



Fire/Emergency Evacuation & Lockdown Procedure & Policy

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Fire/Emergency Evacuation & Lockdown Procedure & Policy

This is a dedicated Fire/Emergency & Lockdown Procedure and Policy document, however this is also referred to within the Health & Safety Policy and the Business Continuity Plan.

Fire/Emergency Evacuation Plan

Fire Wardens are: Premises Manager (Steven Farmer) and all Heads of Department:

When the fire alarm is heard and continues to ring:

- Leave the area swiftly, but in an orderly fashion by the nearest safe exit, closing the doors when the last person has left the room.
- Students/Visitors should line up in the playground areas by the allocated assembly point, stay in line, in register order and remain calm.
- Registers/ Visitors book will be called by Form Tutors/Reception staff.
- DO NOT re-enter the building until instructed to do so by senior staff.

Head of Department's Fire Evacuation Responsibilities

1. In the event of an emergency evacuation the HoD is responsible for the safe and orderly evacuation of their department/area.
2. As you check each room/area is clear, close the door, as this will help to contain any potential danger.
3. Once you are satisfied that your area is clear, report to the Premises Manager (Steven Farmer).
4. Make your way to your line up point and await further instruction
5. Under no circumstances should you or anyone else re-enter the building until you are told that it is safe to do so.

Fire Evacuation Line Up

General responsibilities

1. All teaching and other working areas will have an emergency action notice displayed in a prominent position. The same applies to public/communal areas. This gives more detailed instructions on what to do in an emergency. Please notify the Display Technician if you discover an area that needs a notice.
 2. All new employees and supply staff have an immediate duty to familiarise themselves with these emergency procedures.
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3. All staff have a duty to escort safely any visitors who may be in school, they must also stay with any disabled visitors at the designated green emergency call points by all the lifts, call the call point to reception and await assistance from the Safety Team
4. All students with a disability must be escorted to the evacuation areas with a buddy (as highlighted in PEEP's assessment). All buddies must help with the opening of doors and help to keep the students safe in crowded areas.
5. Any disabled persons using the viewing gallery in the sports hall must be evacuated using the Evac chair situated in the viewing gallery area and escorted to the evacuation area. Fully trained staff in using the Evac chair must evacuate the wheelchair user.

What to do - all staff

6. If you witness a fire, sound the fire alarm and report the matter to the nearest member of the senior team or premises staff after clearing any children or visitors in the vicinity.
7. If you hear the continuous fire alarm (it could be a fire drill or false alarm but must be taken seriously), then lead your class or visitors via the nearest safe exit in an orderly fashion to the playground, where students line up in form groups in register order.
8. Windows must be closed and the last person out of the room must close the door.

What to do - office and premises staff

9. On hearing the fire alarm, the office staff must immediately check the fire alarm panel, identify the affected area and inform premises staff.
10. Premises staff must immediately check the area concerned and confirm to the office staff whether emergency services are required.
11. If the emergency services are required, the fire alarm will continue to ring until silenced by the Fire Brigade.
12. If the emergency services are not required, the alarm must be silenced by premises staff.
13. In the event of an evacuation, premises staff must sweep all buildings systematically.
14. A member of the office staff must remain outside the front entrance to prevent any students/visitors from entering the area and to direct emergency services upon arrival, if required.
15. Premises staff should carry out any remedial action as required in order to enable the fire alarm system to be re-set.

Emergency Evacuation Due to Fire, Gas or Bomb Alert

Evacuating the school

16. Once all staff, and visitors/customers have evacuated the building and lined up in the front of the school, they are to await instructions from a member of the SPA Team.
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17. If there is a need to evacuate visitors/customers to a safe area, the following safe area will be used.

Safe Area

18. The safe area is across the crossing in Gosset Street (care must be taken when crossing the road). Staff and visitors/customers are to line up the other side of Lygon House and must await instructions from the SPA Team or the Fire Brigade.

Emergency evacuation outside school hours

When the fire alarm is heard and continues to ring

- LEAVE THE AREA SWIFTLY, BUT IN AN ORDERLY FASHION BY THE NEAREST SAFE EXIT, closing the doors when the last person has left the room.
- Students/Visitors should line up at the front of the school in an orderly fashion and remain calm.
- Premises staff must check the area shown on the fire alarm panel and the Safety Team must check all areas systematically, to make sure everyone has left all buildings
- DO NOT re-enter the building until instructed to do so by Senior Staff.

