



## Fire Policy & Emergency Procedures | 2025/2026 | – Issue 1

<b>Name of Policy</b>	Fire Policy & Emergency Procedures
<b>ISSR</b>	Part 3: Pupils physical and mental health and emotional wellbeing, para 71, 74
<b>Reviewed by</b>	AlleyN's Governing Board
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<b>Date of school review</b>	July 2025
<b>Date of next school review</b>	August 2026

## Applicability

AlleyN's Junior School	(including EYFS)	AlleyN's Oakfield	(including EYFS)	Senior School
Yes	Yes			Yes

This policy document references and should be read in conjunction with the School's **Critical Incident Policy**.

## Changes to Previous Issue

- With AlleyN's Oakfield joining the AlleyN's Schools Group and being fully under AlleyN's School as part of the charity, there will be a 12 month period of alignment. This policy therefore covers AlleyN's Junior & Senior Schools only.
- The School's Lockdown Management Procedure as it is now known has been included, and was developed alongside specialist advice.
- The Fire Wardens List has been fully updated as of issue. Some departments have moved location over the summer, so areas have been amended accordingly.
- The School's previous 'Get In Stay Put' policy has been moved from the Critical Incident Policy to this policy, to make it more accessible for staff and students. This is replaced by a new Lockdown Policy.

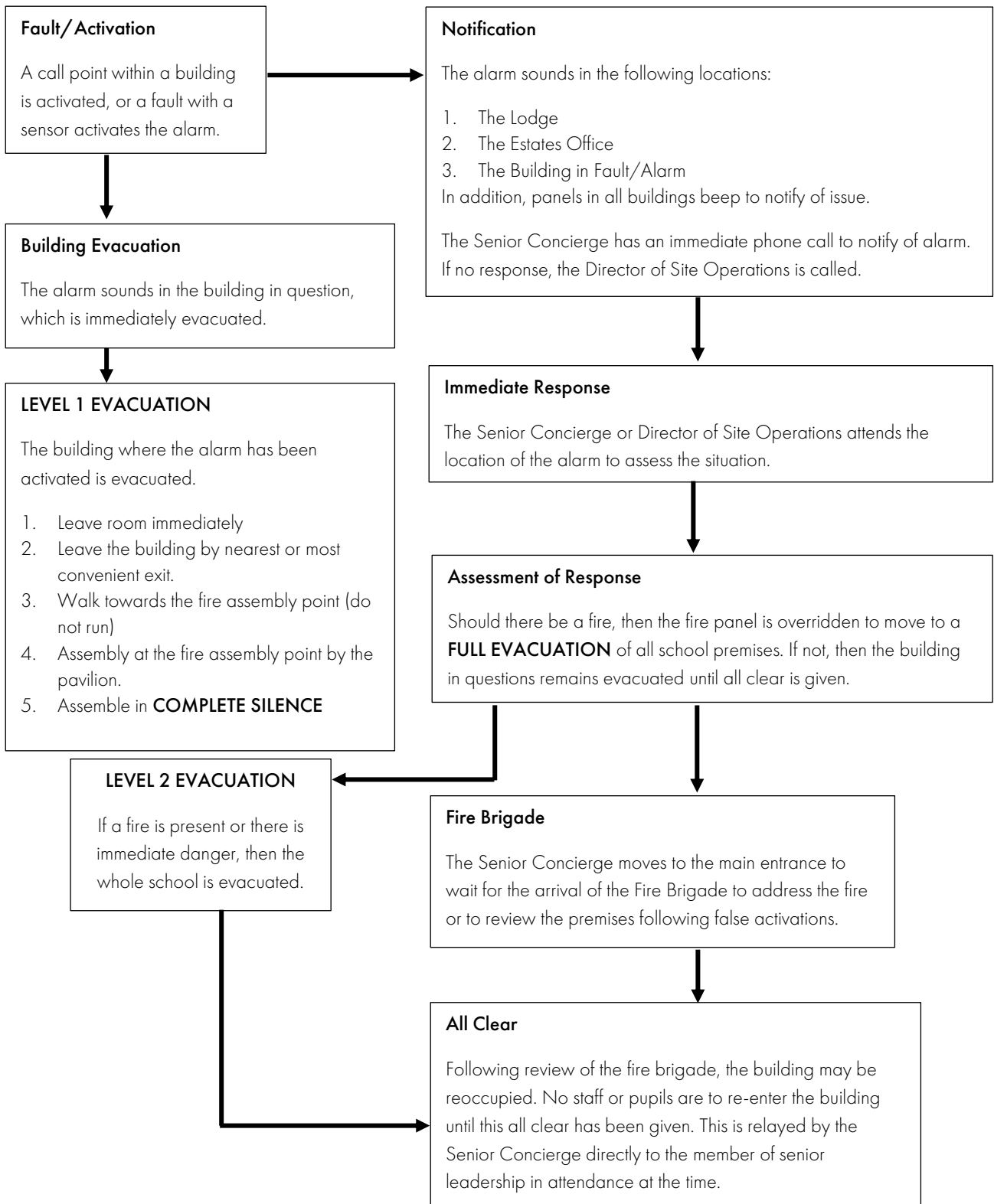
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## Fire Response Chart



## General Points

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The Governors, Head and the Senior Leadership Team have a legal responsibility to ensure the safety of everyone on the School site, including pupils, staff and visitors. Everyone on the site is provided with fire safety information. All staff are provided with Fire Safety training. Fire drills are conducted termly.

