



## Invacuation, Lockdown and Evacuation Policy

### Statement of intent

The safety of Learners, staff members and visitors on the premises is paramount and Park Education and Training Centre takes their duty to protect the wellbeing and welfare of these people very seriously.

The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the centre. In an emergency, staff members at Park Education and Training Centre will endeavour to take all reasonable actions in order to ensure the safety of Learners.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all Learners, staff members and visitors.

### 1. Legal framework

1.1. This policy has due regard to statutory legislation including, but not limited to, the following:

- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work etc. Act 1974
- Regulatory Reform (Fire Safety) Order 2005

1.2. This policy has due regard to official guidance including, but not limited to, the following:

- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2015) 'Emergency planning and response'
- DfE (2014) 'Fire safety in new and existing centre buildings'
- National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'

1.3. This policy will be applied in conjunction with the Health and Safety Policy

## 2. Definitions

2.1. An 'evacuation' is the orderly removal of Learners, staff members and visitors from the centre building; this can be as a result of a fire or other incident within the building.

2.2. The term 'invacuation' refers to the process of making staff members aware of an emergency and moving Learners, staff members and visitors to the most sheltered areas within the building. This procedure is employed if moving outside would increase the risk of harm to people, e.g. toxic

fumes in the air.

2.3. 'Lockdown' refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security threat.

### **3. Roles and responsibilities**

3.1. Staff members will act in accordance with the centre's Invacuation, Lockdown and Evacuation Policy at all times.

3.2. It is the Centre manager's responsibility to ensure effective and rehearsed emergency procedures are in place at Park Education and Training Centre.

3.3. The Centre manager is responsible for ensuring that all staff members are aware of the policy and have a copy to access.

3.4. It is the responsibility of the Centre manager to ensure that new staff members are trained in implementing all of the emergency procedures.

3.5. The Building manager is responsible for recording all evacuation procedures,

including drills and practices, in the Evacuation Record Log.

3.6. Centre Manager is responsible for ensuring procedures are understood by all staff members.

3.7. The receptionist is responsible for raising the alarm of an emergency, and will delegate this duty to a designated member of staff to carry out when they are not present at the centre.

3.8. The responsibility of informing the relevant external services, such as the police, in the event of an emergency is delegated to the Building

Manager.

3.9. All staff members are responsible for ensuring Learners, fellow staff members and visitors remain as safe as possible whilst on the centre premises.

3.10. It is the responsibility of all staff members to ensure that registers are accurately taken and the names of missing Learners are immediately reported to the Centre manager.

3.11. Staff members will inform the Centre manager of any Learners missing from the classroom when the alarm was raised.

3.12. All staff members are responsible for maintaining an orderly manner and encouraging Learners to stay calm during emergency procedures.

3.13. The site staff are responsible for ensuring that emergency exits are clearly signposted.

3.14. It is the responsibility of site staff to provide the emergency services with copies of the site plan.

3.15. Reception is responsible for ensuring that all contractors or external services working within the centre are supplied with a copy of the evacuation procedure when their work initially commences.

3.16. The staff will continuously monitor the situation and keep both the emergency services and fellow colleagues up-to-date.

#### 4. Invacuation procedure

4.1. The aim of the invacuation procedure is to protect lives by keeping people inside away from perceived danger. This procedure will be used

in the event of chemical spillages and air pollution.

4.2. The warning siren for Park Education and Training Centre's invacuation procedure is the sound of individual ringing on the centre bell, minimum of 10.

4.3. The centre manager will sound the alarm as soon as a concern has been raised.

4.4. Staff members will keep in contact using mobile phones in order to inform each other of any problems experienced while carrying out the procedure, e.g. missing Learners.

4.5. Throughout the procedure, the centre manager, or another designated member of staff, will continuously keep other staff members updated, where possible, using mobile phones.

4.6. During an invacuation, Learners, staff members and visitors outside the centre building will move quickly and quietly through the nearest entrance to the building.

4.7. If staff are in buildings adjacent to where Learners or other staff members are outside, they will signal to the class to come inside immediately.