Fire Evacuation - Outside School Hours

General responsibilities

1. All teaching and other working areas will have an EMERGENCY ACTION notice displayed in a prominent position. The same applies to public/communal areas. This gives more detailed instructions on what to do in an emergency. Please notify the Display Technician if you discover an area that needs a notice.
 2. All new employees and supply staff have an immediate duty to familiarise themselves with these emergency procedures.
 3. All staff have a duty to escort safely any visitors who may be in school.
 4. All students with a disability must be escorted to the evacuation areas with a buddy (as highlighted in PEEP's assessment). All buddies must help with the opening of doors and help to keep the students safe in crowded areas.
 5. Any disabled persons using the viewing gallery in the sports hall must be evacuated using the Evac chair situated in the viewing gallery area and escorted to the evacuation area. Fully trained staff in using the Evac chair must evacuate the wheelchair user.
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What to do - all staff

6. If you witness a fire, sound the fire alarm and report the matter to the nearest member of the senior team or premises staff, after clearing any children or visitors in the vicinity.
7. If you hear the continuous fire alarm (it could be a fire or false alarm but must be taken seriously), then lead your class or visitors via the nearest safe exit to the front of the school and line up in an orderly fashion.
8. Windows must be closed and the last person out of the room must close the door.

What to do - office and premises staff

9. On hearing the fire alarm, the office staff must immediately check the fire alarm panel, identify the affected area and inform premises staff.
10. Premises staff must immediately check the area concerned and confirm to the office staff whether emergency services are required.
11. If the emergency services are required, the fire alarm will continue to ring until silenced by the Fire Brigade.
12. If the emergency services are not required, the alarm must be silenced by premises staff.
13. In the event of an evacuation, premises staff must sweep all buildings systematically.
14. A member of the office staff must remain outside the front entrance to prevent any students/visitors from entering the area and to direct emergency services upon arrival, if required.
15. Premises staff should carry out any remedial action as required in order to enable the fire alarm system to be re-set.

Emergency Evacuation Due to Fire, Gas or Bomb Alert

Evacuating the school

16. Once all staff, students and visitors have evacuated the buildings and lined up in the front of the school, they are to await instructions from the Fire Marshal.
 17. If there is a need to evacuate the school to a safe area the following safe area is to be used.
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Safe Area

18. The safe area is across the crossing in Gosset Street (care must be taken when crossing the road). Staff, students and visitors are to line up the other side of Lygon House and must await instructions from the Fire Marshal or the Fire Brigade.

Silent Evacuation Action

If a member of the Safety Team asks you to evacuate the building you must: -

- LEAVE THE SCHOOL SWIFTLY, BUT IN AN ORDERLY FASHION, BY THE NEAREST SAFE EXIT, closing the door when the last person has left the room.
- Students should line up by their year group assemble point, stay in line, in register order, and remain calm
- Registers will be called by Form Tutors
- DO NOT re-enter the building until instructed to do so by Senior Staff

Silent Alarm Line Up

General responsibilities

1. All public/communal areas will have the Silent Evacuation Action displayed. This gives more detailed instructions on what to do in an emergency. Please notify the Display Technician if you discover an area that needs a notice.
2. All new employees and supply staff have an immediate duty to familiarise themselves with these emergency procedures.
3. All staff have a duty to escort safely any visitors who may be in school.
4. All students with a disability must be escorted to the evacuation areas with a buddy, (as highlighted in PEEP's assessment) All buddies must help with the opening of all doors and help to keep the student safe in crowded areas.
5. Any Disabled persons using the viewing gallery in the sports hall must be evacuated using the Evac chair situated in the viewing gallery area and escorted to the evacuation area. Fully trained staff in using the Evac chair must evacuate the wheel chair user.

What to do - all staff

6. 6. If you witness a suspect package or smell gas DO NOT sound the fire alarm. REPORT the matter to the nearest member of the senior team or member of the premises team, after clearing any children in the vicinity.
 7. A member of the Safety Team with a note explaining the situation will make their way around the school and ask you to evacuate the building as you would if the fire alarm sounded, then lead your class/visitors via the nearest safe exit in an orderly fashion to the fire assembly points, where students line up in form groups in register order.
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8. Windows must be closed and the last person out of the room must close the door.
9. The school pips system must be switched off and the tannoy system must not be used.

What to do - office and premises staff

10. On being asked to evacuate the building, the office staff must immediately check with the Safety Team what the situation is and follow their duties as they would for a fire alarm.
11. Premises staff must immediately check the area concerned and confirm to the office staff whether emergency services are required.
12. If the emergency services are required, then 999 must be called immediately explaining the situation. Also the LBTH Civil Protection Team must be notified of the situation. Any advice given by the Civil Protection Team must be noted and actioned.
13. In the event of an evacuation, the Fire Marshal, Wardens and Safety Team must sweep all buildings systematically.
14. A member of the office staff must remain outside the front entrance to prevent any students/visitors from entering the area and to direct emergency services upon arrival, if required.

