

Emergency Procedures

Freemantle Church of England Community Academy Trust



This policy should be read in conjunction with the following where further information may be found:

- Health and Safety Policy
- Directors and Staff Behaviour and Code of Conduct Policy
- Martyn's Law Factsheet, found here: <https://homeofficemedia.blog.gov.uk/2025/04/03/martyns-law-factsheet/>

Reviewed by: Nina Myszkowski, Elmore Brooker and Val Caldwell

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1. Purpose

All staff should read and have an awareness of this policy.

This policy applies to all staff, children, parents, visitors, and contractors present on academy premises.

This policy outlines the procedures for fire evacuation and lockdown in order to protect pupils, staff, and visitors. It ensures compliance with health and safety legislation and incorporates principles from **Martyn's Law**, ensuring preparedness for a range of threats, including terrorism.

2. Legal Framework

This policy is informed by:

- **The Regulatory Reform (Fire Safety) Order 2005**
- **Health and Safety at Work etc. Act 1974**
- **Keeping Children Safe in Education (KCSIE)**
- **Martyn's Law**
- **DfE Guidance on Emergency Planning and Response**

Martyn's Law

At Freemantle CE Community Academy we must meet the requirements of the Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law.

What is it?

[The Terrorism \(Protection of Premises\) Act 2025](#), also known as Martyn's Law, is new legislation that requires us to:

- Prepare for a potential terrorist attack; and
- Be ready to help keep people safe if there is an attack
- It only applies to your school if it's reasonable to expect **200 or more people** to be present at once, even if this only happens from time to time.

What are the requirements?

We must meet the 'standard duty' requirements for its premises. This is because schools are **exempt from 'enhanced duty' requirements**, regardless of how many people are present on site (see schedule 1, paragraph 14(3)(b) of [the legislation](#)).

Put in place appropriate public protection procedures for:

- **Evacuating** individuals from the school
- **Invacuating** individuals to a place in the school where they are safer
- **Lockdown** to prevent individuals entering or leaving the school
- **Communicating** with individuals during an incident, to alert them to danger and give instructions about what to do

At Freemantle CE Community Academy, the Board of Directors are responsible for meeting these requirements and for notifying the [Security Industry Authority](#) (SIA).

3. Responsibilities

Directors:

- The Board of Directors are legally responsible for health and safety under the Health and Safety at Work etc. Act 1974.
- They are the **employer** in a standalone academy.
- The directors must ensure policies and procedures are in place and being followed.
- The directors must assess and manage risks appropriately.

Finance, Buildings and Estates Director:

- Ensures the Site Manager keeps risk assessments, health and safety matters and security plans up to date, and that they are written and updated to advise and support the board of directors in managing the health and safety of the site.

Headteacher / Senior Accountability Team (SAT):

- Has operational responsibility for implementing the academy's health and safety policy day to day.
- Must ensure staff are trained, risks are assessed, and any incidents are reported and investigated.
- Will report to the Board of Directors and Site Manager with any issues or concerns regarding this policy.

Site Manager:

- Is the designated person for coordinating health and safety across the academy site.
- Maintains fire alarm systems and lockdown mechanisms.
- Ensures all exits are clear and security measures are functional.
- Ensures transparency of this policy by issuing a copy in all rooms, along with the fire evacuation guide, making them accessible to all adults.

Staff:

- All staff have a duty of care to themselves, colleagues and pupils.
- All staff must follow the academy's health and safety procedures.
- All staff must ensure they know and understand their roles in both fire evacuation and lockdown.
- All staff must familiarise themselves with routes, zones, and pupil registers.
- All staff must ensure children are accounted for during drills or emergencies.
- All staff must report hazards or concerns.

Pupils:

- Will be taught the importance of following instructions calmly.
- Will participate in regular drills.

Visitors and Contractors:

- Regular contractors will be sent a copy of the policy to read and understand. Other visitors will read an evacuation and lockdown procedures note before they sign.
- Companies who run extra-curricular clubs will have read and understood the policy.
- During an emergency, supervising staff are responsible for their safety and conduct.

4. Fire Evacuation

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

Staff discovering a fire or other emergency should activate the nearest alarm by using the nearest available break glass call point.

