



## Invacuation and Evacuation Policy

Policy Lead:	<b>Deputy Headteacher</b>
Last Review Date:	March 2021
Next Review Date:	March 2022
Approval needed by:	<b>Headteacher</b>



# Critical Incident – Student Guidelines

A critical incident (other than a fire) could include the following occurring on the school site:

- serious injury to a pupil or member of staff
- significant damage to school property
- somebody on site without permission
- severe weather

As a result of a critical incident, it is important that you remain calm and listen to instructions from the bells and/or staff instructions. As a result of an incident we may have to respond in one of the following ways:

## Evacuation/Fire

The signal for evacuation/fire is a continuous bell. You should evacuate the building. You will then be escorted to the designated assembly point (Astro pitch) by a member of staff. Follow the fire evacuation procedure which is posted in each classroom around the Academy building.

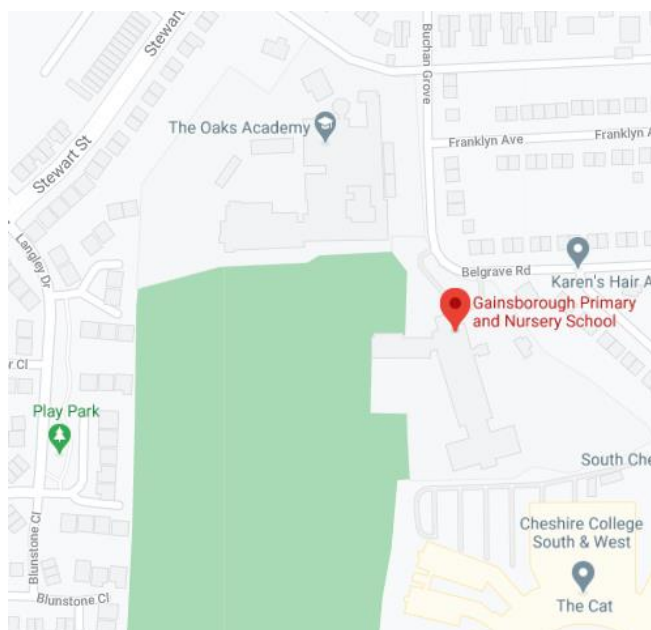
Evacuation/Fire	
Signal for evacuation/fire	Continuous Bell

## Evacuation/Run, hide, tell

The signal for evacuation/run, hide, is a continuous siren tone – Evacuate the site, Run, Hide, Tell. You should evacuate the building and avoid the location of the critical incident if known. Listen to, and act on staff instructions as they occur. On leaving the academy site, you should then progress to the Gainsborough primary school car park as the meeting point. Gainsborough primary school is adjacent to The Oaks Academy. If you have any concerns approach a teacher for guidance.

Evacuation/run, hide, tell	
Signal for Run, Hide, Tell	Intermittent Bell

## Gainsborough Primary School – Location for Evacuation



### Lockdown procedure

The signal for lockdown is a continuous siren. All students should, where possible should stay in the classroom they are in. If you are in an unsuitable space for 'lockdown', your teacher may take you to a nearby classroom or another room e.g. PE classes may be directed to the changing rooms. The door should either be locked or blocked with tables, door wedge etc. In the event of an exam in the hall, then please take cover there. You should take cover underneath desks where appropriate if this appears the safest thing to do. Your teacher will support you and give you guidance. Please remain calm and listen to instructions. To signal the all-clear, a member of SLT will visit each room and inform the staff member/s.

Lockdown	
Signal for lockdown	Continuous Siren Tone

### Severe Weather – Closure of the Academy

If due to severe weather overnight or in the early morning, such as heavy snowfall and the decision is taken to close the Academy to students, the following will apply:

- An announcement will be made by 7.15am on the website homepage
- If there is no announcement, work on the basis the Academy is open
- Please review the website homepage for updates



# Critical Incident – Staff Guidelines

A critical incident (other than a fire) could include the following occurring on the Academy site:

- Serious injury to a pupil or member of staff (e.g. transport accident)
- Significant damage to school property (e.g. aircraft)
- Criminal activity (e.g. bomb threat/terrorism)
- Severe weather (e.g. flooding/wind damage)

If a critical incident were to occur there is a different evacuation procedure to that for a fire drill.

## Evacuation/Fire

The signal for evacuation/fire is a continuous bell. You should evacuate the building. As appropriate, gather students within your immediate vicinity and escort them from the Academy site immediately. Escort them to the designated assembly point on the Astro Pitch. Follow the fire evacuation procedure which is posted in each classroom around the school.

Evacuation/Fire	
Signal for evacuation/fire	Continuous Bell

## Evacuation/Run, hide, tell

The signal for evacuation/run, hide, tell is an intermittent bell. You should evacuate the building and avoid the location of the critical incident if known. As appropriate, gather students within your immediate vicinity and escort them from the school site immediately. On leaving the school site, you should then progress to Gainsborough Primary School car park as the meeting point. A map is enclosed with details on where Gainsborough Primary School is located. Please familiarise yourself with the location and how you would get there from The Oaks Academy site.