- The School system is 'zoned' and activated by heat/smoke detectors and by the usual 'break glass' system. Each zone has a sound alarm which is made familiar by a drill in the first quarter of the academic year and is checked each Monday before school. This means that at a first alarm only the building affected will be evacuated, until such time as a fire or other danger (as opposed to a false alarm) has been discovered. A fire always necessitates a Full-School – Level 2 – evacuation.
- Fire Safety Rules are displayed in every classroom together with an evacuation map showing the route from the exits of each building to the Fire Assembly Points (FAPs).
- Supervision of pupils is paramount. So, if a teacher has to evacuate a building for a Level 1 Single Building evacuation, but has a class waiting or about to start elsewhere, they should first accompany the pupils in the class being taught to the Fire Assembly Point (FAP), and after completing the registration, they should go to the next lesson if it is in a building unaffected by the fire alarm. The zonal alarm system means that it is perfectly safe to remain in a building that does not have an alarm sounding.
- The CCF have an ammunition storage facility where they occasionally hold ammunition in the Armoury. It is on the lower level of the Main Building. Teaching Staff and Support Staff should be aware of this facility, the fire service should be informed, and no one should attempt to fight the fire if any ammunition is involved (**see Appendix 6**).
- The procedure in an emergency is designed to check that the buildings are evacuated and are empty. At a **LEVEL 1 Single-Building Evacuation** this will be done by class teachers checking timetabled classes from that building at the Year 7 Fire Assembly Point (FAP) on the Playing Fields, see **Appendix 2: Fire Evacuation Map**. In the event of a Level 1 Building Evacuation, a member of the SMT or the most experienced HoD from the building concerned should take immediate charge of supervising pupils at the Fire Points. If a fire is discovered, a **LEVEL 2 Full-School Evacuation** will be called and all Forms will assemble with their Tutors at the FAPs on the Playing Fields in front of the Pavilion, see **Appendix 2: Fire Evacuation Map**.

It is worth noting that at BOTH LEVEL 1 and LEVEL 2 alarms, the Fire Brigade is called to attend, and only the Fire Brigade can give the initial permission to return to the building(s).

The following procedures will apply during class time and also between classes, during break and lunch and during assemblies (i.e. 8.30am until 3.45pm).

### Alarm Activation

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The Alarm bell will be sounded throughout a building following activation of a Call Point in that same building. If required these may be supplemented by a series of short rings on the electric bell or short blasts on a whistle or a hand bell.

Note: The alarms will be tested for approximately 30 seconds every Monday morning at 8.05am -. No action should be taken unless the bell continues. One building is also tested in isolation after the whole-site test, so there may be two bells heard in any one building during the Monday morning test.

### Procedures for Pupils and Staff:

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#### During registration/lessons

Pupils in the affected building should leave immediately and in silence using the nearest fire exit, accompanied and supervised by staff, leaving all personal belongings behind.

Once outside the building, they should gather at the FAPs; in a LEVEL 1 alarm this is with class teachers at the FAP for Year 7; in a LEVEL 2 alarm this is with tutors (including substitute registration teachers for absent staff), see **Fire Evacuation Map, Appendix 2. Teachers must ensure they bring their devices in a partial evacuation to help with accounting for all pupils in their lesson.** Pupils should be prevented from approaching the building, entering or re-entering it. Special care should be taken when a lesson is about to start because classes will be heading between buildings. Pupils should be directed to FAPs.

Remind pupils in unaffected buildings that it is perfectly safe to remain in their building unless the fire alarm is sounding in that building.

### Safety points

- Staff should close windows and doors if possible before leaving their room last.
- Pupils and staff must not search for/collect belongings.
- Staff should supervise a silent and orderly evacuation of rooms and buildings by the nearest convenient and unobstructed route. NB: the nearest staircases should be used to reach ground level. The lifts in the Edward Alleyn Building, Science Building, Lower School, Library, Swimming Pool building or Junior School should not be used. Fire doors should be closed. Those passing through fire doors should ensure they are closed.
- There MUST be no running or pushing by pupils.
- All pupils must remain silent for the duration of the drill until released by the Senior Deputy Head following registration with their tutor and the accounting for all students by relevant staff.

In addition:

- If possible, laboratory technicians should cut off the gas supply at the main. This should not be done at a practice drill.
- Any traffic entering the School gates should be directed away from School buildings and ordered to stop. No other movement of vehicles should take place on the campus from the first sounding of the Fire Alarm.

### Return to buildings

The signal to return will be issued by the Senior Deputy Head, who will be stationed at the Control Point. No one should enter a building until they receive the go ahead, which cannot be given until all affected zones have been checked and the Fire Brigade have given permission to do so. Remember, the rule is: "Get out, stay out".

### Evacuation outside lesson time

#### During Assemblies

- Pupils should leave the Great Hall using the nearest exit and proceed to the nearest external door, i.e.
  - Rear of Hall door to East side door (facing Astro pitch);
  - Side of Hall doors to Main front door;
  - Gallery to stairwell and to East side door (facing Astro pitch);
- For assemblies in the MCT at Alleyn's, evacuation is by the nearest exit, using the stairs from the upper levels.

#### Other Assemblies/School Functions

As above.

#### During Breaks or Lunch

All pupils in the Dining Hall, Sixth Form Centre, Library, Reception etc. should leave by the nearest exit and assemble at FAPs on the Playing Fields.

All pupils in corridors should leave the building by the nearest exit and make their way to the FAPs on the Playing Fields. The important safety point is to get outside the building directly. The Main Building front door should only be used by pupils for whom it is the nearest exit (e.g., from the Great Hall).

### **During Examinations**

Examination Candidates evacuated from the Sports Hall, Old Gym, EAB or computer suites will assemble at a separate FAP in order to comply with examination protocols, see **Appendix 2 – Fire Evacuation Map**. They will be registered and supervised by invigilation staff. Further details will be issued prior to examinations.

### **Lower School Evacuation**

All classes and staff evacuated from the Lower School building should be directed towards the FAP past the Dining Hall and across the quads, between the EAB and E Block and onto the field.

### **Junior School Evacuation**

Pupils in the Junior School should leave by the nearest exits with the supervisory member of staff.

### **In the event of mechanical failure of the Fire Alarm System**

A Fire Watch will be manned by Maintenance/Support staff. The Fire Alarm will be raised by verbal warning "FIRE! FIRE!". This will initiate procedures as per normal evacuations.

### **During Holidays**

The compulsory holiday signing-in procedure is the necessary check on personnel on site. Staff scan their Uniware cards and upon the sound of the fire alarm, the duty Concierge is able to print a list of all staff and visitors on site, providing a register. Level 1 and Level 2 evacuations operate as per a school day evacuation.

## Summary Evacuation Plans

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### Level 1 Evacuation (Single-Building Evacuation)

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**EXIT BY:** nearest clear exit from all rooms as indicated on **Fire Evacuation Map (Appendix 2)**. Take your school device if you are a teacher to assist with taking registers.

