



# Forwards Centre

Part of Bolton Impact Trust

## Forwards Centre Emergency Evacuation and Invacuation Policy

<b>Reviewed By</b>	<b>C. Fielding</b>
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# Emergency Evacuation Procedures

## Actions and procedures

- All staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. (Staff Handbook)
- Pupils will be made aware of the fire safety procedures during their induction. All pupils will be made aware of the location of fire exits and the fire assembly point.
- Fire doors and fire exits are clearly marked are not obstructed at any times and are easily opened from the inside.
- Fire exits are kept closed at all times but never locked. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance.
- Fire drills, evacuations will take place termly and staff will be informed of these times and dates.
- The Fire Evacuation Alarm consists of a continuous siren.
- All fire drills, fire incidents will be recorded in the Incident Record Book held on reception at Forwards Centre and on the online recording sheet.
- Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

## Should fire break out in the academy, it will be the responsibility of all staff members to:

- Raise the alarm using nearest break glass
- Evacuate the centre
- All staff should be aware of their nearest exit not only in their classrooms but other areas of the centre.

## On hearing the fire alarm the following staff procedures/duties will take place:

### Classroom Staff/Mentors.

- On hearing the fire alarm the person managing the class/group/individuals will take the pupils through the nearest fire exit.
- Pupils MUST evacuate the building in an orderly fashion
- Staff take class register and conduct headcount at fire assembly point
- NO ONE should stop to collect any belongings
- Staff should be mindful of the requirements of any pupil with a personal emergency evacuation plan
- Pupils must be evacuated to the nearest assembly point

### Administrative Staff

- The exit register of children on trips, appointments
- Administration Staff will check headcount with class teacher
- The inVentory evac system must be checked for all visitors and staff.
- Liaise with fire wardens on area checks when exiting building
- Any persons missing or unchecked areas reported to the designated fire officer. (Christopher Fielding. Deputy – Nicola Berry)

### Kitchen Staff

When the alarm is activated kitchen staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as they leave
- Assembly at their assembly point on the main carpark
- NO ONE should stop to collect personal belongings
- No-one may re-enter the buildings until they have been given the all clear by designated fire officer.

#### **Designated Fire Officer**

- The officer (Academy lead or Deputy) will monitor the evacuation of the premises from the nearest assembly point
- To liaise with fire service
- In the case of a drill, the designated officer will wait for alarm to cease before allowing staff and pupils to return to the building.

#### **Visitors**

- Visitors should exit the centre and meet at the assembly point – they will be informed of this on sign in to the building.
- All visitors are required to sign in/out on the electronic system.
- They will be checked on the InVentry evac system by the administration staff.

#### **Fire Wardens**

- All permanent members of staff are trained as fire wardens.
- Fire wardens will check their area as the people in their area exit.
- They will then exit the building.
- They will feed this information back to the designated fire officer.

## **Emergency Invacuation Procedures**

#### **Rationale**

If there is a potential serious circumstance which may need everyone to stay safely indoors or evacuate the external areas of our school grounds. The following Invacuation Policy outlines situations which may require implementation of an Invacuation instruction and the procedures which allow the effective, efficient and safe transfer of pupils and staff inside the buildings.

#### **Potential Invacuation Situations:**

- The presence/detection of a dangerous animal(s) on site.
- The presence/detection of a dangerous person(s) on site.
- Falling trees/power cables/ etc.
- External flooding; excessive weather conditions; etc.
- Advice from external agencies (Police, Local Authority, etc.).
- Any other incident felt by the Academy Leads to require Invacuation for everyone's safety and well-being.

## **Academy Communication and Awareness Requirements**

The procedure should be established and the following actions for its deployment taken (members of staff responsible for the action in brackets):

- Undertake invacuation drill to ensure everyone's awareness of proper procedure. (Academy Leads)
- Invacuation procedure to be copied to all staff. (Academy Leads)
- Pupil briefing of the invacuation procedure to be carried out with new pupils as part of Induction (Staff conducting induction)
- Copy of invacuation procedure to be made available to Supply staff. (Academy Lead)
- Details of the invacuation procedure to be included in the staff handbook. (Academy Lead)
- Staff to be briefed on procedure and responsibilities. (Academy Lead)
- An Invacuation drill will take place termly. (Academy Lead)

## **Invacuation Procedures**

### **Situation A: Invacuation required while pupils are in lessons**

1. Member of staff discovering need for invacuation to contact academy lead (or most senior member of staff on site) immediately.
2. Academy lead or senior member of staff will decide if a full invacuation is required.
3. Academy Lead to immediately visit every classroom to inform staff of invacuation.
4. Members of staff must remain with their classes, close the classroom door and all windows and blinds and continue with their lesson. Staff remain with class until informed otherwise. No pupil or staff should be out of a classroom. Any pupils working out of the classroom should be returned to their original classroom until informed otherwise.
5. Any member of staff who is "floating or free" should go into their nearest classroom to support. They should remain with that class and not move between classrooms.
6. Visitors to remain with the person they are visiting.
7. The invacuation will be cancelled by the academy lead revisiting each class to inform staff.

### **Situation B: Invacuation required at the beginning or end of the school day, break time or lunch time**

1. Member of staff discovering need for invacuation to contact academy lead (or most senior member of staff on site) immediately.
2. Academy lead or senior member of staff will decide if a full invacuation is required.
3. Academy lead or most senior member of staff on site to access playground/car park and give the signal 'Everyone inside'.
4. Pupils must swiftly move to their classroom. Staff should then remain with their class. No pupils or staff should be out of a classroom. A formal register should then be taken.
5. Any member of staff who is free should go to the nearest classroom to support.
6. Visitors to remain with the person they are visiting.

7. The invacuation will be cancelled by the academy lead revisiting each class to inform staff.

### **Specific Staff Responsibilities in an Emergency Situation**

1. Academy Lead will set up Critical Incident Co-ordination and to have responsibility to inform staff of the end of the invacuation.
2. Academy Leads to contact appropriate external authorities to assist in management of the invacuation procedure.
3. Academy Lead to immediately visit every classroom to inform staff of invacuation.
4. Administration staff to keep lines clear for urgent communications for the duration of the invacuation and to ensure all other builder users are aware of the invacuation.
5. Administration staff to ensure School Safe is locked and all monies placed within it.
6. All staff to be aware that pupils should be kept away from windows during an invacuation to minimize risk.
7. All staff (not deployed in classrooms) to remain in their offices (doors and windows shut). Staff should continue to work, but without using external telephone lines – these need to be free for management of the invacuation procedure.
8. Administration staff to co-ordinate the contacting of pupils working off site or on trips/visits to ensure they remain offsite for the duration of the invacuation.
10. All staff to request any visitors in school at the time to stay with the member of staff they are visiting until the emergency is over.