Mulberry Academy Shoreditch

Fire Evacuation & Lockdown Policy

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Version	Reviewed	Changes since last version
1		Existing
2	May 2024	No changes, part of annual review
3	May 2026	Name of Fire warden changed throughout the document Document replaced office staff with Premises Manager and Sports Centre Manager Emergency Evacuation Due to Fire, Gas or Bomb Alert Updated section regarding procedures to follow in the event of an evacuation

Fire/Emergency Evacuation & Lockdown Procedure & Policy

This is a dedicated Fire/Emergency & Lockdown Procedure and Policy document. This is also referred to within the Health & Safety Policy document and the Critical Incident Policy (Business Continuity Plan).

Fire/Emergency Evacuation Plan during the school day

Trained Fire Wardens are:Premises Manager (Simon Morgan) and members of the Premises Team

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, and remain calm.
- If a decision is made to evacuate the school site for Health and Safety reasons, this should be made by the Executive Principal/Principal or a member of the Senior Leadership Team.
- Staff, students and visitors should not re-enter the building until instructed to do so by the Executive Principal/Principal or a Senior Member of 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 (Simon Morgan).

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 Premises manager (Simon Morgan) 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, 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. 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 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 in the designated fire evacuation points of the playground in an orderly fashion and remain calm.

- Teacher/staff take a head count of their class and report the number to the attendance team.

- 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 the Executive Principal/Principalor the Senior Team.

Fire Evacuation - Outside School Hours (after 5pm)

General responsibilities

1. All teaching and other working areas will have an emergency evacuation 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 Premises manager (Simon Morgan) 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.

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. The last person out of the room must close the door.

What to do - Premises staff and Sports centre manager

9. On hearing the fire alarm, Premises staff or the Sports Team manager must immediately check the fire alarm panel, identify the affected area and inform further premises staff.

10. Premises staff must immediately check the area concerned and confirm to the Sports centre staff staff whether emergency services are required.

11. lf the emergency services are required, the fire alarm will continue to ring until silenced by the Fire Brigade.

12. lf the emergency services are not required, the alarm must be silenced by premises staff.

13. ln the event of an evacuation, premises staff must sweep all buildings systematically.

14. The Sports Centre manager or a member of the team 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 during the school day

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 Marshall/Executive Principal/Principal

17. If there is a need to evacuate the school to a safe area the following safe area should be used.

18. The safe area is across the crossing in Gosset Street (care must be taken when crossing the road). 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 Executive Principal / Principal, Fire Marshal or the Fire Brigade.

1. If this area is not possible, due to the front of the school being the area where the fire or emergency is located, 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.

2.

Emergency Evacuation Due to Fire, Gas or Bomb Alert (outside of school hours)

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 Marshall or Sports Centre manager

17. If there is a need to evacuate the school to a safe area the following safe area should be used.

18. The safe area is across the crossing in Gosset Street (care must be taken when crossing the road). 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, the Sports Centre manageror the Fire Brigade

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 PRINCIPAL / 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** *(please specify)*
***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** *(please specify)*	
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 school in response to an identified risk, threat or hazard that might impact on the safety and security of people and assets or, indeed the capacity of the school 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 school 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 school in improving the Invacuation 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.
- Premises to sweep all outside areas and ensure ground floor doors and windows are 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.
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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 – Invacuation sound
This signifies an immediate threat to the school 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).
- Premises to sweep all outside areas and ensure ground floor doors and windows are locked.
- Staff to remain / return to base room or nearest safe room.
- Classroom doors closed and where possible access blocked (door stops)
- 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 (Principal), or deputies (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 Principal 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 / Principal / 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 school 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 school. They could interfere with emergency provider's access to the school 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 school 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 Principal. If not available; the Senior Deputy Principal, a Deputy Principal, Premises & Contracts Manageror a member of SLT .
If appropriate, instigate Invacuation. For full Invacuation this includes activation of PIPS and contact with Emergency Services	Head of Invacuation (Principal). If not available; the Senior Deputy Principal, a Deputy Principal, Premises & Contracts Manager or a member of SLT .
Student control	SLT members, classroom teachers / support staff
Liaison with parents/carers (as soon as reasonably possible)	Principal

Signals	
Signal for Invacuation	Invacuation sound
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: • Internal entrance accessed via the PE corridor • External fire doors The Main Hall has the following entrance points: • Corridor from 'The Street' • External fire doors
Communication arrangements	• 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.	Ensure that staff members take action to increase protection from further danger: • Block access points – place door stop against door where possible. • 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.			