4.8. When all personnel are inside, doors and windows are to be securely locked.

4.9. Main entrances into the centre site will be locked if necessary.

4.10. Prior to the procedure, the centre manager will identify designated 'safe rooms' throughout the centre building, which all staff members will be made aware of.

4.11. Park Education and Training Centre's designated 'safe rooms' are as follows: rooms G8.

4.12. Each class is guided towards their designated 'safe room' by their classroom teacher or head of department, ensuring that all Learners, staff members and visitors are accounted for.

4.13. When the invacuation procedure occurs during lunchtime, or a lesson change over, all staff members will guide Learners towards the nearest designated 'safe room'.

4.14. Staff members will instruct Learners to stay away from the windows and doors.

4.15. Where necessary, Learners will be informed to lie or sit on the floor.

4.16. Learners and staff members are to remain in their designated rooms/positions until told to do so by the emergency services, or the centre manager has given an announcement to declare the risk has gone.

4.17. When the invacuation procedure has finished, Learners will return to their timetabled classroom where a register will be taken.

4.18. Throughout the invacuation procedure, the centre office will keep in contact with the emergency services, ensuring the procedure is being implemented correctly.

4.19. Following an occurrence necessitating the invacuation procedure, the following actions will be taken:

- A follow up talk with staff members and Learners will be delivered by the centre manager
- Support will be sought where necessary, such as counsellors

Parents/carers and other stakeholders will be informed via letter

The response to the crisis will be evaluated and procedures amended where necessary

## 5. Lockdown procedure

5.1. This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of Learners, staff members and visitors.

5.2. The centre manager will ensure that all staff members understand when and how this procedure will be implemented.

5.3. Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.

5.4. The centre manager will take all factors into consideration when deciding whether to partially or fully lockdown the centre. Where possible, advice will be sought from the emergency services.

5.5. The partial lockdown procedure is a precautionary measure but puts the centre in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:

A local risk of air pollution

A civil disturbance in the local community with the potential to pose a risk to the centre

5.6. The full lockdown procedure will be used in the event of, but not limited to, the following:

- An intruder on the centre site
- A major fire in the vicinity of the centre
- The close proximity of a dangerous dog, or other animal, roaming loose

5.7. The signal given for staff members to implement the lockdown procedure is five rings of the centre bell.

5.8. Mobile phones will be used to make staff members aware of the incident that has occurred and inform them of the type of lockdown procedure which is to be implemented.

5.9. Lines of communication between staff members will be kept open through the use of mobile phones; however, unnecessary calls to the centre office will not be made as this could delay important communication.

5.10. As soon as the alarm has been raised, the centre office staff will ensure that the relevant emergency services are informed and kept up to-date with the situation.

5.11. In the event of Park Education and Training Centre implementing the lockdown procedure, Learners will be instructed to remain in their classroom, or will be guided to the nearest room.

5.12. Staff members will ensure that the toilets are cleared of all Learners, staff members and visitors.

5.13. Learners who are outside the centre, or not in classrooms, will be led inside



as quickly as possible, unless this will endanger them and others.

5.14. If staff members and Learners remain outside during the implementation of

a full lockdown, they will hide in the designated safe area, description of safe area, until the emergency services have arrived.

5.15. Classroom teachers are responsible for the Learners within their classroom.

5.16. When all personnel and Learners are inside, doors and windows are to be securely locked, including fire doors, external doors and internal doors.

5.17. Classroom teachers or phase leaders will conduct a register or headcount. Staff will notify the centre office immediately of any Learners not accounted for via two-way radios, and an immediate search will be instigated, where appropriate.

5.18. Once all personnel and Learners are inside, the Centre Manager will conduct an on-going and dynamic risk assessment based on advice from the emergency services.

5.19. All Learners, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.

5.20. Learners may be asked to hide or disperse if this will improve their safety.

5.21. Learners are instructed to take cover under their tables where possible.

5.22. In the event of a partial lockdown, movement may be permitted within the building, dependent upon the circumstances, but this will be supervised by a staff member.

