



# Appleton Academy Invacuation Policy & Procedures



Approved By	Approval Date	Next Review Date
Helen Jones/LAB	July 2023	July 2024

## **INVACUATION PROCEDURES: INFORMATION FOR STAFF**

This policy and incorporated procedures are to be used in the case of an emergency requiring all students, staff and visitors to remain inside the Academy buildings, for example in any of the following cases:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff, students and visitors).
- An intruder on the Academy site (with the potential to pose a risk to staff and students).
- The close proximity of a dangerous dog or wild animal roaming loose.
- A warning being received regarding the risk of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants, or a major fire in the vicinity of the Academy.
- A major incident where emergency services – i.e. police or the fire service – require the Academy to engage our invacuation procedure.

## **INVACUATION SIGNAL: CONTINUOUS SOUNDING OF INVACUATION TONE**

The invacuation tone will usually be initiated by the Estates Manager. However, the tone may be initiated by any member of staff if they have identified a threat. Members of staff should ensure that information about the reason for the initiation of the invacuation procedure is escalated to the Senior Leadership Team, including the Executive Headteacher, Heads of School, Executive Services Manager and Estates Manager. It is preferable, if there is time, that the Executive Headteacher or a member of SLT is contacted BEFORE the invacuation tone is sounded and procedures initiated.

## **INVACUATION ACTION**

### **SHELTER SOMEWHERE SAFE**

- If you are in a classroom, remain where you are
- If you are outside, go inside and follow instructions and/or go to the nearest classroom/the Auditorium/the Dining Hall
- If in the toilets/corridors, go to the nearest classroom/room

### **HIDE FROM VIEW**

- Lock the doors and/or block with a desk
- Close windows and blinds
- Turn off equipment such as interactive whiteboards/projectors and classroom equipment
- Turn off the lights
- Move to a 'safe corner' and/or hide under tables if necessary

### **WAIT FOR FURTHER INSTRUCTIONS**

- Stay calm & quiet
- Do exactly what Critical Incident Management Team (CIMT)/SLT members advise you to or if you are with Teaching Staff – do as instructed. Students must follow invacuation procedures and instructions given by staff
- Do not open doors during invacuation in the event of a fire alarm unless given a specific instruction to do so

### **ALL CLEAR SIGNAL**

- Once the incident has been brought under control, an all clear announcement will be made and CIMT/SLT staff will instruct on the further actions to be taken next

## **1. TEACHING AND DUTY STAFF**

- If you are outside with students i.e. during a P.E. lesson or at break/lunchtime, return to the building via the nearest door, locking it/ensuring it is closed behind the last person to enter if you can see no other students or staff in the area.
- If you are in the MUGA and it is safe to return to the main building, you should do so and gather students and staff in the nearest classroom. If it is not safe to return to the main building you should remain in the MUGA and secure the doors as best as possible.
- Remain in the classroom or room and maintain a calm and orderly environment, locking all outside doors where possible, unless you can see students or staff coming towards the building.
- Staff and students in the toilets and in the corridors should move to the nearest classroom (unless a disturbance is heard in which case it may be safer to stay put).
- In each case, when locking or securing doors, do not lock out any staff or students you can see in the area coming towards you. Remain by the door to lock/block it once everyone is inside.
- Close all the windows and blinds, leaving the door blind/covering until last.
- Seat students away from the windows and doors. If necessary, seek cover under tables.
- Turn off projectors/interactive whiteboards & classroom lights, as well as any practical equipment that is in use (such as PCs, cookers, Bunsen burners, etc).
- If it is safe to do so, and you have it with you, retrieve your mobile phone and set it to silent.
- If it is safe to do so, switch on a PC and log in to your staff email account.
- Once the invacuation procedures have been activated, communication may be possible via staff e-mail and could be accessed via the computer or mobile phone.

## **2. EXECUTIVE HEADTEACHER, LEADERSHIP TEAM & CIMT**

- The Executive Headteacher will take control of the response and will act as the 'Invacuation Manager'. Other members of the Critical Incident Management Team (CIMT) will take control of the response if the Executive Headteacher is not available.
- If the person initiating the invacuation procedure has not already done so, call 999 to report the invacuation.
- If it is safe to do so the CIMT will convene in the staff room, if not the members of the CIMT and SLT will remain in classrooms/offices and communicate using radios, mobile phones and email.

## **3. SITE TEAM**

- Dependent upon the situation and where safe to do so the Site Team will lock all external doors to the Academy buildings and all vehicle and pedestrian gates to the wider site.
- The Site Team should lock themselves in the nearest safe location – if possible, they should convene in the site office once the whole of the site has been secured (assuming it is safe to do so).
- The Estates Manager will be the 'point person', liaising with the Emergency Services and Executive Headteacher/CIMT representative.
- Site Staff will monitor CCTV if possible/necessary and relay information to the CIMT/SLT.

