



# Lever Park

Part of Bolton Impact Trust

## Invacuation Policy

<b>Reviewed By</b>	<b>Matthew Taylor</b>
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## **Rationale**

We carry out an emergency procedure to allow safe evacuation of the school building but equally, potential serious circumstances may arise which may need everyone to stay safely indoors and to effectively evacuate the external areas of our school grounds. The following **Invacuation** Policy outlines situations which may require implementation of an **Invacuation** instruction and procedures to allow the effective, efficient and safe transfer of students and staff to 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 Lead to require **Invacuation** for everyone's safety and well-being.

## **School Communication and Awareness Requirements**

The procedure should be established and the following actions for its deployment taken.

- Undertake **Invacuation** drill to ensure everyone's awareness of proper procedure.
- **Invacuation** procedure to be copied to all staff.
- **Invacuation** procedure to be displayed in classrooms.
- Student briefing of the **Invacuation** procedure to be carried out with new students as part of the admission.
- Copy of **Invacuation** procedure to be made available to Supply staff.
- Details of the **Invacuation** procedure to be included in the staff handbook.
- Reception and office staff to be briefed and regularly updated on procedure and responsibilities.

## Invacuation Procedure

### Situation A: Invacuation required while students are in lessons

1. Member of staff discovering need for **Invacuation** to contact main office immediately.
1. Office staff to contact the Academy Lead or most senior member of staff on site. Academy lead or senior member of staff will decide if a full **Invacuation** is required.
2. **SIGNAL:** Air horn will be sounded. This will continue for 30 seconds. If and when this Air horn stops this is not a signal that the **Invacuation** is over. All actions must remain in place. Please check your walkie talkie is set to frequency 1.
3. **ACTION:** Members of staff must remain with their classes, close and lock, if possible, the classroom door, all windows and blinds and continue with their lesson. Staff remain with class until cancel signal is sounded. No student or staff should be out of a classroom. Any students working out of the classroom should be returned to their original classroom until informed otherwise. Please check walkie talkies are set to frequency 1.
4. **ACTION:** 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.
5. **ACTION:** Staff in the front office should remain in the offices along with any students.
6. **ACTION:** Motor vehicle must close and secure external garage door.
7. **ACTION:** Visitors to remain with the person they are visiting.
8. **ACTION:** Behaviour Improvement team to go to nearest appropriate classroom and support.
9. **ACTION:** Academy Lead or most senior member of staff with site manager support to check all 10 entry and exit points are locked and secure. In addition, to check classrooms that are empty have all windows shut and locked.
10. **CANCEL SIGNAL:** The **Invacuation** will be cancelled via a prolonged Airhorn lasting 30 seconds. At this point, continue with the rest of the lesson and/or undertake the movement of students/classes as per the normal timetable. Please check walkie talkies are set to frequency 1.

### Situation B Invacuation required during changeover of lessons

2. Member of staff discovering need for **Invacuation** to contact main office immediately.
3. Office staff to contact the Academy Lead or most senior member of staff on site.
4. Academy lead or senior member of staff will decide if a full **Invacuation** is required.
5. **ACTION:** Students must swiftly continue to their next lesson; staff remain with class until cancel signal is sounded. No students or staff should be out of a classroom. If any students are missing these should be immediately reported to the office.
6. **ACTION:** 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.
7. **ACTION:** Staff in the front offices should remain in the offices along with any students.
8. **ACTION:** Motor vehicle must close and secure external garage door.

9. **ACTION:** Behaviour Improvement team to go to nearest appropriate classroom and support.
10. **ACTION:** Academy Lead or most senior member of staff with site manager support to check all 10 entry and exit points are locked and secure. In addition, to check classrooms that are empty have all windows shut and locked.
11. **ACTION:** Visitors to remain with the person they are visiting.
12. **CANCEL SIGNAL:** The **Invacuation** will be cancelled via a prolonged Airhorn lasting 30 seconds.
13. At this point, continue with the rest of the lesson and/or undertake the movement of students/classes as per the normal timetable. Please check walkie talkies are set to frequency 1.