**FIRE ASSEMBLY POINT (FAP):** All Senior School pupils and staff in the affected building should use the Fire Assembly Point for Year 7 on the Main Playing Fields by the corner of the Edward Alleyn Building. All Junior School pupils and staff in the affected building should proceed to the JS FAP on the field.

**SUPERVISION:** pupils will assemble in the classes they were in when the alarm went. They will be supervised by the member of staff who had been teaching them at the point when the alarm sounded, or who was about to teach them in that building when the alarm sounded during pupil transfer between buildings. In the event of a Level 1 Building Evacuation, a member of the SLT or the most experienced HoD from the building concerned should take immediate charge of supervising pupils at the Fire Points.

**END OF PROCEDURE:** the Director of Site Operations (or their deputy) OR Senior Deputy Head (or their deputy) will issue one of the following instructions:

- Both pupils and staff will be released to return to the affected building as per A: 'Return to buildings', thus ending the evacuation.
- OR the Fire Alarm will be sounded throughout the School and the procedure will move to LEVEL 2 Full-School Evacuation. In this case, pupils will move to their form/tutor group in the appropriate Fire Assembly Point for their year group.

**As the fire panels in the Lodge, Reception & Estates will sound when there is a Single Evacuation, staff in this vicinity receive training on how to respond in these situations.**

### Level 2 Evacuation (Full-School Evacuation)

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**EXIT BY:** nearest clear exit from all rooms as indicated on Fire Evacuation Map.

**FIRE ASSEMBLY POINT (FAP):** use Form FAPs arranged by year group on the Main Playing Fields in front of the Pavilion.

**SUPERVISION:** pupils will assemble in their Form/Tutor Group. They will be registered and supervised by their Tutor (or substitute registration staff).

**END OF PROCEDURE:** after stand down by the Fire Brigade, a return to lessons will be announced (by Senior Deputy Head).

## Fire and Emergency Staff Duties: LEVEL 1 (Single-Building Evacuation)

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Staff should check for their name or role and highlight any areas of responsibility and action required. [NB – a formal registration of Pupils and Staff is not taken at LEVEL 1, however, any missing pupils should be notified to the Senior Deputy Head asap.

Member of Staff	Duty
HEAD	IN OVERALL CHARGE



Member of Staff	Duty
HEAD OF ESTATES COMPLIANCE & DIRECTOR OF SITE OPERATIONS	<ol style="list-style-type: none"> <li>On hearing fire alarm liaise with Reception – Senior Deputy Head (or Deputy Head(s)) to be informed.</li> <li>Proceed to building involved and then if necessary, set off alarms in all other buildings to evacuate pupils.</li> <li>Await arrival of Fire Brigade.</li> </ol> <p>Head of Estates Compliance or Director of Site Operations report to Senior Deputy Head:</p> <ol style="list-style-type: none"> <li>the building involved;</li> <li>that all alarms operated successfully;</li> </ol> <p>any area where assistance may be required and nature of assistance.</p>
MAINTENANCE & PREMISES STAFF	<ol style="list-style-type: none"> <li>Line up, in alphabetical order, at FAP (Operational Staff) adjacent to cricket pitch by the MUGA.</li> <li>After assembling, be detailed to take up stations at School gates as directed by the Head of Estates Compliance or Director of Site Operations.</li> </ol> <p>On being detailed to man School gates, close the gates to prevent entry into the School apart from the Emergency Services who should be directed to the building concerned.</p>
SECTION ADMINISTRATORS/PA to Deputy Heads/RECEPTION	<p>On being advised of Level 1 Single-Building Evacuation:</p> <ol style="list-style-type: none"> <li>Proceed to Control Point, taking signing-out book from Reception and the teaching staff absence book</li> </ol> <p>Section Administrators take pupil absence lists and signing in sheets</p>
DUTY CONCIERGE	Bring down visitors' log (when alarm sounds during the school holidays, an automatic print-out of all staff and visitors is available. The print-out is delivered to the Control Point).
FIRE WARDENS	Check their designated area according to Fire Warden's duties (Appendix 5) and report to the Chief Operating Officer (COO) at the Fire Wardens FAP. CCF area Fire Warden to inform the Director of Site Operations if any ammunition is held in the armoury.
SENIOR DEPUTY HEAD / COO's PA	<ol style="list-style-type: none"> <li>Set up Control Point on Pavilion steps with Deputy Heads. Microphone for PA system is in the Fire Box.</li> <li>Ensure that Fire Box containing building-by-building timetables (for LEVEL 1) and staff and form registers (for LEVEL 2), signing-out sheets for staff and pupils, signing-in late sheets for LS, MS and US and Section absentee lists have been received from Section Administrators.</li> </ol> <p>Receive report from Head of Estates Compliance or Director of Site Operations on which building(s) is affected.</p>
SUPPORT STAFF AND UNATTACHED TEACHING STAFF	<ol style="list-style-type: none"> <li>Assemble, in alphabetical order, at FAP (Support Staff and Unattached Teaching staff) adjacent to cricket pitch.</li> </ol> <p>Section Administrators to assemble at Control Point (Pavilion steps) with Section signing-in-late sheets and Section absentee lists.</p>
SCHOOL NURSE	<p>The Well Evacuation only.</p> <p>Check that the Well is evacuated and assemble at Support Staff FAP adjacent to cricket pitch by the MUGA.</p>
HEAD OF CATERING	<ol style="list-style-type: none"> <li>Kitchen/ Dining Hall Evacuation only evacuate kitchen staff.</li> </ol> <p>Line up in alphabetical order, next to FAP (Support Staff) adjacent to cricket pitch.</p>

Member of Staff	Duty
CLASS TEACHERS	<ol style="list-style-type: none"> <li>1. Assemble teaching set at Year 7 Fire Assembly Point (FAP) on the main playing field by corner of Edward Alleyn Building. Junior School should assemble at Junior School FAP.</li> <li>2. Check with available lesson register that class is accounted for.</li> <li>3. Give names of all missing pupils to Section Head/Deputy Head.</li> </ol> <p><b>In the event of a Level 1 Building Evacuation, a member of the SLT or the most experienced HoD from the building concerned should take immediate charge of supervising pupils at the Fire Points.</b></p>
CHIEF OPERATING OFFICER	<ol style="list-style-type: none"> <li>1. Liaise with Support Staff Registrars at FAP (Support Staff) adjacent to cricket pitch.</li> <li>2. Receive confirmation from Fire Wardens that designated areas have been checked and are clear.</li> <li>3. Register Fire Wardens.</li> </ol>
JUNIOR SCHOOL HEAD	Oversee Junior School registration. Receive report on Level 1 Evacuation from Head of Estates Compliance or Director of Site Operations
DEPUTY HEAD (where available)	<p>Receive report on Level 1 Evacuation from Head of Estates Compliance or Director of Site Operations</p> <p>Decide on return to classes OR move to Level 2 (Liaise with Chief Operating Officer and Estates Team).</p>

## Fire and Emergency Staff Duties: LEVEL 2 (Full-School Evacuation)

Staff should check for their name or role and highlight any areas of responsibility and action required.