Evacuation/run, hide, tell	
Signal for Run, Hide, Tell	Intermittent Bell

## Lockdown procedure

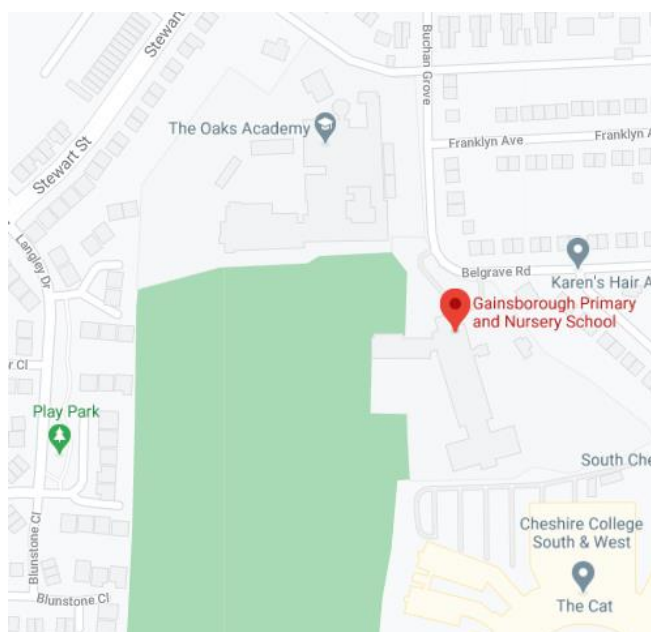
The signal for lockdown is a continuous siren tone. In the case of lockdown, you must not evacuate students from the building. They need to be guided into the closest classroom where the door should either be locked or blocked (with a door stop). All students should take cover underneath desks where appropriate if this appears the safest thing to do.

## Notifying Emergency Services

The priority is to get the students and yourself to a safe place, if you have the opportunity then call emergency services. The more calls they receive the more aware they become of the seriousness of an incident.

## Gainsborough Primary School

On arrival at Gainsborough Primary School playing car park, you will then be issued with further instructions.



## Severe Weather – Closure of the Academy

If due to severe weather overnight, such as heavy snowfall and the decision is taken to close the Academy to students the following will apply:

- An announcement will be made by 7.15am on the website homepage.
- If there is no announcement work on the basis that the Academy is open
- If staff can travel to the Academy safely, they should make their way to the school.
- Further updates will then be provided during the day via email.

# Appendix – Evacuation Fire/bomb & Run, hide, tell

Signals	
Signal for evacuation fire/bomb	Continuous Bell
Signal for Run, Hide, Tell	Intermittent Bell

Assembly points – fire & bomb evacuation	
Fire evacuation assembly point	Astro Pitch

Assembly points - RHT evacuation	
Bomb evacuation assembly point	Astro Pitch/Gainsborough Primary School Car Park

If the school has been evacuated and pupils are not able to return to school (or go home) it may be possible to relocate temporarily to another building (e.g. Brownson Centre)

Pre-identified buddy school / place of safety / rest centre	
Name of premise	Gainsborough Primary School
Type of premise	Primary School
Contact name and details of key holder(s)	Mrs Nurse – School Principal
Address	Belgrave Road, Crewe, CW2 7NH
Estimated travel time (walking, with pupils)	1 minute

# Appendix – Lockdown

Signals	
Signal for lockdown	Continuous Siren Tone

Lockdown	
Rooms most suitable for lockdown	Form room if at break or lunch time or start/end of the day. Teaching room during lesson time.
Entrance points (e.g. doors, windows) which should be secured	External doors
Communication arrangements	Email Mobile phones
Notes	As there is no PA address system there is a reliance on email and phone calls.

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Ref	Initial response – lockdown	Tick / sign / time
L1	Ensure all students are inside the school building. Alternatively, ask students to hide or disperse if this will improve their safety.	
L2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
L3	Dial 999. Dial once for each emergency service that you require.	

L4	<p>Ensure people take action to increase protection from attack:</p> <ul style="list-style-type: none"> <li>▪ Block access points (e.g. move furniture to obstruct doorways)</li> <li>▪ Sit on the floor, under tables or against a wall</li> <li>▪ Keep out of sight</li> <li>▪ Draw curtains / blinds &amp; turn off lights</li> <li>▪ Stay away from windows and doors.</li> </ul>	
L5	<p>Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.</p>	
L6	<p>If possible, check for missing / injured students, staff and visitors.</p>	
L7	<p>Remain inside until an all-clear has been given by SLT, or unless told to evacuate by the emergency services.</p>	