### **Situation C: Invacuation required before school, break time or lunch time**

1. Member of staff discovering need for **Invacuation** to contact main office immediately.
2. Office staff to contact the Academy Lead or most senior member of staff on site.
3. Academy lead or senior member of staff will decide if a full **Invacuation** is required.
4. **SIGNAL:** Airhorn will be sounded. This will continue for 30 seconds. If and when this Airhorn stops this is not a signal that the **Invacuation** is over. All actions must remain in place. Please check your walkie talkie is set to frequency 1.
5. **ACTION:** Before school and at Lunchtime students must swiftly continue to their form room, during breaks students should move to their next lesson. Staff should then remain with their class until cancel signal is sounded. No students or staff should be out of a classroom. A formal register should then be taken. Please check walkie talkies are set to frequency 1.
  - Before School - move to your form rooms.
  - Break Time - move to your next lesson.
6. Lunchtime - move to your form rooms.
7. **ACTION:** Any member of staff who is free should go to the nearest classroom to support.
8. **ACTION:** Staff in the front office should remain in the offices along with any students.
9. **ACTION:** Behaviour Improvement team to go to nearest appropriate classroom and support.
10. **ACTION:** Motor vehicle must close and secure external garage door.
11. **ACTION:** Academy Lead or most senior member of staff with site manager support to check all 10 entry and exit points are locked and secure. In addition, to check classrooms that are empty have all windows shut and locked.
12. **ACTION:** Visitors to remain with the person they are visiting.
13. **CANCEL SIGNAL:** The **Invacuation** will be cancelled via a prolonged Airhorn lasting 30 seconds. Please check walkie talkies are set to frequency 1.

At this point, please direct students to their appropriate lesson as per the timetable.

\*The 10 entry and exit points to the main Lever Park Academy site.

- 1) Main doors at front of school/office admin foyer area.
- 2) Motor vehicle vocational garage door.
- 3) Staffroom external single door.
- 4) Design and technology room single external door.
- 5) Art room external single door.
- 6) Double doors rear of school on to the back yard.
- 7) Single door exit from back of laundry room and photograph/library area.
- 8) Single door to back of school from English Maths corridor.

- 9) Front single door of school from Maths English corridor.
- 10) Kitchen door front of school, behind wooded door.

## South Block

**ACTION:** Class teacher(s) ensure all 4 external doors of South block are shut, and mag locked (this is normal daily procedure)

If the Invacuation Airhorn is activated, follow above guidance and respond to Walkie Talkie confirmation.

\*It is imperative that all class teams are always equipped with a charged walkie talkie.

\*PE lessons on site, back yard/field or all weather, should move of Science or Humanities classroom down middle corridor.

## Specific Staff Responsibilities in an Emergency Situation

1. Academy Lead to set up Critical Incident Co-ordination and to have responsibility to inform staff of the end of the **Invacuation**. Please check walkie talkies are set to frequency 1.
2. Academy Lead or Behaviour and attendance manager to contact appropriate external authorities to assist in management of the **Invacuation** procedure as well as informing the site manager.
3. Site Manager to liaise with Academy Lead or Behaviour and Attendance manager over management of **Invacuation** procedure.
4. Reception staff to keep lines clear for urgent communications for the duration of the **Invacuation** and to ensure all visitors are aware of the **invacuation**.
5. Office staff to ensure School Safe is locked and all monies placed within it.
6. All teaching staff to be aware that students should be kept away from windows during an invacuation to minimize risk.
7. All School Support Staff (not deployed in classrooms) to remain in their offices (doors and windows shut) until cancellation signal is sounded. Staff should continue to work, but without using external telephone lines – these need to be free for management of the **Invacuation** procedure.
8. Office staff to co-ordinate the contacting of students working off site or on trips/visits to ensure they remain offsite for the duration of the **Invacuation**.
9. 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.

Additions (Check on entry points SLT Site manager)

Priority:

- 1) Lock front doors and back doors
- 2) Check on Motor vehicle garage door.
- 3) Corridors clear, classrooms locked down.
- 4) Contact relevant support –Police 999