[NB: A FULL REGISTRATION OF STAFF AND PUPILS IS TAKEN DURING THIS PROCEDURE].

Member of Staff	Duty
HEAD	IN OVERALL CHARGE
Head of Estates Compliance or Director of Site Operations	<ol style="list-style-type: none"> <li>1. On hearing fire alarm report to Reception – Senior Deputy Head/Deputy Head(s) to be informed.</li> <li>2. Proceed to building involved and then, if necessary, set off alarms in all other buildings to evacuate pupils.</li> <li>3. Await arrival of Fire Brigade.</li> <li>4. Head of Estates Compliance or Director of Site Operations Report to Senior Deputy Head/Deputy Head(s): <ol style="list-style-type: none"> <li>a) The building involved;</li> <li>b) That all alarms operated successfully;</li> <li>c) Any area where assistance may be required and nature of assistance;</li> </ol> </li> </ol> <p>Keep Reception informed.</p>
SITE OPERATIONS STAFF	<ol style="list-style-type: none"> <li>1. Line up at FAP (Operational Staff) adjacent to cricket pitch.</li> <li>2. After assembly and registration, be detailed to take up stations at School gates as directed by the Head of Estates Compliance or Director of Site Operations.</li> </ol> <p>On being detailed to man School gates, close the gates to prevent entry into the School apart from the Emergency Services who should be directed to the building concerned.</p>

Member of Staff	Duty
SCHOOL ADMINISTRATORS/ RECEPTION/DEPUTY HEADS PA	On being advised of a LEVEL 2 Evacuation, 1. Deputy Heads PA to take staff absence list to Control Point. 2. Section Administrators take pupil absence lists and signing in sheets
FIRE WARDENS	Fire Wardens check buildings in accordance with their list of duties and report to the COO at the Fire Wardens FAP
DUTY CONCIERGE	Bring down visitors' log to Control Point.
SENIOR DEPUTY HEAD / COO'S PA	1. Set up Control Point on Pavilion steps with Senior Deputy Head/Deputy Head(s). 2. Ensure that unattached teaching staff, support staff and form registers signing-out sheets for staff and pupils, signing-in sheets for LS, MS and US and Section absence lists (where available) have been received from Section Administrators. 3. Receive report from Head of Estates Compliance or Director of Site Operations on which building(s) is affected. 3. Distribute registers to allocated individuals. 4. Receive and collate missing persons reports ADVISE ON SAFE RETURN TO BUILDINGS
DEPUTY HEAD (ACADEMIC)/ DEPUTY HEAD (PASTORAL)/Chief Financial Officer /Asst Hd (Director of Studies) / Asst Head (Teaching and Learning)/ Asst Head (Co-Curricular and Partnerships)	1. Deputy Head (Academic) to register Form Tutors Yr 12-13 AND USMT 2. Chief Financial Officer to register Form Tutors Yr 11, Hd of Yr 11 & Heads of House 3. Deputy Head (Pastoral) to register Form Tutors Yr 9-10 and Head Yr 9 and 10 4. Asst Hd (Dir of Studies) to register Form Tutors Yr 7& 8 AND LSMT 5. Asst Hd (Co-curricular & Partnerships) to register unattached staff. ALL COMPLETED REGISTERS TO DEPUTY HEAD (Academic) TO COLLATE REGISTER OF ALL TEACHING STAFF
ASSISTANT HEAD (CO-CURRICULAR & PARTNERSHIPS)	1. Assemble, <b>in alphabetical order</b> , at FAP (Unattached Teaching Staff), on field separate from and behind pupils and register staff. Take list to Asst Hd (T&L) to collate Staff List.
SCHOOL NURSE	Check that the sick room is evacuated and assemble at FAP (Support Staff) adjacent to cricket pitch.
CATERING MANAGER	1. Evacuate kitchen staff. Line up with staff at FAP (Operational Staff) adjacent to cricket pitch, in alphabetical order. Take register and report to Chief Operating Officer any staff not accounted for.
OPERATIONAL STAFF	1. Assemble, in alphabetical order, at FAP (Operational Staff) adjacent to cricket pitch, in four lines in alphabetical order. 2. AV Technician to be present on Pavilion steps.
SECTION HEADS JUNIOR SCHOOL: LOWER SCHOOL Head and Heads of Year MIDDLE SCHOOL Head and Heads of Year UPPER SCHOOL Head and Heads of Year & SECTION ADMINISTRATORS, DEPUTY HEADS ASSTS.	1. Collect registers from Fire Box and distribute to form tutors. 2. If any Tutors are absent use Hd Yr or Heads of House to deputise. 3. Compare completed registers with absentee list (from Section Administrators on Pavilion steps. 4. For JS from JS Admin at JS FAP and compile missing pupil lists. Prepare list of missing persons form-by-form (for JS missing persons, hand list to JS Deputy Head or JS Director of Studies).
HEAD OF INSTRUMENTAL STUDIES	Take register of VMTs and hand to Control Point.
FORM TUTORS	1. Tutor (or the registration cover teacher) join Form at FAP where register will be brought to you by Section Head.

