



CASTLE MEAD
ACADEMY

INVACUATION PROCEDURE

Policy Monitoring, Evaluation and Review

The policy will be promoted and implemented throughout the academy. The Academy Council will review the policy annually, unless there are significant legislative changes in the interim period.

Version:	V.3
Date created:	November 2021
Author:	Dan Bonsall
Ratified by:	Principal
Date ratified:	October 2024
Review date:	31 st October 2025

Revision History:

Version:	Date:	Author:	Reason for Change:
V.1	01.12.21	Dan Bonsall	New Policy
V.2	22.09.23	Nik Murphy	Addition of code phrase for staff
V.3	21.12.23	Nik Murphy	Addition of Sports Hall doors and responsibility Update on protocol for visitors Clarification of procedure for scholars that are not in classrooms Addition of induction of policy for cover staff
V.3	October 2024	Nik Murphy	Reviewed – no changes

Invacuation Procedure

Invacuation requires all staff, scholars and visitors to seek shelter within the school buildings. This may be required for a variety of reasons, including a reported incident/disturbance within the local community, an intruder on the academy site, or a health and safety concern such as a fire in the vicinity of the academy or warning of gas leak/smoke plume etc.

On hearing the invacuation signal, staff should direct scholars to return to their classrooms, close/lock doors and windows. Support staff should assist with classes and only return to their usual base of work if deemed safe to do so. Reception staff should lock reception window hatch and move to the medical room. Staff and scholars should remain out of the corridors and open spaces of the school.

If the invacuation takes place over break or lunch, scholars and staff who are outside will be directed to the Sports Hall, scholars and staff who are inside will be directed to the Theatre.

If the invacuation continues over a normal lesson change or from lessons to break, scholars and staff should remain in their current classrooms (staff should lock their classroom doors) until all clear is given.

Further communication methods will depend on a given situation, but primarily will be via an "all staff e-mail" and if possible, all staff should check for communication giving further instructions.

The all clear will be sent via e-mail and radio, SLT will also visit classes to check and reassure staff and scholars following an invacuation.

Invacuation can occur for a variety of reasons, and it is important to always note staff are empowered to make sensible and proportionate decisions based on a given situation as it unfolds. We recognise that decisions will always aim to put the safety of scholars and staff first.

Intruder Alert

If an intruder breaks through the front security doors the following procedure applies:

The Receptionist should firstly **lock the glass window into reception**, then contact the Principal or Head of Safeguarding and Pastoral Care to alert them to the situation. The member of the SLT team will then decide the course of action from below. **If a member of SLT cannot be contacted swiftly, the Receptionist should use their own judgement and can also initiate the procedure outlined below:**

- Phone the police immediately on 999 indicating an immediate operational response to an intruder is required.
- The member of SLT may decide to ring the intruder/invacuation alarm to alert the rest of the school of an intruder and invacuation procedures (staff should lock their classroom doors).
- The member of SLT together with a second member of staff should shadow the intruder and keep in contact with reception using the radio as to the whereabouts of the intruder so that the Police can be directed on arrival.
- Once the Police have removed the intruder a whole staff email will be sent by admin to signal that all is well and to proceed as normal.
- All staff and scholars are to remain in their invacuation area until they have been visited by a member of SLT or Pastoral Care Team.

Staff responsibilities:

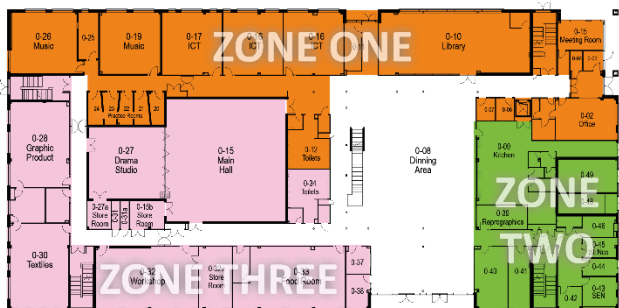
Principal	<ul style="list-style-type: none"> • Respond to invacuation alert. • Decide and initiate on the most appropriate communication method. Email and radio message on channel 3. • Proposed wording for alert: 'INVACTATION ROUTINE REQUIRED - Please secure all areas' • Inform Emergency Services as appropriate or liaise with reception as to who will call. • Designate SLT to specific roles 1) Shadow Intruder, 2) Ensure Scholars are in invacuation areas, 3) Monitor CCTV with Premises, 4) Sweep zones, if needed. • Communicate with Premises Officers (channel 2) and IT Support to commence external and internal door lock down. • Communicate with the Receptionist (if appropriate). • Inform the staff, scholars (and parents) for the reason of the invacuation. • Inform TMET. • Complete paperwork and submit for sign off.
Senior Leadership Team:	<ul style="list-style-type: none"> • Deputise in absence of the Principal (1. Head of Safeguarding and Pastoral Care 2. Vice Principal 3. SLT) • Support with communication and sweep school to ensure areas are secure • Fulfil designated SLT role as issued by Principal
Premises Team:	<ul style="list-style-type: none"> • To commence locking the main entrance doors and external doors, if instructed to do so. Ensuring all staff and scholars are within the building i.e., PE lessons. • Switch to channel 3 to await further instructions. • To be able to ring the intruder alarm if required. • To monitor CCTV and report to SLT
IT Support Team:	<ul style="list-style-type: none"> • Set radio to channel 3.
Main office team:	<ul style="list-style-type: none"> • To support with communication as appropriated and if instructed by SLT to do so (telephone, radio, email) • To ensure any visitors in reception are moved to safe place. If threat inside the building guide visitors off site. If threat outside of the building, visitors to join reception staff in safe agreed safe space. • Include the invacuation procedure as part of any supply teacher induction.
Teaching and Support Staff:	<ul style="list-style-type: none"> • Remain with scholars and ensure all persons are securely within the building as soon as possible. • At Break or Lunchtime – If in teaching room, remain there and lock the door. If outside move to Sports Hall. • When in lessons remain where they are. • Close windows, doors, blinds and switch off lights, doors should be locked. • Scholars who are on the corridors or who are in the toilets are to be moved on the nearest safe place, either classroom or staff office. • Direct scholars away from windows and doors, so they are out of sight and remain quiet. • Use furniture to block doors if the situation deems it appropriate. • If possible switch to e-mail on a device and await further instructions. • Wait quietly until the all clear is signalled (email, verbal communication). •