All staff should be aware of where these call points are located within the areas in which they work.

5. Fire Fighting

All staff and Directors complete iHASCO Fire Awareness Training to ensure staff take preventative measures towards fire safety.

The safe evacuation of persons is an absolute priority. 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 as directed in the iHASCO fire awareness training certification.

WHICH EXTINGUISHER DO I USE?

FIRE CLASS	WATER	DRY POWDER	CARBON DIOXIDE	FOAM SPRAY (AFFF)	WET CHEMICAL	WATER MIST	FIRE BLANKET
A COMBUSTIBLES			✗		✗		✗
B FLAMMABLE LIQUIDS	✗				✗		
C FLAMMABLE GASES	✗		✗	✗	✗		✗
D METALS	✗	*	✗	✗	✗	✗	✗
F COOKING OILS	✗	✗	✗	✗			
 ELECTRICAL	✗	*		✗	✗	*	✗
CONFINED SPACES		✗	✗				

* Only suitable for certain types of extinguisher/situations. ALWAYS read the label before use.

iHasco
A CITATION COMPANY

+44 (0)1344 867 088 | hello@ihasco.co.uk | www.ihasco.co.uk
Produced to support the Fire Awareness course. Please contact us for further information.

New staff and Volunteers will complete the iHASCO Fire Awareness training as part of their induction training.

6. On hearing the fire alarm

ON HEARING THE FIRE ALARM:

- All staff, pupils and visitors in all buildings must respond to alarm activations.
- The fire alarm is a continuous siren.
- The Site Manager/Admin Team 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.
- If it is a false alarm the Admin Team will call the emergency services to advise.
- The Admin Team will call the emergency services (**DIAL 999**) as necessary;
- A member of the Admin Team will ensure that the main gate to the main playground (next to the stairs to Year 6) is opened to allow children who have been working in the hall or gardens to enter the playground, without entering the academy building.
- Staff will supervise the evacuation of pupils/visitors to the designated assembly point(s) on the playground and within the MUGA.
- Staff will be responsible for ensuring that medical boxes are with each class. If it is a lunchtime then the Admin Team will be responsible for ensuring the medical boxes are taken to the evacuation point.
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the Admin Team at the assembly point.
- The assembly point is in the main playground and MUGA.
- Pupils should leave in single file, in a calm and quiet manner, when instructed by the teacher/student teacher/LSA/Lunchtime team member in charge of the class/group of children. Pupils should then leave by the nearest available escape route – noted in every room.
- The last person to leave the room must close the door (if safe to do so, windows).
- Pupils should walk in their classes/groups and remain with their responsible adult at the assembly point.

- The class teacher should ensure that they have the medication for their class/group with them on departure from the room. The class teacher will also delegate a responsible person in their absence if out of the classroom.
- The lift in Mitchell Building is not to be used.
- All disabled pupils/staff have their own Personal Emergency Evacuation Plans (PEEP's) in place which should be followed.
- Pupils who are working in the hall, garden areas or Year R Garden should exit via the walkway around the building and through the unlocked gate to the playground.
- If a pupil is not in a classroom when the alarm sounds, they must walk to the assembly point leaving the building by the nearest marked escape route.
- A member of the admin team will alert the Forest School group that the alarm has sounded. The Forest School Leader will ensure that the admin team are aware of their location every afternoon.
- On arrival at the assembly area pupils and visitors must stand in their classes/respective groups while staff check the registers.
- Electronic registers and Inventory details etc. will be taken out to the assembly point by the Admin Team (and from a designated person from the Learning Hub).
- Confirmation of register completion to be shared with the headteacher or most senior member of staff in their absence.
- If the fire alarm sounds before or after core academy hours, teachers or visitors working with groups of children in enrichment activities or meeting with adults must follow the instructions given above. A member of the Admin Team and/or staff leading clubs will bring Inventory or club registers to the assembly point for the register check.
- The building must not be re-entered until staff are notified that it is safe to do so by the emergency services or the most senior member of staff on site that day.
- If staff and pupils are unable to return to the academy buildings and an evacuation is required, pupils will be moved to the church via Waterloo Road (using the double gates).
- If the fire alarm is sounded after core hours, children attending clubs and attending the Learning Hub will be supervised by their teachers/leaders and follow the same procedures. Leaders of these groups will bring their registers to the playground. The Designated Lead Person of this group will take the roll call of staff and children using inventory and the registers for clubs. The role calls for external clubs will be carried out by their leaders and shared with the most senior member of staff on site and site manager.