Member of Staff	Duty
(INCLUDING COVER REGISTRATION STAFF)	2. Take full register (head counts are not satisfactory). <b>Clearly mark all absent from line with an x.</b> Give names of all missing pupils to Section Head.
EMERGENCY CONTROL DEPUTIES Deputy Head (Pastoral)	<ul style="list-style-type: none"> <li>Appoint deputies for Section Heads, Form Tutors etc.</li> </ul>
COO	<ol style="list-style-type: none"> <li>Liaise with Support Staff Registrars at FAP (Support Staff) adjacent to cricket pitch.</li> <li>Ensure that register is taken of all Support Staff,</li> <li>Ensure register is taken of Fire Wardens.</li> <li>Report to Head any people unaccounted for.</li> </ol>
BURSARY STAFF	<ol style="list-style-type: none"> <li>Assemble at FAP (Support Staff) adjacent to cricket pitch and take register.</li> <li>COO's PA to Control Point with Fire Box.</li> <li>CFO's PA or PA to Deputy Pastoral to take register of support staff.</li> </ol>
JUNIOR SCHOOL HEAD	<ul style="list-style-type: none"> <li>Oversee JS registration. Receive report on Level 2 Evacuation from Head of Estates Compliance or Director of Site Operations</li> </ul>
ARRANGEMENTS FOR SWIMMING LESSONS (Senior School and Junior School)	<ul style="list-style-type: none"> <li>Get pupils out of the pool, line them up by the door, take the register and send one of the staff to report absences and ensure missing pupils accounted for. Allow back into the water when Deputy Head (Pastoral) advises it is safe to do so.</li> </ul>

## Lockdown Procedures

This entire section is new to the School, and this policy, so should be read in its entirety.

### Lockdown Flowchart



This can be found in Appendix 10.

### Authority Levels

Staff with authority to judge level of response and implement lockdown	
SLT Member	Any member of the Executive Team.
Any member of staff.	Any member of staff witnessing a dynamic incident can initiate a lockdown, and must then inform a member of the Critical Incident Management Group.

### Lockdown Process

Item	Action	Considerations
1	<p><b>Inform police, seek advice and follow any instructions provided.</b></p> <p><b>Call 999 without delay.</b> Provide as much information as possible about the potential threat including number of intruders, physical descriptions and clothing, any weapons carried, whether they are known to the school, locations etc.</p>	Any member of staff who believes that a lockdown might be required should inform a member of the Senior Executive Team immediately, if safe to do so.

Item	Action	Considerations
	<p>Address of main vehicle entrances for use by emergency vehicles:</p> <p>Alleyn's School: Townley Rd, Dulwich, London SE22 8SU</p> <p>What3words of vehicle entrance: ///curiosity.reward.jump</p>	<p>If it is not safe to contact these individuals, call 999 without delay and follow police instructions.</p> <p>Do not delay making proactive decisive actions if pupil or staff safety is at risk, such as whilst awaiting external advice or further threat information.</p>
2	<p><b>Establish lockdown type</b></p> <p>If necessary and whilst awaiting police advice, make decision based upon initial threat information:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: left;"> <p>Threat beyond the school perimeter. No immediate threat to students/staff.</p> <p>Communicate message by email, on desktop monitors and by SLT verbal instruction.</p> </div> <div style="text-align: center;"> <p><b>Perimeter lockdown</b></p>  </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="text-align: left;"> <p>Threat within school perimeter and/or immediate threat to students/staff</p> <p>Sound the lockdown alarm</p> </div> <div style="text-align: center;"> <p><b>Full lockdown</b></p>  </div> </div> <p><b>Perimeter lockdown</b></p> <p>Activated by email / MS Teams / SMS / verbal briefing to staff. Indoor movement plan and any areas to avoid staff and pupils remain in buildings with free indoor movement, perimeter gates and external doors/windows locked. Establish site access movement plan. Based upon dynamic risk assessment, educational normality to be maintained as best possible.</p> <p><b>Full lockdown</b></p> <p>Activated by LOCKDOWN ALARM. This is an emergency procedure when staff and pupils remain in buildings with NO free movement between rooms. External doors and windows locked. If sufficient time and based upon dynamic threat assessment, conduct perimeter access lockdown first. Pupils may go to a different school building from their own for the duration of the lockdown event.</p> <p>A whole site lockdown can be triggered by staff turning the lockdown key in the fire alarm panel in one of two locations:-</p> <ul style="list-style-type: none"> <li>• The Lodge</li> <li>• Main reception</li> </ul>	<p><b>Perimeter lockdown</b> might be a graduated and preventative action before a potential full lockdown. Estates staff to be responsible for securing dedicated areas. SLT/CIMG must agree what movement, if any, will be permitted between buildings.</p> <p>Instruct all staff to monitor emails for further instructions. Ensure police called on 999 if not already done. CIMG may use a Whatsapp for communications between senior staff.</p> <p><b>Full lockdown</b></p> <p>Pupils and staff outdoors are advised to move to one of the following suitable locations:</p> <p>Top Field → St. Barnabas Church. Main School Fields → Pavillion</p> <p>Staff and pupils to remain in rooms with external doors and windows locked. Remind staff to follow 'lockdown immediate action' card (<b>Appendix 11</b>).</p> <p><b>Full lockdown – management response</b></p> <p>✓ Where possible, invacuate. Move pupils into classrooms or other lockable offices or rooms. This</p>
3	<p><b>Allocate key initial responsibilities:</b></p> <p>a. Critical Incident Management Group (CIMG) structure will be initiated as per Critical Incident Emergency Policy. CIMG will ensure initial communication of lockdown and whether perimeter or full lockdown to staff.</p>	

