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St. Edward’s

Church of England

Academy

Emergency Invacuation and

Evacuation Policy

Approved by Trustees

Last Reviewed in: June 2025

Next Review due by: June 2027

Non-Statutory Policy

**The Vision for Education at our Academy**

***Jesus says, "I have come that they may have life and have it in all its fullness."***

**John 10:10**

Our school vision is to ensure that God’s aspiration for us all, as expressed in Jesus’s words from John 10:10, is reflected in our aspiration for all of our children and staff to experience a full and rich life of learning, growing, helping, and caring for each other.

We are an inclusive community where all are welcomed, supported and celebrated for all they are and for all they do. Our Academy is a place of, and a space for, flourishing and fulfilment because here…

### **…we are 10:10 people.**

As a Christian Academy, we live and breathe our core values:

* Respect
* Courage
* Hope
* Friendship

***“For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future.”***

**Jeremiah 29:11**



***“Be strong and courageous. Do not   
be afraid; do not be discouraged for   
the Lord your God will be with you wherever you go.”*   
  
Deuteronomy 31:6**

***“I no longer call you Followers. Instead I call you friends.”*   
  
John 15:15**

***“Show proper respect to everyone”*1 Peter 2:17**

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**Introduction**

Under the Management of Health and Safety at Work Regulations 1999, the Trustees of St. Edward’s Church of England Academy ensure that appropriate emergency procedures are in place in the event of an external or internal incident which could be a threat to the safety and well-being of pupils, employees, volunteers or visitors when in our school, or on the school grounds.

Although the plans will hopefully never be needed, it is essential to have arrangements in place for dealing with emergency situations so that staff know how to respond should the occasion ever arise.

This policy aims to set out St. Edward’s response to emergency situations. However, it also acknowledges that it is not always possible to outline plans for every possible situation or scenario.

**Aims:**

* To provide a safe and secure environment for our pupils, staff, visitors and resources
* To establish protocols and procedures that effectively monitor and manage a potentially dangerous situation

This policy will be reviewed regularly to reflect changing circumstances and experience.

**Definitions:**

**Invacuation**

On very rare occasions, it may be necessary to seal off the school so that it is not able to be entered from the outside or exited from inside. This is known as an invacuation.

Invacuation procedures may be activated in response to any number of situations. Below is a list of some examples. However, this list is not exhaustive:

* A reported incident, such as a disturbance in the local community
* A major fire in the vicinity of the school, or other warning from emergency services e.g. gas leak, air pollution
* An intruder on site
* The close proximity of a dangerous animal

**Evacuation**

There may be occasions where it is necessary to evacuate the school building and to move as far away from it as possible until the premises are deemed safe or the Principal, or authorised person, is advised otherwise by emergency services. This is called an evacuation.

The purpose of evacuation is to move people from an area where they might be at risk to a place of lesser risk. Evacuation will not always be the first response. Limited evacuations of sections of the building may be appropriate.

Evacuation procedures may be activated in response to any number of situations. Below is a list of some examples. However, this list is not exhaustive:

* A gas leak
* Part of the building is deemed unsafe
* The threat or discovery of a suspicious item in the building or the discovery of a suspicious item or vehicle outside the school
* The discovery of a suspicious item elsewhere notified by the police or members of the local community

**Principal’s/Authorised Person’s Role:**

* The Principal or authorised person will dial 999 to report concerns to the police/emergency services, as appropriate.
* The Principal or authorised person will contact Staffordshire County Council and any other relevant utilities and/or or services to report the incident.
* An appointed member of the Senior Leadership Team will contact the Chair of Trustees, or Vice Chair in their absence, as soon as possible.
* If necessary, the police/emergency services will take control with the full cooperation of all adults and children.
* Taking on board the advice of the police/emergency services and/or other utilities/service providers, as appropriate, the Principal or authorised person will decide when and whether to issue the ‘ALL CLEAR’.
* The Principal or authorised person will communicate with the wider school community, including parents/carers, when it is safe to do so, taking the advice of the police/emergency services and/or other utilities/service providers, as appropriate.

**Procedures:**

**Invacuation Procedure**

On assessing the risk, the Principal (or authorised person in their absence) will decide if a full invacuation is necessary. The Principal or authorised person will liaise with support staff who will communicate the invacuation message as outlined below.

