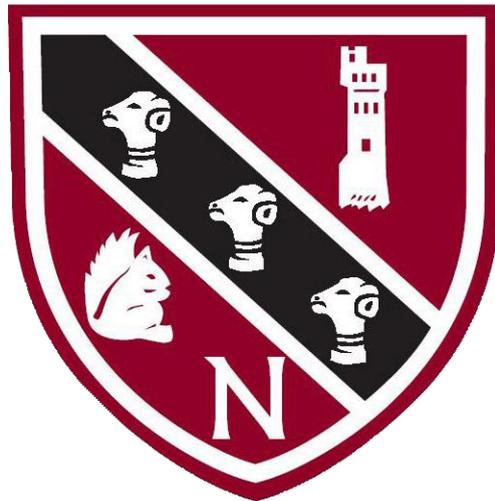


# NEWSOME HIGH SCHOOL



## Invacuate Procedure

Invacuate procedures should be seen as a sensible and proportionate response to an internal and/or external incident which has the potential to pose a threat to the safety of students and staff in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

## **Rationale**

There are a wide variety of scenarios which may trigger school's procedures. Some examples may include:

- A reported incident/civil disturbance in the local community (with a potential to pose a risk to students and staff in the school)
- An intruder on the school site (with the potential to pose a risk to students and staff)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud, etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous animal roaming loose

What Happens:

If the Invacuate is triggered by an incident at reception, the receptionist will phone Mr Watkin or the Main Office - a code word will be given to inform them of the need for the school to enact its Invacuate procedures.

Alert	Five short start-stop-start-stop bell rings on the school's bell system
	Verbally from SLT walk round

Rooms most suitable	All students and staff to remain in locked classrooms
Entrance points (e.g. doors, windows) which should be secured	External doors Fire doors Internal doors (where possible) All windows
Communication arrangements	In person, school radio's, mobile telephones

## **Invacuate Procedure**

When the alarm sounds, all students and staff must ensure that they remain in their classroom or if on the corridor, go to the nearest lockable room. Where students and staff are on the school grounds, they should return immediately to the main school building and into the predetermined, lockable area<sup>1</sup>. During Exam times students should follow instructions given by the invigilators.

When the alarm sounds, staff must take the following action:

- Learners who are outside of the school buildings are brought inside as quickly as possible and returned to their classroom (outside staff will be informed by a senior

<sup>1</sup> If this isn't possible then students should make their way with the teacher to a safe area, e.g. bottom astro pitch.

member of staff either in person or by radio message). PE staff and students should go to the changing rooms. Boys go straight in, girls go via the Sports Hall.

- Those inside the school should remain in their classrooms and check corridors and toilets for pupils or staff. SLT will patrol corridors to ensure no one is on the corridor.
- If students are on the corridor they should find the nearest member of staff and go to a lockable room - students not be on their own with a member of staff.
- Canteen staff are to lock themselves in the store room until a member of the SLT comes to tell them that the Invacuate procedure has ended.
- All external doors and, as necessary, windows are closed (depending on the circumstances, internal classroom doors must be closed and locked if possible).
- Heads of Department should lock any classrooms which have a Supply Teacher covering a lesson.
- Learners should take position under desks where possible.
- Newsome High School's community includes learners with hearing and physical impairments and these learners will be assisted to maintain a correct position by the staff members within these departments. These positions should include, where possible being away from windows and doors.
- Once in 'lockdown' mode, staff should notify immediately the HT and office via any communication means possible any learners not accounted for and instigate an immediate search for any missing learners. This will be undertaken by SLT.
- Staff should encourage learners to remain calm.
- As appropriate, the school office will establish communication with the Emergency Services.
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place.
- Parents will be notified as soon as it is practicable via email/text service and the website (only when appropriate via guidance from Emergency Services). Learners will not be released to parents during lockdown.

It is of vital importance that the school's procedures are familiar to all members of the school (students and staff). To achieve this, a drill will be undertaken at least once a term.

All situations are different, once all staff and students are safely positioned, senior members of staff will conduct an on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and students. Emergency Services will advise the best course of action in respect of the prevailing threat.

### **All Clear**

Once the site has been assessed as safe, all classrooms will be visited by a senior member of staff to inform all staff that the Invacuate Procedure is complete. Depending on the severity of the incident, all students and staff will be invited to an assembly for an official debrief or all classes will resume activity as normal.

### **Communication between parents and school**

In the event of an actual incident, any development will be communicated to parents as soon as is practicably possible.

## **Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by the Emergency Services depending on the severity of the incident.

Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.

**Staff will ALWAYS have advance notice of an Invacuate drill; therefore, if the signal occurs without warning staff must assume it is NOT A DRILL.**