Item	Action	Considerations
	<p>b. Crisis Control Room to be implemented in Head's study. Consideration should be given for this to function 'virtually' and operate in full or in part through the Crisis Group Whatsapp if movement is restricted and all members are unable to attend in person.</p> <p>c. Activating access control restrictions and gates/external doors. In addition, ensuring the safety of staff, the following doors / gates will be locked:</p> <ol style="list-style-type: none"> <li>Pedestrian Gate – Outside The Lodge</li> <li>Pedestrian Delivery Gate – Near the Lodge</li> <li>Main reception door.</li> <li>Edward Alleyn Building</li> <li>Dining Room</li> <li>External doors to all buildings will be secured using access control system.</li> </ol> <p>d. CIMG will allocate roles as per the Critical Incident Plan, and in particular will identify the following roles according to the location and nature of the incident.</p> <p>e. Emergency services single point of contact.</p> <ol style="list-style-type: none"> <li>Monitoring of CCTV and key points of entry.</li> <li>Activating other access control restrictions.</li> </ol>	<p>is preferable to mass gatherings in halls.</p> <p>✓ Visitors / contractors to remain on site and be supervised</p> <p>✓ Attempt to identify location and nature of threat (intruder, armed with knife/other weapon, known or unknown to school etc)</p> <p>✓ Continue to dynamically assess threats and risk, for example responding to concurrent medical or other pupil support/mobility needs during a lockdown.</p> <p>✓ Do not place yourself at undue risk</p> <p><b>Fire Evacuation</b></p> <p>Only consider fire evacuation during full lockdown if fire / smoke is seen. Note that fire alarms might be activated by intruder in attempt to cause confusion.</p>
4	<b>Chief Operating Officer</b> will seek updated advice and support from emergency services. Ensure no confusion over site i.e. Senior School or Junior School.	Agencies may include police, ambulance, fire, Environmental Agency, Local Authority.
5	<b>Loggist / Administrator</b> will account for all pupils, staff and visitors/contractors on site and consider known pupil and staff absences.  This register will be confirmed to CIMG incident leader once complete. The loggist/administrator will be confirmed on incident, and is typically the PA to either to the Head, Chief Operating Officer, Chief Financial Officer or Senior Deputy Head.	Identify missing or unaccounted to CIMG incident lead
6	<b>Loggist / Administrator</b> will Instruct staff undertaking off site visits to return to alternative place of safety (St. Barnabas Church).	Place of safety may need to be another school or other public site away from potential threat.
7	<b>Director of External Relations</b> will prepare parent communications aiming to inform, reassure and instruct via SMS or email.	<ul style="list-style-type: none"> <li>Consider collection arrangements.</li> <li>Lockdown CIMG leader to approve.</li> </ul>
8	<b>Loggist / Administrator</b> will arrange for staffing of the main school telephone number, or pre-recorded message will be played where appropriate.	Agreed message will be provided to those contacting the school.

Item	Action	Considerations
9	<b>Director of External Relations</b> will draft external statement for school website and post it online	Lockdown SLT leader to approve Seek advice and support from DRD Partnership if appropriate.
10	<b>Chief Operating Officer</b> will seek advice from emergency services and initiate the 'all clear' (via Head) when threat passed. a. Only staff from the Executive Team are authorised to declare all clear b. All clear message and signal will be verbal communication, supported by email / SMS notification.	Account for all pupils and staff before all clear actions and anyone is released from the site
11	Establish initial recovery plan a. Pupil release arrangements - collections, phased release by Year Group once CIMG have accounted for all pupils. b. Initial staff debrief c. CIMG final incident meeting	Sign pupils out and hand them over to parents  Parents and pupils guided on answering questions from press and to refer questions to the school
12	Update communications a. Staff b. Pupils c. Governors d. Parents - email, letter e. Website / social media f. Press	Consider releasing press statements and spokesperson interview
13	If emergency services remain on site, formally 'take control' of incident and site.  Site Operations staff full sweep of site before closing and locking up.	Establish if any ongoing site control required for evidence preservation
14	Recovery to educational normality as soon as practicable. a. Staff briefing b. Pupil return to school - maintain routine as much as possible whilst allowing for flexibility and individual circumstances c. Ensure pupil support plans and identify individual pupils including SENDA who may benefit from additional support	CIMG to coordinate
15	Serious Incident Review by the Alleen's Response Committee	Establish learnings, invite emergency service input, review procedure and crisis management plan.

## Appendices

All appendices are included within this section.

### Appendix 1: Fire Assembly Points

Year Group	Form Tutor	Form Group	Form Room
7	Ms NJ Frost	7A	LS01
	Mr PI Palmer	7B	LS03
	Miss CAL McCutcheon	7C	LS05
	Miss RHH Nicholls	7D	LS11
	Mr ND Levy	7E	LS13
	Mr MB Stevens	7F	LS15
8	Mr DL Caffrey	8A	LS12
	Mrs BE White	8B	LS14
	Mr EJ Sharp	8C	LS02
	Miss SC Roberts	8D	LS17
	Ms R Edenbrow	8E	LS06
	Mrs CRT Patel	8F	LS16
	Miss ER Brown	8G	LS04
9	Mr N Price	9Bn	207
	Mrs CGC Poirier Hammond	9Br	302
	Mr TD Barton	9Cr	217
	Mr GM Evers	9Du	010
	Mr OAC Ponton	9Ro	204
	Miss KOJ Allan	9Sp	003
	Mr HT Hood	9Tn	111
	Miss REC Seager	9Tu	205
10	Miss PEM Nicholls	10Bn	307
	Dr AM O'Neill	10Br	211
	Mr CM James	10Cr	014
	Dr DOA Hawes	10Du	112
	Mr JA Maskill	10Ro	012
	Mr RDW Payne	10Sp	305
	Miss MKC Williams	10Tn	210
	Mr LAH Golding	10Tu	001
11	Mrs LA Willetts	11Bn	201
	Mr PN Saville	11Br	C6
	Miss E Grigg	11Cr	005
	Mr WJ Howell-Harte	11Du	202
	Mrs AL McKay	11Ro	013
	Mrs CA Mines	11Sp	304
	Miss LR Nichols	11Tn	103
	Ms S Beri	11Tu	216
12 & 13	Mrs JMA Franco	US Bn1	S0
	Miss JR Carlsson	US Bn2	219
	Ms CE Fleming	US Bn3	S10
	Dr LJ Moore	US Br1	S2



Year Group	Form Tutor	Form Group	Form Room
	Miss S Martin	US Br2	EA12
	Mrs E Naz	US Br3	S1
	Miss A Schüller	US Cr1	303
	Ms JA Platten	US Cr2	220
	Mr J Noy	US Cr3	007
	Ms Z Chen	US Du1	006
	Ms SC Reynolds	US Du2	EA11
	Mr TRW Strange	US Du3	120
	Mrs HPB Durno	US Ro1	206
	Mr JWE Lothian	US Ro2	S13
	Mr Y Hu	US Ro3	009
	Dr S de Silva	US Sp1	002
	Miss A Sengupta	US Sp2	S12
	Mr BW Ford	US Sp3	C13
	Mrs HEL Sibona	US Tu1	121
	Mr MC Fish	US Tu2	EA13
	Mrs A H Swann	US Tu3	S14
	Mrs E-JC Doherty	US Ty1	102
	Dr SC Kent	US Ty2	025
	Ms EA Taskey	US Ty3	221

## Appendix 2: Fire Evacuation Map



## Appendix 3: Fire Alarm Arrangements

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### Technical and Administrative Summary

The fire system is linked between all the buildings and also set up to call the fire brigade on a Redcare alert. In a fire, a full evacuation and the quickest possible response by the fire brigade would be vital to save lives. The fire brigade are clear that they will treat any alert from school premises as a priority.