5.23. In the event of an air pollution issue, air vents will be closed, where

possible, as an additional precaution.

5.24. In the event of a full lockdown, once all Learners have been accounted for, the following actions will be carried out by staff members in order to increase protection:

- Blocking off access points by moving furniture to obstruct doorways etc.
- Drawing all curtains and blinds
- Turning off all lights and electrical monitors expressing light
- Instructing all Learners to either sit on the floor, under a table or against a wall
- Ensuring all people are kept out of sight and away from windows or doors

5.25. All personnel will remain inside until an 'all clear' signal has been given, either via mobile phone or by the Centre Manager, or unless told to evacuate by the emergency services.

5.26. If someone is taken hostage on the premises, the centre will seek to evacuate the rest of the site.

5.27. Parents/carers will be notified as soon as it is practicable to do so via the text messaging.

5.28. Learners will not be released to parents/carers during a lockdown.

5.29. If it is necessary to evacuate the building, a continuous ring of the fire alarm will be sounded.

5.30. In order to ensure the effective implementation of the lockdown

procedure, a lockdown drill will be undertaken at least once a year.

## 6. Evacuation procedure

6.1. Park Education and Training Centre will carry out evacuation drills at least once a term in order to ensure Learners and staff members fully understand what

is involved in the procedure and that it is implemented effectively.

6.2. In an emergency situation, such as a fire, the centre's evacuation procedure will be implemented with the priority of getting everyone out of the centre safely and calling the emergency services.

6.3. All staff members will have a copy of the evacuation procedure and clear instructions regarding the fire evacuation procedure will be displayed in every classroom.

6.4. New staff members are advised of evacuation procedures as part of their induction training.

6.5. The designated fire wardens for the centre are the Building Manager.

6.6. Park Education and Training Centre has undertaken the appropriate fire awareness and fire warden training that meets the fire authority's regulations.

6.7. The Building manager will ensure that all staff members are aware of the designated evacuation points.

6.8. The designated evacuation points is in front of 466 Church Lane.

6.9. The signal for the evacuation procedure to be implemented is the continuous sound of the fire alarm.

6.10. When the alarm is sounded, Learners and visitors will immediately stop

what they are doing, stand still and wait for further instructions to be given by a staff member.

6.11. Staff members will direct Learners to the nearest or safest exit.

6.12. It is staff members' responsibility to ensure that exits are never obstructed or blocked.

6.13. Staff members will ensure that there are no Learners left in the toilets, corridors or centre hall, etc.

6.14. Learners will walk in an orderly and quiet manner to the designated evacuation point.

6.15. Staff members will be aware of any Learners under their care who have a Personal Emergency Evacuation Plan (PEEP).

6.16. When Learners are lined up in their year groups at their designated evacuation points a register and headcount will be taken.

6.17. Any missing pupil, staff member or visitor will be reported to the designated fire warden, detailing their name, the date/time and where they were last seen, and any other relevant information about the person, e.g. any medical conditions.

6.18. Missing personnel and Learners will be immediately searched for if it is safe to do so.

6.19. Under no circumstances will any staff member, pupil or visitor re-enter the building during the evacuation procedure, unless the 'all clear' is given by the centre manager or emergency services.

6.20. The site staff will call the emergency services as soon as the alarm is

raised and they have safely exited the building.

6.21. An emergency evacuation pack is kept at the reception, which contains each tutor/assessor's emergency contact details, a first aid

kit and a mobile phone

6.22. If required, the next of kin will be contacted.

6.23. All evacuations will be recorded using the Evacuation Record Log.

## 7. Personal Emergency Evacuation Plan (PEEP)

7.1. Where a member of staff, pupil or visitor has a disability which may result in them needing help in evacuating the premises, a PEEP will be put in place.

7.2. The purpose of a PEEP is to enable Park Education Centre to implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise.