7. Fire Wardens

Fire wardens are responsible for ensuring corridors/buildings are cleared.

The Headteacher should ensure that arrangements are made in the instance that a Fire Warden is not present in the academy.

Fire Wardens will wear high viz jackets and have grab bags with them. Grab bags will be restocked after each drill/use. At the time of updating this policy, the fire Wardens for Freemantle are as follows:

Area of the Academy	Fire Warden
Ground Floor Main Building – Office/ /SENCo office/Staff toilets/Hall and Year 2	Linda Harwood/Monika Andres
Ground Floor Main Building – Year R/Nursery/Learning Centre	Abbie Barnett/Jo Seymour
Main Building Upper Floor – HT Office/PPA room/Bursar Office/Year 6 and Year 5 including staff and pupil toilets	Austin Wyatt/Zak Leigh
Mitchell Building Ground Floor including staff and pupil toilets	Karen Haworth/ Rob McGrattan
Mitchell Building Upper Floor including staff and pupil toilets	Rob McGrattan/ Karen Haworth

All Fire Wardens should report to the most senior member of staff that day, to confirm that corridors/toilets/buildings are cleared. The Headteacher or member of SAT will liaise with the emergency services on their arrival.

The site manager will email the Fire Wardens after an evacuation to receive feedback on outcomes and any adaptations needed within 24hrs and will copy in the Headteacher.

8. Personal Emergency Evacuation Plans (PEEPs) and support for visitors with mobility needs or visual/hearing impairment

Children with PEEP's will be supported by the member of staff who is working with them at the time the alarm is raised. All staff must be made aware of the PEEP and the part they will play in supporting the child or adult with their evacuation.

Visitors with mobility needs or visual impairment will be supported by the member of the Freemantle team that is working or meeting with them, ensuring that they evacuate safely.

Our SENCo is responsible for writing, updating and sharing all PEEP's with key members of team and the admin team.

The Admin Team must bring these with the registers.

9. Emergency Evacuation of Academy Site – Code Blue

In the event that there is a requirement for the academy site to be evacuated a 'Code Blue' alarm (regular fire alarm) will be activated by the Designated Person for Health and Safety (Informing Admin Team) for that day.

- Fire Alarm sounds.
- Immediately evacuate as fire drill, close doors, windows etc.
- A designated person (site team or member of SAT) will be standing in the middle of the playground facing Mitchell building holding the 'Blue Dot' sign.
- A Designated person from Admin Team will hold a 'Blue Dot' sign by the main entrance to signal to those who are evacuating from the Hall, EYFS playground, Tree Top Walk, Secret Garden, Pond or Office that it is a 'Code Blue' and they should exit via Mansion Road.
- A designated member of the admin team will wait at the main entrance on Mansion Road to ensure visitors do not enter.
- The Headteacher/Site Manager/member of Admin Team, will open gates on to Waterloo and Payne's Road. These team members will remain on the gate and lock as they evacuate after all others.
- Fire Wardens will confirm when areas are clear.
- Main building classes and Learning Hub to exit via Payne's Road.
- Mitchell building will exit via Waterloo Rd.
- Staff will use the pedestrian crossing on Payne's Road using 'Thanks for your patience' signs (all classes designated adult to bring) – traffic will need to be halted until all of the children have crossed to allow calm and orderly flow. As a swift exit to the park is needed, staff should thank the waiting drivers.
- The academy team will assemble at Freemantle Lake Park – lining up in year groups and checking registration groups, reporting to Admin Team when checked.
- The Designated Person for Health and Safety (for that day) will let staff know when it is safe to return to the academy.
- On return to academy those children and staff who left via Mansion Rd return via Waterloo Road.
- The site manager will email the HT after an evacuation to receive feedback on outcomes and any adaptations needed within 24hrs.