Emergency Evacuation Due to Fire, Gas or Bomb Alert

Evacuating the school

15. Once all staff, students and visitors have evacuated the buildings and lined up in front of their assemble points, they are to await instructions from the Fire Marshal
16. If there is a need to evacuate the school to a safe area the Fire Marshal will give directions to the safe area that will be used.

Safe Area

17. The Safe Area is through the back double gates, turn right into the housing estate, line up in the courtyard behind the blocks of flats and await further instructions from the Fire Marshal.
 18. If this area is not possible, due to the rear of the school being the area where the fire or emergency is, then all students and visitors must be escorted by staff, to the main entrance area, through reception, cross Gosset Street (care must be taken when crossing the road) and lined up the other side of Lygon House, all staff, student and visitors must await instructions from the Fire Marshal or the Fire Brigade.
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Bomb Alerts

Reference: Procedures for handling bomb threats (Published 18 July 2016

National Counter Terrorism Office)

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT	
1	Remain calm and talk to the caller
2	Note the caller's number if displayed on your phone
3	If the threat has been sent via email or social media see appropriate section below
4	If you are able to, record the call
5	Write down the exact wording of the threat:
When Where What How Who Why Time	
ASK THESE QUESTIONS & RECORD ANSWERS AS ACCURATELY AS POSSIBLE:	
1. Where exactly is the bomb right now?	
2. When is it going to explode?	
3. What does it look like?	
4. What does the bomb contain?	
5. How will it be detonated?	
6. Did you place the bomb? If not you, who did?	
7. What is your name?	
8. What is your address?	
9. What is your telephone number?	
10. Do you represent a group or are you acting alone?	
11. Why have you placed the bomb?	
Record time call completed:	
INFORM HEADTEACHER / LEADERSHIP	
Name and telephone number of person informed:	

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA						
1	DO NOT reply to, forward or delete the message					
2	If sent via email note the address					
3	If sent via social media what application has been used and what is the username/ID?					
4	Dial 999 and follow police guidance					
5	Preserve all web log files for your organisations to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)					
DIAL 999 AND INFORM POLICE						
Time informed:						
This part should be completed once the caller has hung up and police/ building security/ coordinating manager have all been informed						
Date and time of call:						
Duration of call:						
The telephone number that received the call:						
ABOUT THE CALLER:	Male		Female		Nationality?	Age?
THREAT LANGUAGE:	Well-spoken	Irrational	Taped	Foul	Incoherent	
CALLER'S VOICE:	Calm	Crying	Clearing throat	Angry	Nasal	
Slurred	Excited	Stutter	Disguised	Slow	Lisp	*Accent
Rapid	Deep	Familiar	Laughter	Hoarse	Other <i>(please specify)</i>	
*What accent?						
If the voice sounded familiar, who did it sound like?						
BACKGROUND SOUNDS:	Street noises	House noises	Animal noises	Crockery	Motor	
Clear	Voice	Static	PA system	Booth	Music	
Factory machinery		Office machinery		Other <i>(please specify)</i>		
REMARKS:						
ADDITIONAL NOTES:						
Signature:			Print Name:		Date:	

Save and print. Give copy to Police. Save for 7 years.

8. Invacuation ('Lockdown') Procedure

1. Introduction

Invacuation is the opposite of an evacuation of the premises. It is the process of controlling the movement, access and egress of people around the academy in response to an identified risk, threat or hazard that might impact on the safety and security of people and assets or, in deed the capacity of the academy to continue to operate. Such risks could include, but are not limited to;

- A potentially dangerous person or animal on the school site.
- A disturbance or dangerous situation in the local community that could affect the academy.
- A nearby chemical incident or other risk of air pollution.
- Serious weather conditions.

Mulberry Academy Shoreditch (the school) is required to provide a safe and secure environment for students, staff and visitors. An Invacuation may be implemented by the academy as part of a security incident and this may be in partnership with other organisations such as the Emergency Services.

The purpose of this procedure is to provide guidance to school leaders and staff that will enable them to follow appropriate steps to achieve an Invacuation of the site that they manage / occupy. It is to work alongside the other emergency plans / continuity plans, but may be used as a standalone procedure if required.

The academy will undertake Invacuation practice drills at least once a year to ensure everyone knows what to do in such a situation. All staff are required to provide feedback following each drill to assist the academy in improving the Invacuaton procedure.