**Notification of Invacuation and Communication**

* A message will be sent to classrooms using the Net Support Notify system. The code word for the invacuation will be **“CATHEDRAL”**
* Under NO CIRCUMSTANCES MUST THE ALARM SYSTEM BE ACTIVATED
* Staff taking PE, or any other outdoor lesson, must take a school radio with them and have their mobile phones switched on. As appropriate, they will be notified by call or text message.
* Staff should then ensure that they have access to their school email account as soon as possible to receive details and other instructions.
* Staff should not reply to emails or otherwise use the email system unless specifically asked to so that communication can be clear, concise and swift. If staff need to access their email account on their mobile phones, they may do so.
* Communication with staff throughout an invacuation will be made via email – this will provide appropriate detail and actions to be taken. The lead person (Principal/Authorised person) will be named.
* Staff must keep lines of communication clear and respond only to the lead as necessary, or when asked.
* There should be no communication with outside parties unless you are authorised to do so.

**Principal and Senior Leaders’ Role During Invacuation**

* On assessment of risk, a decision will be made whether external doors must be locked by Senior Leaders or authorised personnel under the direction of the Principal or authorised person.
* The Principal or authorised person will then assume an invacuation position in the back office to assist in coordination of the invacuation procedure, while maintaining phone contact with the police/emergency services.
* When advised to do so by the police/emergency services the Principal or authorised person will notify all staff that the invacuation has ended via the Net Support Notify system and/or email. The message will read ‘ALL CLEAR’.
* Members of the Senior Leadership Team will circulate the school in their designated areas to provide support following the ‘ALL CLEAR’.

**Staff Role During Invacuation**

* In the event of an invacuation, all children and adults must remain in classrooms, rooms, or offices.
* Children and adults who are outside but near to buildings, must move to the closest room, even if this is already occupied.
* Staff teaching outside must ensure that they take a school radio and their mobile phone with them so that they are contactable at all times.
* If an invacuation is required during break or lunch 3 prolonged bells will be sounded.
* Pupils and staff should quietly and quickly move to their form rooms without
* collecting belongings and await further instructions. The decision to sound the bell will be made by the Senior Leadership Team.
* Nobody should move around the school building unless directed to do so by the Principal or authorised person.
* Pupils must not use their mobile phones.
* Staff who are not teaching during an invacuation must go to the nearest classroom/office. If they see children or known visitors (wearing a red visitor lanyard) as they move to the nearest classroom/office, they must also direct them to the nearest classroom/office.
* Children and adults must remain quiet and calm. Staff must use their professional judgement and knowledge of the class to determine how to communicate what is going on.
* As a preventative measure, in case the invacuation is the result of an intruder on the school premises, staff must calmly do the following where they are able to:
  + - Lock the door if they have a key
    - Try to block the door with a piece of furniture or another item
    - Position children on the floor – either against a wall, or under their desks – whichever makes them less visible
    - Close the curtains or blinds
    - Do not answer the door to anyone they do not recognise as a staff member unless they are a member of the emergency services
    - Remain vigilant to the presence of strangers on the premises
* If you do not have access to a computer, or your mobile phone in order to access you school email account during an invacuation, please wait calmly for a member of the Senior Leadership Team to notify you of the ‘all clear’.
* Children with medical needs – a full list of children with needs is kept by office staff and information needed will be communicated to emergency services. It is important that children are encouraged to keep calm and be assured that help is on its way.
* Children and adults must remain in rooms until the ‘ALL CLEAR’ is announced.
* As soon as possible after the invacuation, teachers will take a register for the class they were supervising throughout the invacuation and must notify the school office immediately of any children not accounted for.
* A staff register will be taken by an appointed member of the Senior Leadership Team and visitors will be checked by the Office Manager.
* The Principal, or Vice Principal in their absence, will decide on an appropriate means of communication to parents and carers. Staff must not do this themselves in order to avoid speculation and unverified information being shared which could cause alarm and distress.

***See Appendix 1 – Invacuation Procedure Crib Sheet***

**Evacuation Routes**

The meeting point for this type of evacuation is the field situated between Westwood Road and Spring Gardens. However, evacuation routes and evacuation meeting point may be redirected to ensure that routes do not take people past a potential hazard. Alternative evacuations plans will be brought into effect by the Principal, or authorised person, should the need arise.