10. Invacuation

Invacuation means moving people inside a building to protect them from a threat that's outside your school's premises, such as extreme weather, environmental hazard or a suspected terrorist attack nearby.

Although there are some important similarities, invacuation is **different to a lockdown**. A lockdown is necessary when there is a dangerous intruder on the premises. A lockdown or evacuation might be needed before or after an invacuation depending on how the situation develops.

Signal

- On detecting the need for invacuation, the member of staff will alert the admin team. A distinctive bell system will be sounded and the bell will ring continuously.

Immediate action

- Site Manager to determine and lead the initial response.
- Protected Spaces are the classrooms (where possible).
- Site Manager to liaise with the police via 999.
- Site Manager to make fast, clear decisions to get people to safety.
- Linda Harwood, Admin Team, will escort visitors to a safe place.
- Normal classroom activities should continue if possible.
- No one will enter or leave the building until the all clear is given by senior member of staff or the site team.

End of invacuation

- A senior member of staff or the site team will share when it is safe to end the lockdown – this will be confirmed via email to teachers confirming that the invacuation has ended.
- The Site Manager will record actions taken.
- A debrief should be given to pupils (in age-appropriate language) and to parents/carers.

11. Lockdown

In line with Martyn's Law, lockdown procedures are designed to mitigate threats such as intruders, local emergencies, or terrorist incidents. Procedures for lockdown are as follows:

Signal

- On detecting the need for a lockdown, the member of staff will alert the admin team. A distinctive bell system will be sounded, with the bell being rung 5 times. Following this, an email will be sent to teachers with LOCKDOWN in the title.

Immediate action

- Site Manager to determine and lead the initial response and liaise with the police via 999.
- Site Manager to ensure all access points are secured.
- All staff to make fast decisions to quickly bring children indoors to the nearest building if outside.
- All staff to secure doors and windows, turning off lights where necessary and closing any blinds or curtains.
- Children and staff are to be kept away from sight lines and to sit on the floor.
- Staff must be aware of exit points in case an intruder gains access.
- Staff to retake register to check all children are present and accounted for.
- All electronic devices must be on silent and fans turned off.
- Linda Harwood, Admin Team, will escort visitors to a safe place.
- No one will enter or leave the building until the all clear is given by senior member of staff or the site team.
- See checklist (Appendix B).

End of lockdown

- A senior member of staff or the site team will liaise with emergency services and share when it is safe to end the lockdown – this will be confirmed via email to teachers confirming that the lockdown has ended.
- The Site Manager will record actions taken.
- A debrief should be given to pupils (in age-appropriate language) and to parents/carers.

Martyn's Law Compliance (Standard Tier Premises):

As a site with capacity over 100, we implement the following strategies to mitigate risk:

Risk Assessment:

Please see Appendix A for our current risk assessment which identifies potential terrorist threats and site vulnerabilities.

Staff Awareness:

All staff received annual training on fire and lockdown procedures.

Induction training includes safeguarding, fire safety, and emergency response procedures.

This policy is reviewed annually or after any significant event.

Disclaimer

While lockdowns are a vital part of academy emergency planning, they carry inherent risks. Proper planning, training, and communication can greatly reduce these risks and ensure a coordinated and effective response. Ongoing review and adaptation of procedures are essential to maintain preparedness and protect the wellbeing of the academy community.

12. Gas Leaks or Chemical Spills

If there is a smell of gas, or it is suspected that there is a gas leak, staff should:

- Open all doors and windows in the area where the leak is.
- Notify the Headteacher or Senior Member of staff.
- Alert the Site Manager.
- Check that all gas appliances are switched off.
- Shut off the gas supply at the meter control valve located at (Main Building opposite Boiler house) (Mitchell Building Boiler house) (Paynes Road entrance Boiler house). This will be completed by the Site Manager or the most senior member of staff.
- Evacuate part or all of the premises as necessary.
- If gas continues to escape, telephone emergency services on 999.

If there is a chemical spill:

- If it is safe to do so, identify the substance that has been spilt and take necessary action to minimise contamination if trained to do so.
- It may be necessary to evacuate the room and ensure windows are opened.
- If spill is severe, evacuate part or all of the building, using fire drill procedures if necessary.
- Move all persons to a safe location, and call the emergency services.

