

# Invacuation/Evacuation/Lockdown Policy and Procedures

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## Aims

Safe Start School takes the safety of pupils, staff and visitors very seriously. As such, the aim of this policy is to ensure that everyone on the school premises remains safe, in the event of an emergency. The main priority for Safestart School is to prevent an emergency from happening in the first place. However, sometimes this is not within the control of the school and in that situation, the policy aims to make all pupils, staff and visitors aware of the procedures to follow, in order to keep themselves safe.

## Legislation and Guidance

This policy has due regard to all relevant legislation and statutory guidance including:

- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work etc. Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2015) 'Emergency planning and response'
- DfE (2014) 'Fire safety in new and existing school buildings'
- DfE (2018) 'School security'
- National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'

## Definitions

| Term                                 | Definition                                                                                                                                                             |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Drill</b>                         | This relates to any training, or practicing, of a response to a potential emergency incident.                                                                          |
| <b>Emergency</b>                     | Any unplanned and serious situation that requires an immediate response, particularly where people's safety may be compromised.                                        |
| <b>Evacuation</b>                    | When an emergency dictates that the safest place for pupils, staff and visitors is outside the school buildings. For example, in the case of a fire within the school. |
| <b>Fire warden</b>                   | Staff member(s) trained to lead staff and pupils to safety during a fire drill or evacuation.                                                                          |
| <b>Health and Safety Coordinator</b> | A staff member designated by the headteacher with responsibility for health and safety, including emergency incidents.                                                 |

|                                                  |                                                                                                                                                |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Evacuation</b>                                | When an emergency dictates that staff, pupils and visitors should return to safe rooms inside the school building until the danger has passed. |
| <b>Lockdown</b>                                  | When an emergency dictates that the safest place for pupils, staff and visitors is to lock down (hide and lock themselves inside a safe room). |
| <b>Meeting point</b>                             | A designated area outside where people assemble and meet after an evacuation.                                                                  |
| <b>Personal Emergency Evacuation Plan (PEEP)</b> | A plan that is written specifically for keeping an individual with a disability or impairment safe during an emergency procedure.              |
| <b>Safe Room</b>                                 | A room within the school premises designated as 'safe' during an evacuation or lockdown.                                                       |

## Roles and Responsibilities

Safe Start School will follow the outline below for distribution of responsibilities in relation to evacuation, evacuation or lockdown within the school.

| <b>Role</b>                        | <b>Responsibility</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Governing Body</b>              | <ul style="list-style-type: none"> <li>• Support the headteacher to write the policy and procedures for a school lockdown/evacuation/invacuation.</li> <li>• Review the policy on, or before, the agreed date.</li> <li>• Ensure the policy, and named 'roles', are working effectively to keep pupils, staff and visitors safe.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Headteacher</b><br>Kate Collins | <ul style="list-style-type: none"> <li>• Ensure that every school visitor, child and member of staff is aware of how to keep themselves safe in an in school emergency.</li> <li>• Appoint a health and safety coordinator who will lead on security in an emergency.</li> <li>• Ensure that a copy of this policy is available to any stakeholders in the school who wish to see it.</li> <li>• Review the policy on, or before, the agreed date.</li> <li>• Between review dates, if changes are made to the policy, ensure that all relevant people are made aware of the changes.</li> <li>• In the event of an emergency, raise the alarm and alert the health and safety coordinator to the situation.</li> </ul> |

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                       | <ul style="list-style-type: none"> <li>• Be trained, prepared for a security-related incident and ready to step in if the health and safety coordinator should be off school premises at the time of an emergency.</li> </ul>                                                                                                                                                                                                                                                                                                                                    |
| <b>Health and Safety Coordinator</b><br>Emily Pilling | <ul style="list-style-type: none"> <li>• Ensure that the school's policy is appropriate for all emergency situations and raise any concerns with the headteacher or governors.</li> <li>• When alerted to an emergency, assess the level of potential impact and whether it requires an invacuation, evacuation or lockdown.</li> <li>• Train all staff on the emergency procedures in this policy.</li> <li>• Record any drills or incidents in the 'Emergency Record Log'</li> </ul>                                                                           |
| <b>Office Staff</b>                                   | <ul style="list-style-type: none"> <li>• In the event of an emergency, call the relevant emergency services and alert parents.</li> <li>• Provide the emergency services with a plan of the school building(s). Ensure 'safe rooms' are clearly marked.</li> <li>• Ensure that all visitors/contractors are aware of the school's emergency procedures.</li> <li>• Be accountable for knowing who is present/on site during an emergency.</li> </ul>                                                                                                             |
| <b>Premises Manager</b><br>Emily Pilling              | <ul style="list-style-type: none"> <li>• Ensure that evacuation routes are clearly indicated.</li> <li>• Ensure that hallways are kept clear at all times.</li> <li>• Ensure emergency exits are easily accessible</li> <li>• Ensure staff are up to date with training in the event of an emergency</li> </ul>                                                                                                                                                                                                                                                  |
| <b>All Staff Members</b>                              | <ul style="list-style-type: none"> <li>• Be aware of, and follow, this policy in the event of an emergency.</li> <li>• Ensure that the pupils in your class (where appropriate) are guided and cared for during an evacuation/invacuation/lockdown.</li> <li>• Take the register as quickly as possible and make the headteacher, health and safety coordinator or office staff aware if a pupil, staff member or visitor is unaccounted for.</li> <li>• Remain as calm as possible, encouraging pupils to do the same, during an emergency incident.</li> </ul> |

