

WEST HATCH HIGH SCHOOL



THE BEST THAT I CAN BE

Invacuation Policy

Policy Date: December 2024

Policy to be reviewed December 2026

Signed:

A handwritten signature in black ink that reads 'Schaefer.' followed by a large checkmark.

Headteacher

Invacuation procedures may be activated in response to any number of situations, but some of the more typical might be;

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in school)
- An intruder on the school site (with the potential to pose a risk to staff and students)
- A warning received regarding a risk locally, of air pollution (Smoke plume, gas cloud etc)
- A major fire in the vicinity of the school

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES
Headteacher and Deputy Headteacher	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.
Headteacher's PA	Starts signal, informs site team to start signal in the F Block. Communicate with parent as directed by HT
Teachers and support staff	Bring class pupils to classroom or other place of safety. Take register and stay with pupils.
Site manager	Make sure all access points are secured.

Security Invacuation Signals

ALARM OR SIGNAL FOR INVACUATION	SIGNAL FOR ALL CLEAR
<ul style="list-style-type: none"> • The alarm signal will be 6 bursts of 5 second rings of the school alarm system. 	<ul style="list-style-type: none"> • The alarm signal will be 4 bursts of 5 second rings of the school alarm system.

Security Invacuation Plan

Our safe assembly points	<p>Students in classrooms will remain in their rooms under the care of the classroom teacher. Students performing PE must either stay in the indoor space they are in or if outside must go to their changing room space.</p> <p>Visitors will remain with the person they are visiting in the meeting room or office.</p> <p>Students receiving pastoral support will remain in the offices with staff members.</p> <p>Sixth form students on site but not in lesson will remain either in the classroom/library they are using, or attend the 6th form block either upstairs or downstairs depending on space.</p> <p>If in assembly, students will go to the school gym via the hall stage and side door which can be locked.</p> <p>Staff who are in offices, will lock doors and remain in offices.</p> <p>If lunchtime or break time, those students inside the canteen will remain in the canteen. Those outside will go to their designated area as listed below;</p> <p>Year 7 and 9 – Sports Hall Year 8 - F block in groups of 30s in the classrooms Year 10 – Canteen Year 11 – Gym Sixth Form – Sixth Form Block or area they are closest too</p>
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Secure entrance and exit points

The IT Manager/Team will switch the gates off at the front of school so that they cannot be opened.

The following staff will lock the door at the front of the building they are in or the identified C block door from the inside:

- Pastoral Manager and Head of Technology– 2x technology doors
- Headteacher/Headteacher's PA – Reception entrance
- Assistant Headteachers in the J Rooms – Student services C block Entrance and Science C block entrance and C block 6th form exit
- Head of Business– Business block
- Head of Music – Music block
- Head of Drama – Drama doors (not the outside entrance)
- Catering Manager – Canteen doors
- Head of MFL and/MFL teachers– F Block Front door and side door
- Head of English – E Block front door
- Head of History – History Block
- Head of PE – Sports Hall
- Sixth Form Admin Team – Sixth Form Block font door
- Caretaker - Swimming pool doors

If staff are absent, other staff within these areas will need to take responsibility to lock the appropriate doors.

Steps to increase protection

- Look into the corridor – any students? Get them into your room quickly.
- Lock doors and cover windows if there are blinds, if there aren't any blinds then stay out of sightline and move to under the tables. If the door doesn't lock then barricade with tables.
- Position children away from sightlines from external doors and windows – for example, under a desk. **Get students sat on the floor.**
- Turn off lights, monitors and projectors.
- Make sure mobiles phones and electronic devices are on silent. This should be the case anyway within phone slots in rooms.
- Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution)
- Cover windows and air vents (**if** the risk is pollution or a gas cloud)
- If a student is in the corridors during the drill then they have to immediately go to the nearest classroom, They will only have 1 - 2 minutes to get there.
- They will not be allowed into the locked classroom they left and staff will not reopen the locked door to let them in if it is not immediate.
- If a student is outside, in a toilet or not near a classroom, they must go to the nearest toilets and lock themselves in a cubicle (F Block/Sports hall toilets **will not** be accessible)

Students will not be released to parents during an invacuation. No-one will be able to enter the school grounds.

If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be communicated by the designated staff members.

If staff are not in classrooms or required to lock doors, they must lock the doors to their offices and pull down the blinds where possible.

Staff based in the main office will immediately leave the office and go to the LSU via the side door, locking the main office door behind them.

The Site Team will go to the nearest point of safety.

<p>If in any of the sports areas</p>	<ul style="list-style-type: none"> • Any sports hall areas - treat as individual classrooms. • Gym – Lock the gym door, take all students to one changing room, lock the inside gym door and the changing room doors. Follow procedures as per classroom when in changing rooms. • Hall – take students through stage to gym, follow gym procedures (use other changing room). • Tennis court areas or on the field, immediately move to the pavilion and lock the doors behind you. • Swimming pool – remove the students from the water, lock the changing room doors from inside, close the fire exit, sit students on the side of the pool.
<p>Internal communication during an invacuation</p>	<p>There will be two channels of internal communication. Firstly the email system will be used and secondly this will be followed up by the use of whatsapp via the leadership telephone tree.</p>
<p>Communication with parents during an invacuation</p>	<p>Parents will be informed about an invacuation via parent mail and text. A combination of text and email should work, as you're using more than 1 channel to communicate with them.</p> <p>Parents will be told not to call the school, as lines will not be monitored.</p> <p>Parents will also be told not to come to school as there will be no access in or out of the school.</p>
<p>Invacuation duration</p>	<p>According to DfE guidance, the school should remain in a state of invacuation until a senior member of staff or the emergency services confirm that it has been lifted.</p>
<p>Evacuation plan, if needed</p> <p>Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.</p>	<p>If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be communicated by the designated staff members.</p> <p>Normal fire drill procedures will then be in place.</p>
<p>Security invacuation drills</p>	<p>The school will hold an invacuation drill at least once per year.</p>

Invacuation Drill Action Check List

Step	Time	Signed
Sound alarm/signal and begin invacuation procedure		
Dial 999 and alert emergency services		
Lock all external doors, except for drama		
Direct all children, staff, parents and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Account for pupils, staff and visitors using registers, email not in lesson for missing students.		
Make sure everyone is aware of an exit point in case an intruder gains access		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		