2. Partial Invacuation

Alert to staff: 'Partial Invacuation – Tannoy

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and students in the academy. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, students and staff return to the building.
- All staff and students remain in the building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.

All situations are different, once all staff and students are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and students. 'Partial Invacuation' is a precautionary measure but puts the academy in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

3. Full Invacuation

Alert to staff: 'Full Invacuation – 'PIPs' on continuous tone

This signifies an immediate threat to the academy and may be an escalation of a partial Invacuation.

Immediate action:

- All students remain / return to base (classroom, tutor room or other agreed location. If during break time, this would ordinarily be the sports hall or main hall).
- Staff to remain / return to base room or nearest safe room.
- Classroom doors closed and blocked from inside with door stop.
- All occupants to move quietly out of sight lines of the door vision panel.
- Close windows and blinds.
- Mobile phones on 'silent' mode.
- Stay silent.

Endure

- Be aware that you may be in Invacuation for some time
- Staff to remain in Invacuation positions until informed by the Head of Invacuation (Acting Head of School), their deputies (Chief Financial Officer, SLT, Premises & Contracts Manager) or Emergency Services.

As soon as possible after the Invacuation, staff should take a register or head count and notify the Acting Head of School immediately of any students not accounted for.

During the Invacuation, staff will keep agreed lines of communication open, but not make unnecessary contact with the Head of Invacuation / SLT as this could delay more important communication.

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The academy site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Invacuation. The Emergency Services will support the decision of the Executive Principal regarding the timing of communication to parents/carers.

Communication between parents/carers and the school

school Invacuation procedures, especially arrangements for communicating with parents/carers, should be routinely shared with parents/carers either by newsletter or via the academy website. In the event of an actual Invacuation, it is strongly advised that any incident or development is communicated to parents/carers as soon as is practicable. It is obvious that parents/carers will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents/Carers should be given enough information about what will happen so that they:

- Are reassured that the academy understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the academy. They could interfere with emergency provider's access to the academy and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe to collect their children, and where this will be from.

*The 'communication with parents/carers' part of the plan needs to reassure parents/carers that the academy understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. **However, it may also be prudent to reinforce the message '..the school is in a full Invacuation situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'***

Management and Control	
Responsibility	Nominated person
Initial silent alert of potential incident – panic buttons / alerts	Any member of staff
Investigate initial silent alert.	Head of Invacuation. This is the Executive Principal. If not available; the Senior Deputy Principal, a Deputy Principal, Chief Financial Officer, Premises & Contracts Manager, or SLT .
If appropriate, instigate Invacuation. For full Invacuation this includes activation of PIPS and contact with Emergency Services	Head of Invacuation (Executive Principal). If not available; the Senior Deputy Principal, a Deputy Principal, Chief Financial Officer, Premises & Contracts Manager, or SLT .
Student control	SLT members, classroom teachers / support staff
Liaison with parents/carers (as soon as reasonably possible)	Executive Principal

Signals	
Signal for Invacuation	Academy PIPS – continuous tone.
Signal for all-clear	Tannoy announcement. If unavailable; email, telephones or mobile phones.

Invacuation Locations	
Specified assembly room	Classrooms & offices (if during lesson times). Sports Hall (If outside lesson times) Main Hall (If Sports Hall is the scene of the incident).
Entrance points	The Sports Hall has the following entrance points: <ul style="list-style-type: none"> • Internal entrance accessed via the PE corridor • External fire doors The Main Hall has the following entrance points: <ul style="list-style-type: none"> • Corridor from 'The Street' • External fire doors
Communication arrangements	<ul style="list-style-type: none"> • PIPS • Tannoy • Phones / mobile phones
Notes	

Invacuation Procedure				
Step	Initial response	Check	Time	Signed
1.	Contact each Emergency Service that the incident requires.			
2.	Ensure all students, staff, visitors are inside the specified assembly room(s).			
3.	Secure all entrance points to the specified assembly room(s).			
4.	<p>Ensure that staff members take action to increase protection from further danger:</p> <ul style="list-style-type: none"> • Block access points – place door stop against door. • Move all room occupants away from vision panel in the door. • Keep out of sight and draw blinds to avoid detection. • Turn off lights. • Stay away from windows and doors. • Take register / head count. 			
5.	Ensure that everyone inside the specified assembly room are aware of an exit point in case an intruder manages to gain access or the assembly room becomes unsafe.			
6.	Check for missing or injured students, staff members and visitors, if it is safe to do so.			
7.	Remain inside the specified assembly room until the all clear signal has been given or unless told to evacuate by the Emergency Services.			