	<ul style="list-style-type: none"> PE staff, Sports Hall building - To lead in the locking of Main Sports Hall doors and liaise with premises staff and SLT on radio to confirm completed. Responsibility to PE Technician and Sports Coach.
Pastoral Care Team	<ul style="list-style-type: none"> Support the moving of scholars to nearest invacuation area classroom/theatre/PE block until all clear is provided. At Break or Lunchtime – If outside move to Sports Hall, if inside move to Theatre. If inside during lessons, move to nearest classroom and support teachers/scholars. If necessary to support with sweeping corridors and spreading messages, as directed by Principal / Head of Safeguarding. Move scholars to nearest classroom until all clear is provided.

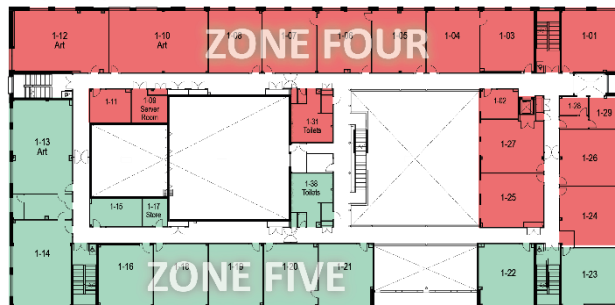
Sweep list:

Location:	Designated staff:
Zone One	SLT to walk around zones and monitor corridors.
Zone Two	
Zone Three	
Zone Four	
Zone Five	
Zone Six	
Zone Seven	
Zone Eight	
MUGA	
Outside	

Ground Floor



First Floor



Second Floor



Sports Hall Ground and First Floor



Signals:

Lockdown signal(s)	<ul style="list-style-type: none"> • Sounded • Email alert • Word of mouth / Radio Channel 3
All clear signal	<ul style="list-style-type: none"> • The all clear will be sent via email and verbally from SLT. SLT will use the code phrase “Be kind, work hard, build your character” to ensure staff know the all clear is coming from a genuine source.
Evacuation signal	<ul style="list-style-type: none"> • Fire bell will sound

Invacuation / Lockdown:

Assembly points	<p>Lesson time</p> <ul style="list-style-type: none"> • Scholars to remain in current class • PE lessons: Stay in the Sports Hall or Activity Studio; if your lesson is on the MUGA, make your way into the Sports Hall if safe to do so. Once everyone is in safely from the MUGA, lock the main doors of the sports hall; responsibility to PE Technician and Sports Coach. • Scholars who are on the corridors or who are in the toilets are to be moved on the nearest safe place, either classroom, staff office, theatre or sports hall. <p>Lunch and Break time:</p> <ul style="list-style-type: none"> • Scholars inside to be directed to the Theatre. • Scholars outside to be directed to the Sports Hall. • Scholars who are on the corridors or who are in the toilets are to be moved on the nearest safe place, either classroom, staff office, theatre or sports hall.
Entrance and exit points	<ul style="list-style-type: none"> • All staff to close windows and doors, if safe to do so. • IT and Premises Staff to be available on channel 3, commence locking and maglocks as necessary. • Premises to secure front doors if instructed. • Premises to check air vents if necessary. • Subject Leader of PE to commence locking of Sports Hall Main Doors (Deputy in absence)
Bringing scholars inside	<ul style="list-style-type: none"> • Annual assembly and drill. • Invacuation alarm to sound as alert. SLT, duty staff and Pastoral Care Team to lead on directing scholars.

Steps to increase protection from danger	<ul style="list-style-type: none">• Close and lock all windows and doors• Where doors cannot be locked, use furniture to block a door if the situations deem it appropriate.• Position scholars away from sightlines from external doors and windows• Turn off lights and monitors• Ensure mobile phones and electronic devices are on silent and/or turned off.
Internal communication	<ul style="list-style-type: none">• Email via CMA - All Staff• Radio channel 3• Verbal communication

Appendix 1:

INVACUATION CHECKLIST

NAME:	
DATE:	
TIME:	
REASON FOR INVACUATION:	

STEP	CHECK:	TIME:	SIGNED:
Use signal to initiate lockdown			
Ensure scholars and staff are inside			
Secure entrance points			
Contact emergency services			
Ensure staff take action to increase protection from danger: <ul style="list-style-type: none"> • Close external windows and doors • Turn off lights and monitors • Ensure scholars are out of sight and quiet • External doors and maglocks are secure 			
Ensure scholars and staff are aware of safe exit points			
If safe to do so, check for missing scholars and staff			
Remain inside until all clear has been given or told to evacuate			

The following scholars were followed up with regarding invacuation:
The following staff were followed up with regarding invacuation:
The following shortcomings were noted as part of the invacuation:
Actions to be taken:

PRINT NAME:	SIGNED:	DATED: