



Youth Challenge

Emergency Evacuation and Invacuation Policy

Reviewed By	Viki Sutton
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Approved by/when	Viki Sutton – September 2023
To be reviewed	September 2025

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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.
- The fire alarms directly inform the Fire Service – in the case of a false alarm the site manager will inform them of this
- All fire drills, fire incidents will be recorded in the Incident Record Book held on reception at Youth Challenge and on the online recording sheet.
- These procedures are posted in prominent locations around Youth Challenge.

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 school
- Check all pupils/visitors are out of the building.
- All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. 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.

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
- **NO ONE** should stop to collect any belongings
- Pupils must be evacuated to the assembly point – staff car park

Administrative Staff

- The school SIMs registers will immediately be distributed to the assembly points on the main carpark where the Attendance Officer will take a register of students.
- The inVentry evac must be checked for all visitors and staff. Any persons missing must be reported to the designated fire control officer. (See Appendix 1)

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 you 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 the Academy Leads or the most senior member of staff on site - in the case of a fire drill or Fire Officers, in the case of a fire.

Academy Leads and Behaviour and Attendance Manager

- The Academy Leads and Deputy Head will monitor the evacuation of the premises from the assembly point (main carpark)
- To enable them to monitor the assembly point, teaching staff will raise SIMs registers if they tally. Any missing pupils/staff must be reported to the most senior member of staff – who will inform the fire officer.
- When the headcount has been completed the Academy Leads informs the Fire Officer.

Visitors

- Visitors should exit the school 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 inventory evac system by the administration staff.

Site Manager

The Site Manager will check the following areas:-

- The site manager will visually check the whole building.
- A phone call will be made to the Academy Lead stating that all areas are clear.
- He/she will then monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises.
- In the event that the site manager is not on site the responsibility passes to the deputy site managers to check the whole school.

Fire Marshalls

- Fire marshalls will check their area as the people in their area exit.
- They will feed this information back to the Academy Lead via radio.
- They will then exit the building.

The assembly points are;

Pupils/staff– Right hand side of the staff carpark

Kitchen staff- middle of the staff car park

Visitors – stay with the member of staff they are visiting at front muster point

Emergency Invacuation Procedures

Rationale

If there is a potential serious circumstance that 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 pupils 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.

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 Lead)
- Invacuation procedure to be copied to all staff. (Academy Lead)
- Invacuation procedure to be displayed in classrooms. (Teachers)
- Pupil briefing of the invacuation procedure to be carried out with new pupils as part of the admission. (Keyworkers/form teachers)
- 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 and regularly updated on procedure and responsibilities.
- An Invacuation drill will take place termly and staff will be informed of these times and dates.

Invacuation Procedures

Situation A: Invacuation required while pupils are in lessons

1. Member of staff discovering need for invacuation to contact main office immediately.
2. Office staff to contact the Academy Leads or the most senior member of staff on site. Office staff to inform other building users not to enter via internal doors including; Schools ICT, Outdoor Education and Behaviour Support.
3. Academy lead or senior member of staff will decide if a full invacuation is required.
4. **SIGNAL:** School Bell will be sounded. This will be the same bell as the normal change of lesson bell (not the fire alarm sound) and will continue for one minute. If and when this bell stops this is not a signal that the invacuation is over. All actions must remain in place.
5. **ACTION:** 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 cancel signal is sounded. No student 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.
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 on the mezzanine should remain in the offices along with any pupils.
8. **ACTION:** Visitors to remain with the person they are visiting.
9. **CANCEL SIGNAL:** The invacuation will be cancelled via a prolonged bell lasting 15 seconds. At this point, continue with the rest of the lesson and/or undertake the movement of pupils/classes as per the normal timetable.

Situation B Invacuation required during changeover of lessons

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. Office staff to inform other building users not to enter via internal doors including; Schools ICT, Outdoor Education and Behaviour Support.
3. Academy lead or senior member of staff will decide if a full invacuation is required.

4. **SIGNAL:** Leadership will sound the bell for 20 seconds.
5. **ACTION:** Pupils must swiftly continue to their next lesson; staff remain with class until cancel signal is sounded. No pupils or staff should be out of a classroom. If any pupils are missing these should be immediately reported to the office via radio.
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 on the mezzanine should remain in the offices along with any pupils.
8. **ACTION:** Visitors to remain with the person they are visiting.
9. **CANCEL SIGNAL:** The invacuation will be cancelled via a prolonged bell lasting 15 seconds. At this point, continue with the rest of the lesson and/or undertake the movement of pupils/classes as per the normal timetable.

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 Leads or most senior member of staff on site. Office staff to inform other building users not to enter via internal doors including; Schools ICT, Outdoor Education and Behaviour Support.
3. Academy lead or senior member of staff will decide if a full invacuation is required.
4. **SIGNAL:** Leadership will sound the bell for 20 seconds.
5. **ACTION:** Before school and at lunchtime pupils must swiftly continue to their form room, during breaks AM & PM pupils should move to their next lesson. Staff should then remain with their class until cancel signal is sounded. No pupils or staff should be out of a classroom. A formal register should then be taken.
 - Before School = move to your form rooms
 - Break Time = move to your next lesson
 - Lunchtime = move to your form rooms
6. **ACTION:** Any member of staff who is free should go to the nearest classroom to support.
7. **ACTION:** Visitors to remain with the person they are visiting.
8. **CANCEL SIGNAL:** The invacuation will be cancelled via a prolonged bell lasting 15 seconds. At this point, please direct pupils to their appropriate lesson as per the timetable.

Specific Staff Responsibilities in an Emergency Situation

1. Deputy Head will set up a Critical Incident Co-ordination and to have responsibility to inform staff of the end of the invacuation.
2. Academy Lead or the Deputy Head 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 the Deputy Head over management of invacuation procedure, including the switching off of normal school bells for the duration of the invacuation.
4. Administration staff to contact BSS, Outdoor Education and Schools ICT to inform them not to enter the academy building.
5. 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) 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. 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.

Signed..... Dated.....

Chair of the Governing Board

Appendix 1

Staffing List

Academy Lead	Viki Sutton
Deputy Head and Critical Incident Co-ordinator	Byron Billington
Youth Challenge Administrators	Ruth Jackson Louise Harrison (Pupil Attendance Officer)
Designated Fire Wardens (Training to be arranged to update relevant staff)	Kelly Shacklady Yunas Malik Chris Lawton Clare Ling
Designated Fire Officer	Byron Billington – Youth Challenge
Senior Site Manager	Dave Appleton
Deputy Site Managers	Ray Brett, Alan Catterall