If there is a severe spill that is immediately outside of the academy building:

- Follow procedures to contain all persons within the building.
- Ensure all doors and windows are closed.
- Switch off fans and/or air conditioning.
- Avoid using electrical equipment in case sparks are produced.

13. Vigilance - Critical Periods

There are critical periods during the day, that naturally will require additional vigilance. Mitigating risk and pupil, staff and public protection remains the key priority, these periods are;

- Pupil and parents in the grounds when the academy opens at the beginning of the day
- Release of pupils at the end of the Nursery sessions
- Parents on site for celebration assemblies
- Parents visits for special activities
- Pupil and parents in the grounds when the academy closes at the end of the day
- Pupil and parents in the grounds when the academy closes after school and enrichment clubs
- Parent assessment and progress evenings

These periods increase risk to the academy community, so the following actions must be taken.

- Where these activities happen, it is essential that academy staff supervise the ingress and egress of families and pupils.
- Staff ensure, for example, that a teacher is 'at the door' in the morning to receive pupils, and at the end of the day to dismiss them, including the end of the nursery sessions.
- Admin staff check parents in and out of assemblies
- Under no circumstances should parents be on site unaccompanied

Parent assessment and progress evenings, means the academy is potentially open to the general public, key leaders and members of staff are deployed and 'patrol-walk' and check in on teachers regularly to minimise potential risk.

In all these situations the Invacuation, evacuation, lockdown and communication expectations remain a critical feature.

Appendix A – Risk Assessment

Risk assessment to assess the potential risks associated with initiating and conducting lockdowns in a school setting, and to recommend mitigation measures to ensure the safety of students and staff.

Hazard Identification

Hazard	Risk	Severity	Likelihood	Risk Rating	Control Measures
Delayed Response	Failure to initiate lockdown quickly may expose students and staff to harm.	High	Medium	High	Regular drills and staff training. Clear lockdown protocols and communication procedures.
Panic and Anxiety	Lockdowns can cause emotional distress among children and staff.	Medium-High	High	High	Age-appropriate training and explanations. Counselling support after drills or real events.
Physical Harm During Movement	Injuries could occur while moving quickly to secure locations.	Medium	Low	Medium	Safe movement plans. Drills to practice efficient and calm responses.
Communication Breakdown	Lack of clear communication can lead to confusion or failure to follow procedures.	High	Medium	High	Clear roles and responsibilities for staff.
Unauthorised Exit/Entry	Pupils or staff may unknowingly move into danger zones.	High	Medium	High	Access control systems. Staff stationed at key entry points during lockdown.
False Alarms	Frequent false alarms reduce urgency and credibility.	Medium	Medium	Medium	Secure alarm systems. Clear protocol for declaring a lockdown. Post-event review of procedures.
Neglecting pupils with PEEPs/SEND	Students with physical or cognitive challenges may be left unsupported.	High	Low	Medium	Individual PEEPS. Staff assigned to assist vulnerable students. Regular training.
Busier/critical periods of the school day	Increased risk of unauthorised access, pupils leaving the site unnoticed, accidents or safeguarding/security incidents during busy periods, e.g. arrival departure, break/lunch and collection times.	High	Low	Medium	Increased staff vigilance and supervision during identified busy periods. Entrances/exits monitored and access-control procedures followed.

					Pupils appropriately supervised and visitors challenged/managed in accordance with school procedures. Any concerns reported immediately to SAT. Staffing and arrangements reviewed where risk assessments or incidents are identified.
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Risk Mitigation Summary

- As shared above, maintain clear, documented lockdown procedures.
- Conduct regular, age-appropriate lockdown drills
- Train all staff on lockdown protocols and responsibilities
- Establish multiple communication methods (PA system, radios, alarms)
- Ensure inclusion and support for students with additional needs
- Engage local emergency services in planning and drills (where appropriate).
- Review and update policies after each drill or real event

Appendix B – Lockdown checklist

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains where applicable		
Turn off the lights (where appropriate) and fans		
Direct all children, staff, parents/carers and visitors to sit on the floor away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, SAT/site team to check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		