# Invacuation Procedure

An invacuation will be ordered where there is a threat from outside, meaning it could be safer inside but where it is not essential to follow full lockdown protocol. An event requiring an invacuation response might be high air pollution, a chemical leak or a dangerous person in the vicinity but not on the premises.

In the event of an invacuation, urgent communication will be given via two-way radios as soon as the concern has been raised. Using the word: **Invacuation**

On hearing the signal, all staff, pupils and visitors should make their way quickly and quietly inside the building to their safe room.

Once every person on site is within the school building(s), the doors will be locked by Emily Pilling.

Office staff will send a message to parents to alert them to an evacuation, call the emergency services (if required) and circulate registers.

Staff members will keep in touch via two-way radios, particularly where any adults or children remain unaccounted for.

Prior to an invacuation, the headteacher, or health and safety coordinator, will identify a safe room for every class.

## List of Safe Rooms:

| Designated Safe Room                | Class(es)    | Room Leader                        |
|-------------------------------------|--------------|------------------------------------|
| Pastoral Office (back of the Hive)  | KS5          | Michelle Pilling / Lindsey Whittle |
| Medical Room (Main building)        | Ground Floor | Emily Pilling/Kate Collins         |
| Safeguarding Office (Main building) | Ground Floor | Stephen Gavin                      |
| Thrive Break Room (Main building)   | Thrive       | Lucy Pilling / Emma Copeland       |
| Classroom 3                         | Second Floor | Matthew Collinge/Willen Davies     |
| Cellar                              | Basement     | Corina Kerton                      |

If an invacuation happens during lunchtime, or when most pupils are outside, staff should direct pupils to the nearest safe room.

Visitors should go to the nearest designated safe room.

Lunchtime staff should go to the nearest designated safe room/remain with the class they are supervising.

All staff, pupils and visitors should remain in their safe room until instructed to leave by the headteacher or health and safety coordinator.

Once the risk of danger has passed, pupils will return to their classrooms and a register will be taken.

The school office will update parents via text message immediately and follow up with a letter within 24 hours.

The headteacher will follow up with a talk for staff members and pupils and relevant support will be sought where necessary.

The school's response will be evaluated.

## Lockdown Procedure

A lockdown will be ordered in the event of an internal or external threat where it is perceived to be safest locked down within safe rooms. An event requiring a lockdown response might be an armed intruder, nearby explosion or terrorist threat.

In the event of a lockdown, the word **Lockdown** will be communicated via two-way radios as soon as the concern has been raised.

On hearing the signal, all staff, pupils and visitors should make their way quickly and quietly inside the building to their safe room.

Once every person on site is within the school building(s), the doors will be locked by Emily Pilling unless instructed not to do so by the headteacher or deputy headteacher.

Office staff will send a message to parents to alert them to the lockdown, call the emergency services (if required) and circulate registers if possible. If circulating a register is not possible, room leaders should use a head count as a means of identifying whether any pupils are unaccounted for.

Staff members will keep in touch via two-way radios, particularly where any adults or children remain unaccounted for.

Prior to a lockdown, the headteacher or health and safety coordinator will identify a safe room for every class.

If a lockdown happens during lunchtime, or when most pupils are outside, staff should direct pupils to the nearest safe room unless this will endanger them or others.

Visitors should go to the nearest designated safe room.

| Designated Safe Room                | Class(es)    | Room Leader                        |
|-------------------------------------|--------------|------------------------------------|
| Pastoral Office (back of the Hive)  | KS5          | Michelle Pilling / Lindsey Whittle |
| Medical Room (Main building)        | Ground Floor | Emily Pilling/Kate Collins         |
| Safeguarding Office (Main building) | Ground Floor | Stephen Gavin                      |
| Thrive Break Room (Main building)   | Thrive       | Lucy Pilling / Emma Copeland       |
| Classroom 3                         | Second Floor | Matthew Collinge/Willen Davies     |
| Cellar                              | Basement     | Corina Kerton                      |

Lunchtime staff should go to the nearest designated safe room/remain with the class they are supervising.

Once inside the safe room, the doors (including fire doors) and windows should be locked. If there are no locks, the doors should be barricaded using desks or other suitable furniture. Window blinds should be closed. All pupils and adults will be instructed to sit or lie on the floor, ideally under desks, they should remain silent until instructed otherwise. Crucially, everyone within the room should try to remain out of sight.