#### **4. STUDENT SUPPORT STAFF**

- If safe to do so, monitor corridors to ensure that all students, staff and visitors are in classrooms/offices.
- Once corridors are cleared, the student support team should convene in the student support office and lock the door.
- The Student Support Team should monitor radios and email and provide assistance to teaching staff and/or CIMT and SLT where required and if safe to do so.

#### **5. MAIN OFFICE STAFF & ALL SUPPORT STAFF**

- Support Staff should follow the general instructions outlined in this policy for Teaching Staff.
- Reception Staff should join office staff in the Main Office.
- Main Office staff should lower the blinds.
- Support staff based in the Community Room should lower the blinds and lock office doors before joining office staff in the Main Office.
- The Office Manager should ensure their radio is switched to the agreed channel to follow invacuation procedures. If safe to do so, staff should turn on mobile phones and switch to silent mode.
- Support staff should ensure they are logged into Academy email accounts if safe to do so.

#### **6. FIRST AID & FIRST AID TRAINED STAFF**

- If it is safe to do so, first aiders should attend to any casualties or students and staff in need of urgent care (until emergency services are able to attend site).
- The CIMT will take a decision and communicate to first aiders whether they should attend casualties and if it is safe to do so.
- Non-urgent cases must not be referred to first aid trained staff during invacuation.
- If the instruction of the CIMT is that first aid trained staff must remain where they have taken shelter, as it is not safe for them to attend to casualties, colleagues should remain in the room or location in which they are 'locked down.'

#### **7. MORNING/BREAK/LUNCHTIME PROCEDURE**

In the event of invacuation during break or lunch:

- Duty staff should direct students to the Auditorium. If this is not possible, duty staff should gather students in the dining hall, ensuring all students who are outside the building are brought into the dining hall quickly, which will assist the site staff in securing the building perimeter and locking external doors.
- If students are on corridors or areas other than the dining hall, staff should escort them to the nearest classroom.
- Duty staff should remain by external doors until they are as satisfied as they can be that all students have returned to the building and until the site team has attended to lock the external doors.
- Once the doors are secured, duty staff should join students in the dining hall or Auditorium and assist with supervision, ensuring that students are following the invacuation procedures and remain calm and quiet.

## **8. FIRE ALARM PROCEDURE**

- If the fire alarm is activated whilst an incident resulting in invacuation is occurring, and if there does not appear to be any immediate danger from smoke or flames, staff should make reasonable attempts to confirm the instruction to evacuate by accessing a confirmation email, radio or tannoy communication and/or emergency services instructions on site.
- Staff should be aware that they may have to respond dynamically to the situation as it arises.
- If an evacuation is ordered, the normal procedures in the case of a fire alarm will prevail and students should be supervised to their muster point in an orderly fashion.
- If the normal evacuation procedures and muster points are unavailable for any reason, fire wardens and members of the evacuation team will be available at exit points to advise.

## **9. INVACUATION ALL CLEAR**

- The Executive Headteacher will liaise with all members of the CIMT and any external agencies before instructing the 'all clear.'
- The all clear will be communicated via radio calls to staff, tannoy announcements and, if necessary, via messages to staff through mobile phones and an all staff email.
- If in doubt, remain in lockdown until you have received the all clear message.
- DO NOT interpret the invacuation alarm stopping as confirmation of the 'all clear' – please wait to receive specific instructions.

## **10. INVACUATION ALL CLEAR SIGNAL**

- The Invacuation Alarm will cease and will be quickly followed by messages to staff and students via tannoy, radio calls and email. CIMT and SLT members will then move around school confirming the all clear.
- After the all clear, further instructions will be provided on plans for the remainder of the day with the initial intention always being to return to the normal schedule for the day as much as possible.

## **INVACUATION PROCEDURES: INFORMATION FOR PARENTS/CARERS**

An invacuation procedure is in place at all schools within Exceed Academies Trust. The invacuation procedure is informed by best guidance and is a dynamic plan designed to keep students, staff and visitors safe in the event of a serious incident inside school or in the vicinity of our site.

In the event of invacuation parents & carers:

- Should BE ASSURED that the Academy understands their concern for their child's welfare and is doing everything possible to ensure student and staff safety
- Should NOT contact the Academy
- Should NOT come to the Academy
- Should WAIT for the Academy to contact them about when it is safe to collect their child, and where from – students will not be allowed to leave school during invacuation under any circumstances and parents/carers will not be granted access to site while invacuation is in effect
- SHOULD ensure that the Academy always has your up-to-date contact information

**CRITICAL INCIDENT MANAGEMENT TEAM (CIMT)**

**Executive Headteacher – EHT**

**Heads of School – HS**

**Senior Leadership Team – SLT**

**Executive Services Manager – ESM**

**Estates Manager - EM**