



**Emergency Invacuation &
Evacuation Policy**

15/06/2022

Introduction

This policy is intended to help Waveney Valley Academies Trust provide a safe environment for all staff, pupils and other individuals on site in an emergency situation

Thankfully, emergencies or critical incidents are rare, but they can happen at any time on different scales, often when least expected and it is vital to be as prepared as possible to keep everyone safe, reduce any impact and respond effectively by ensuring effective management and response.

This policy applies to all staff, pupils/students, volunteers (including trustees and school committee members), visitors and contractors.

Aims

The aims for this policy are:

1. To maintain a duty of care
2. To minimise educational and administrative disruption within school
3. To enable normal working to be resumed in the shortest possible time
4. To have in place precautions and procedures to minimise the effects of an emergency or critical incident
5. To have in place a programme of regular evacuation procedures
6. To have in place personal emergency evacuation plans (PEEPS) for any student or member of staff who is disabled or would need support of any kind (eg, SEND or SEMH students)
7. To ensure that appropriate alarm/warning systems are in place
8. To ensure that relevant academy personnel undertake regular fire safety/emergency training
9. To ensure compliance with all relevant legislation connected to this policy

Communication & Planning

It is important to rehearse and review emergency arrangements and responsibilities with staff at 'whole school' staff meetings and have regular drills. Emergency response information should be included in the staff handbook, student placement information and supply induction.

It is not possible to predict and plan for the exact type of disaster or incident, but planning will provide generic guidance.

Each site will have their own: Critical Incident Management Team (CIMT), Critical Incident Management Plan (CIMP) and Business Continuity Plan (BCP).

Personal Emergency Evacuation Plan (PEEP)

To ensure everyone can evacuate the premises in an emergency a PEEP must be put in place for staff, pupils and visitors that need help to evacuate safely for example if they are wheelchair users, have a hearing or sight impairment or have a broken leg and are on crutches.

PEEPS will be reviewed annually or when there is a change in the individual's health, or an alteration made to the premises.

A PEEP will identify:

- Any specific needs of the individual
- Responsibilities of staff members
- Specific evacuation/invacuation routes, where applicable
- Any specific evacuation/invacuation procedure requirements

Emergency Response

An emergency procedure may be initiated if there is a credible threat to pupil and staff safety for example due to fire, a bomb threat or an intruder. There are 4 main types of emergency response:

1. Invacuation - moving people to somewhere safe inside a building when there is danger outside or in another part of the building
2. Evacuation - moving people to a safe place outside a building when there is danger inside
3. Lockdown - keeping everyone inside the building and stopping movement around the building
4. Partial lockdown – as lockdown but only applying it to certain parts of the building

For example: Evacuation would be used in the event of a fire and a lockdown maybe used when the threat is serious and immediate in the grounds.

Partial & Full Lockdown Guidance

In the event of an air pollution issue, where possible air vents should be closed as an additional precaution.

Partial & Full Lockdown:

1. All outside activities to cease immediately
2. Pupils, staff and visitors must return to the building
3. The school must establish communication with the emergency services as soon as possible and inform Waveney Valley Academies Trust.
4. Everyone should remain in building and all external doors and windows locked. (If a partial lockdown, free movement maybe permitted within the building depending on the circumstances.)
5. Once all staff and pupils are safely inside, SLT or the CIMT will conduct an ongoing and dynamic risk assessment based on advice from the emergency services. This information will be communicated to staff and pupils and some of the below arrangements (6-18) will apply.

Full Lockdown:

6. Those inside the school should remain in their classrooms or other agreed location e.g. sports/assembly/dining hall.
7. Internal doors may need to be locked (where a member of staff with key is present.)

8. Windows should be locked, blinds drawn, and pupils should sit quietly out of sight and away from a window (e.g. under desk or around a corner)
9. Lights, fans, and air conditioning units should be turned off as this will reduce noise and the risk of exposure to any chemical /biological attack.
10. Once in lockdown mode, staff should notify the office via email or other agreed line of communication, their class attendance report.
11. Office staff should check the visitors log to make sure all visitors are accounted for.
12. For any unaccounted staff, students or visitors, there will be a procedure in place to search if safe to do so.
13. Staff should encourage the pupils to keep calm and quiet put any mobile devices on silent and consider writing instructions on a whiteboard. It is important that everyone is aware of an exit point in case an intruder does gain access.
14. Parents/carers should be notified as soon as it is practicable, via the school's established communications system. It is obvious that parents will be concerned but regular accurate communication will help to alleviate undue anxiety. See Appendix B.
15. Pupils will not be released to parents during a lockdown.
16. If it is necessary to evacuate the building, the fire alarm will be sounded.
17. Staff should await further instructions unless they feel at risk of imminent danger.
18. No persons, except the emergency services shall be allowed to access the site during a lockdown.

Responsibilities

The Trust Board has:

- delegated powers and responsibilities to the Headteachers to ensure all academy personnel and stakeholders are aware of and comply with this policy
- responsibility for ensuring that the academy complies with all equality's legislation
- responsibility for ensuring funding is in place to support this policy
- responsibility for ensuring this policy and all policies are maintained and updated regularly

The Headteacher or most senior individual will:

- decide what emergency response is necessary and ensure all staff including support and supply staff know how to recognise the alarm/warning for different emergencies fire/evacuation, partial or full lockdown (including a signal for all-clear).
- ensure all academy personnel, students, parents and visitors are aware of and comply with this policy
- ensure that up to date risk assessments, evacuation procedures and fire precaution systems are in place

- ensure that announced and unannounced fire/emergency evacuation drills are undertaken at least termly
- report any accidents or dangerous occurrences to the Premises and Health & Safety Committee
- ensure that new academy personnel undertake appropriate induction training
- ensure that established academy personnel receive training when required
- ensure there are other means of internal communications such as: mobiles, text messages, WhatsApp, emails etc.

The Site Manager (or delegated individual) will:

- have in place a robust and up to date evacuation plan
- keep up to date risk assessments that address:
 - ✓ **sources of fuel**
 - ✓ **sources of ignition**
 - ✓ **sources of oxygen**
 - ✓ **structure of the building(s)**
 - ✓ **location of including those with special educational needs and/or disabilities**
 - ✓ **procedures and escape routes for evacuation**
 - ✓ **fire-fighting equipment**
- address fire safety issues identified within internal and external fire risk assessments
- have in place personal evacuation plans (PEEP) for students and academy personnel with disabilities
- conduct fire/emergency evacuation drills
- be responsible for fire safety training
- make periodic inspections of fire equipment
- make periodic checks of the audible fire alarm equipment
- maintain fire equipment
- ensure fire signs and notices are in place:
 - ✓ **on all exits**
 - ✓ **in classrooms**
 - ✓ **in corridors**
 - ✓ **next to fire alarm call points**
 - ✓ **on fire equipment**
 - ✓ **on fire assembly points**
- ensure that all fire exit routes and doors are clear of obstructions
- ensure that fire detection and protection systems are tested and maintained
- keep records of fire drills, training and maintenance of equipment
- undertake periodic training in all fire safety procedures
- be responsible for maintaining a high standard of fire precautions in areas under their control or influence such as:
 - ✓ **not covering heaters**
 - ✓ **not overloading electrical sockets**

- ✓ not leaving rubbish lying around
- ✓ securing recyclable waste in a secure area away from the school building
- ✓ not having large flammable displays along escape routes
- ✓ periodic checks to portable electrical equipment

Related Policies

Business Continuity & Critical Incident Policy
Business Continuity & Critical Incident Plan
Health & Safety Policy
Asbestos Policy
First Aid Policy
Security Policy

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