEEP will identify the following:

- Specific evacuation procedure and routes

- Any specific support required

3.3 A PEEP will be shared with all staff members and a copy will be handed to the Telford Park School via Care Taker.

3.4 When there is a change in the individual's health or a change of procedure, a PEEP will be reviewed and amended to reflect these changes.

3.5 PEEPs will be set out in the format demonstrated in Appendix A.

4 Lockdown procedure

4.1 The lockdown procedure will be used in the event of, but not limited to, the following:

- An intruder on the school site

- The close proximity of a dangerous dog, or other animal, roaming loose.

4.2 The signal given to implement the lockdown procedure is continuous sound of portable alarm bell.

4.3 Should the risk appear, it will be the responsibility of staff members to:

- Raise the alarm using portable alarm bell

- Take all children/visitors into the nearest classroom or to a safe place and provide security by locking the door.

- Check all children/visitors are at safe place.

4.4 Teachers

- On hearing the alarm, teachers will instruct children to stay in the classroom and guide those who are outside the class room to move into the nearest classroom as quickly as possible.

- Once children are kept inside the classroom, teachers will lock the classroom door.

- Teachers will let Children, Parents and Visitors who are left outside of the classroom to come inside immediately, unless it will endanger them and the others.

- Teachers will instruct children to sit on the floor, under the table or against the wall in order to stay away from sight from windows and doors.

- Teachers will turn off all lights and electrical monitors expressing light.

4.5 Pupils

- Children MUST immediately move into the classroom nearby, if they are inside the premises when the alarm is activated..
- Children MUST follow the instruction of Patrol on Duty, if they are outside the premises when the alarm is activated.
- Once in the classroom, Children MUST remain silent and follow the instructions of the Teachers.

4.6 Patrol on Duty

- When alarm is activated during classroom hours, Patrol on Duty will instruct Parents and Visitors to immediately find their way to Parent's waiting room or any of the classroom at second floor if safe to do so.
- When alarm is activated during recess hours, Patrol on Duty will assess the situation and instruct Children to return to the building and into the closest classrooms only if it is safe to do so.
- If it is not safe to return to the building, Patrol on Duty will instruct Children hide where it is deemed to be out of sight of the risk.

4.7 Parents / Visitors

- ALL parents and visitors must immediately find their way to Parent's waiting room or any of the classroom at second floor if safe to do so.
- If it is not safe to move towards second floor, Parents and Visitors should evacuate the premises and hide where it is deemed to be out of sight of the risk.

4.8 School Clerk / Governor Staff

- Unless otherwise informed that a lock-down drill is to take place, the school clerk will on hearing the alarm immediately contact the Emergency Services on number 999.
- In the event that school clerk is not present at the time of lock-down procedure, Head of Governor will take responsibility of above.
- The governor staffs will check that no Children are left in the halls, corridors or at proximity of a risk.

4.9 Headmaster

- The Headmaster will call all-clear, once the safety is confirmed by Emergency Services.

4.10 Care Taker

- The care taker will visually check the Halls, corridors and Toilets to make sure that no one is left.

5 Drills

- ### 5.1 Telford Japanese School will carry out evacuation drills at least once a year in order to

ensure pupils and staff members fully understand what is involved in the procedure and that it is implemented effectively.

- 5.2 Time taken to evacuate will be recorded using the Evacuation Record Log.
- 5.3 Any issues identified in the drill will be recorded using the Evacuation Record Log and will be reported to Telford Park School.
- 5.4 In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken at least once a year.

6 Communication with parents/carers

- 6.1 Information regarding Telford Japanese School's evacuation and lockdown procedures will be routinely shared with parents via parents meetings and/or school website.
- 6.2 In the event of any of the procedures taking place due to a real emergency, parents will be informed of any developments as soon as is practicable.

7 Reviews and amendments

- 7.1 Telford Japanese School will review and amend this policy as required.
- 7.2 In the event that major amendments were made to the policy, Telford Japanese School will notify Telford Park School.

Personal Emergency Evacuation Plan (PEEP)

Appendix A

名前 Name:		学年 Year group:	
緊急避難開始の認識方法 AWARENESS OF PROCEDURE			
<input type="checkbox"/> Existing fire alarm system <input type="checkbox"/> Other (_____)			
個別緊急避難手順 (アラーム発動からの詳細の手順) PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the alarm).			
1			
2			
3			
必要な支援方法 (ガイダンスの方法、移動手段など) METHODS OF ASSISTANCE (e.g. Methods of guidance, transfer procedures etc)			
緊急時支援をする者 The following have been designated to give assistance			
名前 Name			
名前 Name			
必要な器具等 (コミュニケーションの手段や非難椅子の使用など) EQUIPMENT REQUIRED (including means of communication, use of evac-chairs etc)			
その他 ADDITIONAL INFORMATION			
レビュー REVIEW			
校長署名 Signed by Headmaster		日付 Date	
本人/保護者署名 Signed by Individual/Career		日付 Date	