**Evacuation Procedure**

Should the Principal or authorised person decide that a full evacuation is necessary, the following actions will be taken:

* A message will be sent to classrooms using the Net Support Notify system. The code word for the evacuation will be **“TUNNEL”**, under NO CIRCUMSTANCES MUST THE ALARM SYSTEM BE ACTIVATED.
* The Principal or authorised person will immediately contact the police/emergency services.
* The Principal, or authorised person will call Staffordshire County Council to notify them of the situation.
* The Principal or authorised person will notify the Chair of Trustees, or Vice Chair in their absence, as soon as possible.
* A senior member of staff will immediately proceed to the KS3 yard to open the bus park gates to enable access to the field
* Each class should calmly evacuate the building. Staff, pupils and visitors will meet at the evacuation point which is located at the top of the field adjacent to the bus park.
* If an evacuation is required during break or lunch, members of the Senior Leadership Team will alert members of staff on duty who will direct pupils to the evacuation point – no unauthorised person must re-enter the building.
* The fire drill procedure will then be followed to ascertain that all staff, pupils and visitors are accounted for.
* The Fire Marshal will perform a cursory check of each room to check that all staff, pupils and visitors have evacuated the building
* Vigilance should be exercised in noting the presence of strangers or of unusual parcels or packages in the building. Under no circumstances should anyone attempt to move or interfere with a suspect package.
* If necessary, the police/emergency services will take control with the full cooperation of all adults and children.
* The Principal, or Vice Principal in their absence, will decide on an appropriate means of communication to parents and carers. Staff must not do this themselves in order to avoid speculation and unverified information being shared which could cause alarm and distress.

***See Appendix 2 – Evacuation Procedure Crib Sheet***

**Monitoring**

This policy will be monitored regularly following evacuation drills, procedures, risk assessments or changes in legislation.

**INVACUATION PROCEDURE – CRIB SHEET**

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**Appendix 1**

**TRIGGER & DECISION-MAKING**

* Principal (or authorised person) assesses risk and initiates invacuation if needed.
* Coordination led from the back office, in contact with emergency services, Staffordshire County Council, Chari/Vice Chair of Trustees

**NOTIFICATION & COMMUNICATION**

* **Code Word:** *CATHEDRAL* (via Net Support Notify).
* **DO NOT** use the fire alarm system.
* **Outdoor Staff:** Must carry a school radio and have phones ON.
* **Break/Lunch:** *Three prolonged bells* indicate invacuation.
* **Emails:** Staff to check school email ASAP.
  + Do **not reply** unless instructed.
  + Keep all lines clear for leadership communication.

**STAFF ACTIONS**

* Stay in current classroom/room/office with pupils.
* Guide any pupils/visitors outside into the nearest safe room.
* **No one moves** unless instructed by the Principal/authorised person.
* **Do NOT communicate externally** unless authorised.
* Keep pupils quiet and calm.

**SAFETY MEASURES (IF INTRUDER SUSPECTED)**

* Lock doors if possible.
* Block entrances with furniture.
* Move pupils to floor, away from view.
* Close blinds/curtains.
* Do not answer doors unless emergency services/staff.

**DURING & AFTER INVACUATION**

* Await ‘**ALL CLEAR**’ via Notify/email.
* SLT will support in designated areas after all clear.
* Staff to take register and report **missing pupils** to office.
* SLT to check staff; Office Manager to verify **visitors**.
* Principal/Vice Principal will handle all **parental communication**.

**Remain calm. Prioritise safety. Follow leadership instructions.**

**EVACUATION PROCEDURE – CRIB SHEET**

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**Appendix 2**

**EVACUATION ROUTES**

* **Primary Meeting Point:** Field between Westwood Road and Spring Gardens.
* **Alternate Routes/Points** may be used if original route is hazardous.
* Principal (or authorised person) will activate alternate plans if needed.

**EVACUATION NOTIFICATION**

* **Code Word:** *TUNNEL* (via Net Support Notify system).
* **Do NOT** activate the alarm system.

**IMMEDIATE ACTIONS BY LEADERSHIP**

* Principal/Authorised Person will:
  + Contact **police/emergency services**.
  + Notify **Staffordshire County Council**.
  + Contact **Chair of Trustees** (or Vice Chair).
* Senior staff member opens **bus park gates (KS3 yard)** for access to field.

**STAFF & PUPIL PROCEDURES**

* Calmly evacuate the building.
* Assemble at **top of the field**, next to bus park.
* During **break/lunch**, SLT alerts on-duty staff to direct pupils.
* **No one re-enters** the building unless authorised.

**ACCOUNTING FOR PEOPLE**

* Fire drill procedure followed to ensure everyone is accounted for.
* **Fire Marshal** checks rooms for stragglers.
* Stay alert for suspicious people or packages.
  + **Do NOT** touch or move anything suspicious.

**COMMUNICATION**

* Emergency services may take control as needed.
* Principal/Vice Principal manages **all communication to parents/carers**.
* Staff **must NOT** contact parents directly to avoid misinformation.

**Stay calm. Follow instructions. Prioritise safety.**