7.3. These plans ensure that no one is discriminated against, or treated less favourably, in the event of an emergency.

7.4. A PEEP will identify the following:

- Any specific needs of the individual
- Responsibilities of staff members
- Specific evacuation routes, where applicable
- Refuge areas
- Any specific evacuation procedure requirements

7.5. Where possible, Learners with PEEPs in place will exit the premises using

the same route as the rest of their class, unless otherwise stated within

their plan.

7.6. A PEEP will be reviewed on an annual basis in order to ensure that the most up-to-date information is available.

7.7. When there is a change in the individual's health, a change of procedure, or an alteration made to the premises, a PEEP will be reviewed and amended to reflect these changes.

7.8. The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.

7.9. PEEPs will be set out in the format demonstrated in Appendix B.

## 8. Fires

8.1. In the event of a fire, Park Education and Training Centre will invoke the evacuation procedure.

8.2. Under no circumstances will entrances to the centre and emergency exits be blocked or obstructed.

8.3. Emergency lighting will be installed and appropriately used where necessary.

8.4. It is the responsibility of the site staff to ensure that exits are clearly marked.

8.5. The site staff is responsible for ensuring every room is equipped with the necessary fire safety equipment.

8.6. All staff members will act as 'fire wardens' in the event of a fire.

8.7. The building manager will delegate the role of designated fire warden. This

individual will undergo extra training and will take a lead role in the evacuation of the building.

8.8. If an evacuation procedure, or similar, is implemented due to the risk of a fire, these events will be recorded in the Evacuation Record Log.

## 9. Bomb threats

9.1. In the event of Park Education and Training Centre or a nearby area receiving a

bomb threat, the centre manager will decide which procedure to use by taking into consideration which poses the least risk.

9.2. Park Education and Training Centre will act in accordance with the Evacuation

procedures in order to ensure the welfare of Learners, staff members and visitors.

9.3. The centre will immediately contact the emergency services after receiving a threat and will carefully follow their instructions.

9.4. The emergency services will still be contacted if the threat is believed to be a hoax.

## 10. Communication with parents/carers

10.1. Arrangements and information regarding Park Education and Training Centre's

invacuation, lockdown and evacuation procedures will be kept in the centre file.

10.2. In the event of any of the procedures taking place due to a real emergency, parents/carers will be informed of any developments as soon as is practicable.

10.3. Parents/carers will be informed not to ring or come to the centre as this

could interfere with the work of the emergency services, and may result in putting themselves and others in danger.

10.4. Park Education and Training Centre will contact parents/carers when it is safe for

them to collect their child.

10.5. Whilst talking to parents/carers, it is important for the centre to reassure them that they understand their concern for their child's welfare, and that the centre is doing everything possible to ensure the safety and wellbeing of all Learners.

11. Monitoring and review

11.1. This policy will be reviewed on an annual basis, or sooner, if statutory guidance is released before the review date, which is September 2019.

11.2. The review will be conducted by the centre manager in collaboration with the building manager.





## Appendix A– Personal Emergency Evacuation Plan

### PEEP for a pupil at Park Education and Training Centre

This section is to be completed by the form tutor or centre manager. If the individual has

classes in more than one building, it may be necessary to prepare a separate PEEP for each

building.

Name: \_\_\_\_\_

Form and year group: \_\_\_\_\_

Building: \_\_\_\_\_

Awareness of procedure

\_\_\_\_\_ is informed of a fire evacuation by: (please tick relevant box)

Existing alarm system    Visual alarm system



Pager device Other (please specify)

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Designated assistance

The following people have been appointed to give assistance to name of individual in the

event of an emergency:

Name of designated person:

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Contact details of designated person:

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Name of designated person:

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Contact details of designated person:

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Name of designated person:

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Contact details of designated person:

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Methods of assistance (e.g. transfer procedures, methods of guidance)

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Equipment provided (including means of communication)

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Personal evacuation procedure (a step-by-step account, from the first alarm sound)

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Reviews

Form tutor/Centre manager name:

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Form tutor/Centre manager signature:

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Date: \_\_\_\_\_

Individual's name:

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Individual's signature:

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