A radio instruction may come through from the health and safety coordinator that it is safer for people in the room to disperse within the room.

The room leader will make everyone in the room aware of the nearest exit point.

If it is necessary to evacuate the building at any point, Emily Pilling or Grace Speakman will signify that it is time to do so by setting the fire alarm off.

All staff, pupils and visitors should remain in their safe room, silent, until instructed to leave by the headteacher or health and safety coordinator.

Once the risk of danger has passed, pupils will return to their classrooms and a register will be taken.

The school office will update parents via text message immediately and follow up with a letter within 24 hours.

The headteacher will follow up with a talk for staff members and pupils; relevant support will be sought where necessary.

The school's response will be evaluated.

# Evacuation Procedure

Safe Start School will conduct evacuation drills at least once a term to ensure pupils and staff members fully understand what is involved in the procedure and that it is implemented effectively.

In an emergency, such as a fire, the schools evacuation procedure will be implemented to get everyone out of the school safely and call the emergency services.

All staff members will have a copy of the evacuation procedure, and clear instructions regarding the fire evacuation procedure will be displayed in every classroom.

New staff members are advised of evacuation procedures during their induction training.

The designated fire wardens for the school are Emily Pilling, Jack Wrynn, Kate Collins, Stephen Gavin and Corina Kerton.

Safe Start School has undertaken the appropriate fire awareness and fire warden training that meets the fire authority's regulations.

The Headteacher will ensure that all staff members know the designated evacuation point.

The designated evacuation point for the different year groups are as follows:

| Group    | Designated Leaders                 | Evacuation Point                                |
|----------|------------------------------------|-------------------------------------------------|
| Thrive 1 | Lucy Pilling & Emma Copeland       | Courtyard (Opposite Tameside Magistrates Court) |
| Thrive 2 | Matt Collinge & Willen Davies      | Courtyard (Opposite Tameside Magistrates Court) |
| KS4      | Josh Monaghan                      | Courtyard (Opposite Tameside Magistrates Court) |
| KS4 2    | Ben Forster                        | Courtyard (Opposite Tameside Magistrates Court) |
| KS5      | Michelle Pilling & Lindsay Whittle | Courtyard (Opposite Tameside Magistrates Court) |

The signal for the evacuation procedure to be implemented is the continuous sound of the fire alarm.

When the alarm is sounded, pupils and visitors will immediately stop what they are doing. Staff members will direct pupils and visitors to the nearest or safest exit.

It is staff members responsibility to ensure that exits are never obstructed or blocked.

Staff members will ensure that no pupils are left in the toilets, corridors, classrooms etc.

Pupils will walk in an orderly manner to the designated evacuation point.

Staff members will be aware of pupils Personal Emergency Evacuation Plan (PEEP).

A register and headcount will be taken when pupils, visitors and staff members are at the designated evacuation point.

Any missing pupil, staff member or visitor will be reported to the designated fire wardens, detailing their name, the date/time and where they were last seen, and any other relevant information about the person e.g. any medical conditions.

Missing personnel and pupils will be immediately searched for if it is safe to do so.

Under no circumstances will any staff member, pupil or visitor re-enter the building during the evacuation procedure unless the Headteacher or emergency services give the 'all clear'.

The school office staff will call the emergency services when the alarm is raised, and they have safely exited the building.

Office staff will take the 'grab bag' which is kept under the reception desk to the evacuation point. Inside will be an emergency contact list of all staff members and pupils, for the office staff to access their contact details.

Parents/carers will be contacted to collect their children if required. This will be done using the schools messaging service Bromcom.

All evacuations will be recorded using the Evacuation Record Log.

## **Personal Emergency Evacuation Plan (PEEP)**

If a pupil, member of staff or visitor has a disability or impairment that will prevent them from following evacuation, evacuation or lockdown procedures, they will need a Personal Emergency Evacuation Plan (PEEP).

The PEEP will identify any factors that might prevent the individual from being safe during an emergency and lay out the responsibilities of staff members to support them.

As far as is possible and safe, pupils with a PEEP will follow the same procedures as the rest of their class.

Every PEEP will be reviewed annually, after an emergency incident or if there is a change to the disability or impairment of the individual who the PEEP is for. If any changes are made to the PEEP, all named people must be notified.

All PEEPs, and changes to them, must be approved by the headteacher and health and safety coordinator.

## **Communication with Parents**

Information regarding the school's invacuation, evacuation and lockdown procedures will be shared with parents/carers via the school's website.

In the event of an emergency incident requiring an invacuation, evacuation or lockdown, parents/carers will be notified as soon as is reasonably possible via text message.

Parents/carers will be advised not to telephone (or come into) the school as this may interfere with emergency services or put themselves in danger.

The school will keep parents/carers up to date via text message as regularly as possible throughout the emergency incident and certainly once the emergency threat has been lifted.

Parents/carers will receive a letter within 24 hours of the incident so that they are fully informed of what happened and the school's response.

Parents/carers will be notified of their role in an emergency procedure annually.