The Maintenance Team walks the buildings on a regular basis to ensure that all fire exits and evacuation routes are clear and can be opened. Fire and smoke detectors, alarms, emergency lighting and extinguishers are all checked annually. Checks are conducted by a competent company/person (ISO9001 certified/BAFE approved).

In the Dining Hall, Sports Hall and EAB Atrium, because of the shape of the spaces, smoke beam detectors are installed. In the Great Hall we have a VESDA (Very Early Smoke Detection Alarm) because of the size of the room and its construction. Elsewhere the system uses smoke/heat detectors and manual call points with a break-glass. Additionally, in the EAB there are smoke vents on all stairs and in the Atrium. The EAB lift will return to park position, with doors open, on the ground floor in the event of the fire alarm sounding.

The system is an L2 system, and so the detectors are positioned to protect corridors and escape routes. This is the standard for schools.

In order to ensure that the system is not triggered unnecessarily and to manage the disruption to the School of any minor incidents which trigger the alarm but are not threatening, the following should be noted.

### Heat Detectors In Sensitive Areas

The detectors in the following areas are on Heat setting between 8.00am and 6.00pm. Science, Art, Food Technology, DT, Sixth Form Centre, the EAB café, EAB Auditorium and the Dining Hall Kitchen. This means that the detectors in those areas will only go into alarm mode if they detect a temperature above 60°C. The system will switch over automatically to Heat setting at 8.00am (weekdays and weekends) and back to Smoke at 6.00pm but can be overridden manually at any panel.

### System Delay

The School has a 4 minute delay on notification to the Fire Brigade, to allow investigation of any false alarms.

**Copies of fire risk assessments are available from the Bursary.**

## Appendix 4: Fire Training

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Staff receive site information relating to fire and basic fire awareness training, soon after they join Alleyn's, with refresher training at appropriate intervals. Fire wardens receive a higher level of training appropriate to their duties.

The basic fire awareness training is a course that covers:

- Chemistry of fire
- Common causes of fire
- Basic safety features in buildings
- Introduction to fire extinguishers
- What to do in cases of fire

The HR department maintain a record of this training.

## Appendix 5: Fire Warden Duties

Fire Wardens have sufficient training, experience and knowledge to carry out their duties. Staff expected to undertake the role of Fire Warden will be expected to:

- Help those on the premises to leave;
- Check the premises to ensure everyone has left;
- Use fire-fighting equipment if safe to do so;
- Perform a supervisory/managing role in any fire situation.

Training for this role may include:

- Detailed knowledge of the fire safety strategy of the premises;
- Awareness of human behaviour in fires;
- How to encourage others to use the most appropriate escape route;
- How to search safely and recognise areas which are unsafe to enter;
- Understanding difficulties that some people, particularly if disabled, may have in escaping under any special evacuation arrangements that have been pre-planned;
- Additional training in the use of fire-fighting equipment;
- Reporting of faults, incidents and near misses.

## Appendix 6: Fire in the Armoury

All staff should be made aware that at certain periods throughout the year, the armoury in the Maths corridor will hold a small amount of small arms ammunition and pyrotechnics. This is a key component to the training of the cadet contingent at Alleyn's School. If a fire develops in the immediate area then there is a risk that the ammunition and pyrotechnics could be involved.

The sign to the right will be displayed in the door to the secure area and will identify to the Fire Service that ammunition and pyrotechnics are in the vicinity. They will then be able to treat the incident with the correct caution as they are trained to do.



Fig 1 Hazard Division 1.4 Sign

An outbreak of fire in the vicinity of ammunition, or amongst the ammunition, is a great and immediate danger to life and property. The safety of people takes priority; cadets must be removed from danger without delay.

In the event of a fire the Local Authority Fire Brigade and other emergency services must be called without delay.

Ultimately, no attempt is to be made to fight any fires where ammunition or explosives have become involved.

For further information and specifics please refer to the CCF Policy on Fire within the Armoury Compound which is held by the CCF SSI.

## Appendix 7: Fire Wardens – List of Names/Areas

Building	Names
Physics Dept, Science Block ground floor	Peter Proniewicz-Brooks / Eleanor Challands
Biology Dept, Science Block 1st floor	Felicity Amoateng / Emma Gee

Building	Names
Chemistry Dept, Science Block 2nd floor	Arthur Haynes / Manami Chakravorty
Music Building – Upstairs	Jackie James / Jennie Gillespie
Music Building – Downstairs	Daniel Liggins
EAB – ground floor	Hollie Tillsley
EAB – first floor	Jane Corner
EAB – second floor	Laura Danaher / Anna Sharkey
Lower School – all floors	Felicity De Salis
Library	Steffi Lagerberg
C Block – ground floor	Danny Cork / Phil Saville
C Block – first floor	Rebekah Samuels / James Sharp
C Block – second floor	Peter McNelis / Billy Kin
Dining Hall	Suzy Linley / Carlo Lubrano Lavadera
Sixth Form Centre	Imelda Alfred
Main building – basement	Oliver McDonough / Jess Pollard
Main building - ground floor (covering E-Block also)	Simone Wilson
Main building – first floor (covering E-Block also)	Harriet Cadapen
AIM Department (E-Block 2 <sup>nd</sup> Floor)	Jenny Briggs
Digital Services Department (E-Block Ground Floor)	Ben Musson / Tim Lau
Main building – second Floor	Catriona Ridgway Williams
Townley Lodge	Louise Mawer / Emma Mason Plumb
Sports Hall, changing rooms, dance hall and fitness suite	Andrew Butt / Daniel Bearfoot-Fallon
Pool/changing rooms	Stefan Gibberd / Joel Stewart
Estates	Tim Pease
Pavilion	Ryan Shedwick
HR Management & Chaplaincy	Liz Pharoah
Junior School - Rose building	Felicity Thomas / Davina Dawkins
Junior School Exhibition Space	Evgenia Stoikou / Susie Cooper
Junior School Fortune Building - ground floor	Jackie Healy / Vicky Hemming
Junior School Fortune Building - first floor	Showers Jalloh
JS Art room / DofE office	Caroline Dewar
EAC Burbage Road	James Freeman
The Well	Ashleigh Buncombe-Paul / Paul Koloi
CO	Matilda Smith / Eileen Amoateng

**This list changes throughout the year as staff change. A master list is kept by the Head of Estates Compliance, and can be obtained on request.**

#### **Appendix 8: Personal Emergency Evacuation Plans (PEEPS)**

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Any individual who has special requirements during a fire or emergency drill should be in possession of the PEEP which is signed off by the child, their parents and the School nurse.

