

## Invacuation

Associated Policies: Health and Safety (APO/HS/01)  
Critical Incidents and Crisis Management (APO/HS/05)

### 1. Policy Statement

We are all well practiced carrying out the emergency procedure to allow safe evacuation of the school building. However, there are also serious circumstances (which if occur) would need everyone to stay indoors for the best protection and to effectively evacuate the external areas of our school grounds.

The following is a list of situations (not exhaustive) which may require implementation of an **Invacuation** instruction and procedures to allow the effective, efficient and safe transfer of staff and students to inside the buildings.

#### Potential Invacuation Situations

- The presence/suspicion of a dangerous animal(s) on site
- The presence/suspicion of a dangerous person(s) on site
- Falling trees/power cables etc.
- External flooding/major weather event or conditions etc.
- Advice from external agencies (i.e. Police or local authority)
- Any other incident or likely incident deemed by the Principal to require **Invacuation**

#### 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 all staffs awareness of proper procedure.
- **Invacuation** procedure to be copied to all staff.
- All staff to familiarise themselves with the location of corridor keys.
- Student briefing of the **Invacuation** procedure to be carried out during Induction Programmes in September of each year.
- Copy of **Invacuation** procedure to be made available to Supply Teachers.
- Details of the **Invacuation** procedure to be covered in new staff induction programmes.
- Details of the **Invacuation** procedure to be covered in new trainee induction programmes.
- Reception and office staff to be briefed and regularly updated on procedure and responsibilities

### 2. Situation A – Invacuation required whilst students are in lessons including tutor time

**2.1** Member of staff discovering the need for **Invacuation** to contact Reception or Finance office immediately

**2.2** The Principal or their deputy will decide if **Invacuation** is required.

#### If Invacuation Required

**2.3 SIGNAL:** The School siren will be sounded. This will be the same constant siren as the normal end of school day siren (not the fire alarm sound) and will continue for 60 SECONDS. When this siren stops this is not a signal that the **Invacuation** is over. PE Staff/Leadership team will manage the movement of students from external sports areas to inside the school buildings/Fitness suite. All actions must remain in place.

**2.4 ACTION:** Members of staff are to ensure that both ends of the corridor doors in the department they are working in are locked and secured (corridor keys kept in Department office) then return and remain with

their classes, close the classroom door and all windows and close blinds where fitted then continue with their lesson. Staff remain with class until a cancel signal is sounded. No student or staff should be out of a classroom. (Note: It is assumed that a formal register will have been taken for this lesson; in the absence of this, it must be completed at this point. A paper register should be taken; Duty staff will collect details of absentees.) The same applies to those in exams.

- 2.5 ACTION:** Any member of staff who is “free” should go into their nearest classroom to support. They should remain with that class and not move between classrooms.
- 2.6 CANCEL SIGNAL:** The **Invacuation** will be cancelled via same school siren that invoked Invacuation, again lasting 60 SECONDS. At this point, continue with the rest of the lesson and/or undertake the movement of students/classes as per the normal timetable.

### 3. Situation B – Invacuation required during changeover of lessons

- 3.1** Member of staff discovering need for **Invacuation** to contact Reception or Finance office immediately
- 3.2** The Principal or their deputy will decide if a full **Invacuation** is required.  
**If Invacuation Required**
- 3.3 SIGNAL:** siren will be sounded. This will be the same constant siren as the end of day siren (not the fire alarm sound) and will continue for 60 SECONDS. When this bell stops this is not a signal that the **Invacuation** is over. All actions must remain in place
- 3.4 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. (Note: It is assumed that a formal register should be taken at the start of this lesson. Please wait for duty staff to collect details of absentees).
- 3.5 ACTION:** Any member of staff who is “free” should go into their nearest classroom to support. They should remain with that class and not move between classrooms
- 3.6 CANCEL SIGNAL:** The **Invacuation** will be cancelled via a prolonged siren lasting 60 SECONDS. At this point, continue with the rest of the lesson and/or undertake the movement of students/classes as per the normal timetable.

### 4. Situation C – Invacuation required before school OR during Breakfast/Lunch Time

- 4.1** Member of staff discovering need for **Invacuation** to contact Reception or Finance office immediately
- 4.2** The Principal or their deputy will decide if a full **Invacuation** is required.  
**If Invacuation Required**
- 4.3 SIGNAL:** School siren will be sounded. This will be the same siren as the normal end of day siren (not the fire alarm sound) and will continue for 60 SECONDS. When this siren stops this is not a signal that the **Invacuation** is over. All actions must remain in place.
- 4.4 SIGNAL:** Duty Staff/Leadership team will manage the movement of students to inside the school buildings.
- 4.5 ACTION:** Before school students must swiftly continue to their next lesson; staff must swiftly continue 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 be taken. Please wait for nominated staff (available main office/finance staff) to collect details of absentees.

- 4.6 ACTION:** During breakfast/lunch, all students that are in classrooms or the restaurant should remain there. Any student not in a classroom must return swiftly to the room where they were being taught during breakfast or lunch, or the nearest available room if not possible. If possible, any member of staff who is free should go to the restaurant, to offer their support. Duty staff in the library (along with other staff with students) in there will also take a register. Registers will be taken in these areas and collected by the main office.
- 4.7 CANCEL SIGNAL:** The **Invacuation** will be cancelled via a prolonged siren lasting 60 SECONDS. At this point, please direct students to their appropriate lesson as per the timetable.

### 5. Specific Staff Responsibilities in an Emergency Situation

- 5.1** Principal (or their deputy in their absence) to make **Invacuation** decision and set up Critical Incident Co-ordination. The Principal must inform Building Manager to organise sounding the alarm in accordance with the procedures. Responsible for informing staff to action signal for end of the **Invacuation**.
- 5.2** Principal or their deputy to contact appropriate external authorities to assist in management of the **Invacuation** procedure.
- 5.3** Building Manager to liaise with Site Team over management of **Invacuation** procedure, securing the site by closing all external doors for the duration of the **Invacuation**.
- 5.4** Reception staff to switch over external telephone lines to answer phone messages for the duration of the **Invacuation**, to keep lines clear for urgent communications. Also, to manage access and exit from school site according to strict instructions from Critical Incident Co-ordination team.
- 5.5** Finance staff to ensure School Safe is locked and all monies placed within it.
- 5.6** Catering Manager to make safe any cooking equipment.
- 5.7** All teaching staff to be aware that students should be kept away from windows during an **Invacuation** to minimise risk.
- 5.8** 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.
- 5.9** Cover/Events Officer 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**.
- 5.10** 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
- 5.11** Any staff in school may have their personal mobile on display during an **Invacuation**; these may be used as a communication tool by the senior leadership team to convey a message to you.

### 6. Policy Review

- 6.1** This policy will be reviewed annually as part of the Academy's annual review process.