This plan is created at the time of requirement i.e. after a broken bone which impedes physical movement and describes what the child must do in case of emergency. This is then communicated with all the necessary parties who have care responsibilities for the child. It should be stored with their iSAMs record.

The form for doing so is accessible via the Hub in the Health & Safety section.

#### **Appendix 9: Radioactive Sources**

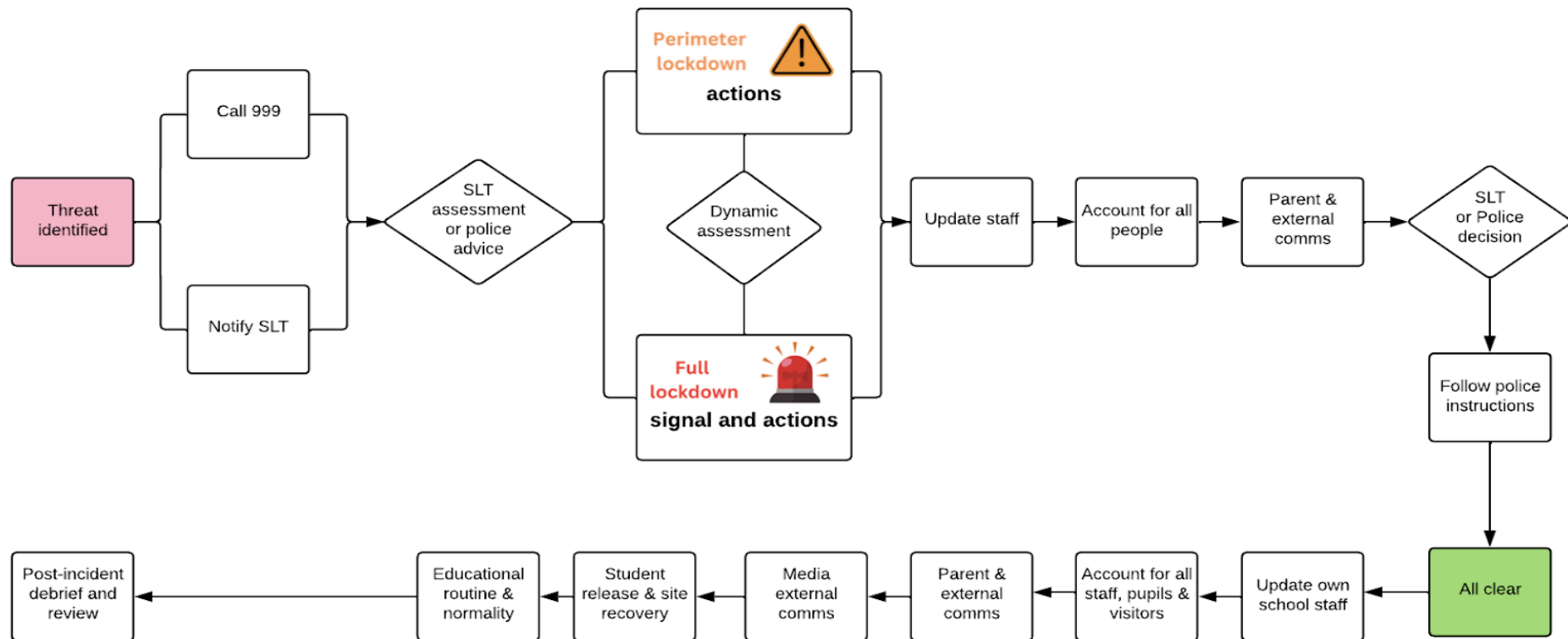
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Should the fire alarm sound while radioactive sources are in use, safety of people takes priority. Sources in use when the fire alarm goes off should be put back in their boxes and left in a cupboard the laboratory. The RPS (Schools) should be informed that the sources were in use when the fire alarm went off. When the Fire Service arrive on site the Officer in charge should be informed of the whereabouts of the sources. When the emergency is over the Teacher in charge must check that the sources are in their boxes.

For alarms that turn out to be a drill, a false alarm, or a minor fire far from the laboratory, when it is safe to return to the building, make sure that the RPs (Schools) or another authorised member of staff is allowed back into the building first so they can secure the courses before the students return.

**CONTINUED OVERLEAF**

## Appendix 10: Lockdown Emergency Management Procedure Flowchart



## Appendix 11 – Emergency – Full Lockdown Action Card

### UPON HEARING LOCKDOWN ALARM

1. Remain calm and reassure pupils.
2. Listen to and follow instructions from SLT or police officers
3. If you are:
  - a. Indoors - remain in the room you are already in (do not move to your tutor or normal registration room unless safe to do so)
  - b. Outdoors - go to the nearest indoor securable room or area or place of safety unless advised otherwise by police or SLT
4. Provide safety for any pupils who are present
5. Make best attempt to secure room: lock doors, windows, close blinds and remain out of sight as best possible
6. Instruct pupils to switch off mobile phones and remain calm and quiet
7. Switch off televisions, lights, or other devices that can be observed from outside and may alert an intruder to the presence of people.
8. If safe to do so, observe staff email system or WhatsApp for further instructions
9. Do not leave the room under any circumstances without SLT or police officer instructions (including seeking further info, toilet or other welfare requirements). If the time is protracted, consider cordoning off an area in the room as a temporary 'bathroom' using plastic bottles etc.
10. Follow instructions from police - warn pupils that these may be robust and very firm instructions initially.

**Full  
lockdown**



**All clear - Verbal confirmation by member of Executive Team or identified police officer in uniform**

**ENDS**