

# Leek High School

## Invacuation Policy



This policy is to outline Invacuation procedures which will be used in response to an internal or external incident which could be a threat to the safety and well-being of students and staff in our school or on the school grounds.

The aims of the policy are to set out the schools response to such an emergency. However it also recognises that it is not always possible to legislate for every possible scenario. The policy will be reviewed regularly to reflect changing circumstances and experience. The policy applies at all times of the day and must therefore be shared with every member of staff and shared occupants – e.g. The Meadows, Mellors Catering Services, Cedars Leek Base, Leek Hockey Club, visitors to the school.

Invacuation procedures may be activated in response to any number of situations. Below is a list of some examples. However the list is not exhaustive.

- A reported incident, disturbance in the local community
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
- An intruder on site
- A major fire in the vicinity of the school
- The close proximity of a dangerous animal

The procedures that we aim to follow in the policy to the best of our ability are being set out to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

### **INVACUATION PROCEDURE**

#### RAISING THE ALARM

- Staff telephone extension **333** to raise the alarm. The call will be answered by Mr Evans or Mr Wheeldon who will raise the invacuation alarm to the whole school.
- All school telephones will ring at once and a message will be relayed via the speakerphone. Staff will not need to pick up the phone to hear the message broadcast.
- Brief instructions will be issued via speakerphone to either evacuate or invacuate the school. The message will be repeated.
- Mr Evans or Mr Wheeldon will dial 999 to inform the emergency services, inform The Meadows, Cedars Leek Base and any staff with students outside the building.

#### INVACUATION

- Staff and students are to gather in the nearest room with a phone. Staff will check immediate corridors and toilets to ensure all students are gathered inside before locking the classroom door.
- Close windows, blinds and curtains, switch off the lights, stay away from windows. Hide under desks if necessary. **STAY OUT OF SIGHT, STAY CALM AND STAY QUIET.**
- Silence all mobile phones so they do not alert an intruder to your location.
- Staff will take a register of the room occupants and await further instructions via the speakerphone
- If you are not able to get to a safe classroom or are outside the building when the alarm is raised, use the RUN HIDE TELL procedure – finding a safe exit out of the building and/or moving as far away from the building as possible. As soon as possible call the emergency services and report your location. Try to stay together if you are in a group.

- If the fire alarm sounds during the invacuation procedure await instructions via the speakerphone – it may be a false alarm. However if you see or smell smoke evacuate the building by the safest exit and use the RUN HIDE TELL procedure.
- The all clear signal will be broadcast via speakerphone or a uniformed member of the emergency services. Instructions will be given for an assembly point – most likely the Sports Hall - where everyone will gather in form groups and fire registers will be taken.
- Report any missing students/staff immediately to Mr Evans or a senior member of staff.

#### POST INVACUATION

- Once all students and staff have been accounted for, a debrief will take place as to the next steps.
- Parents will be informed of the situation once it is resolved.
- The Headteacher and senior staff will evaluate the situation and decide whether the school closes for the day and issues instructions to staff and students for the following days.
- Time should be allocated for discussion, evaluation and counselling.

#### Useful links

Stay Safe: Firearms and Weapons Attack

<https://www.youtube.com/watch?v=4jxOXbpTmnk>

Run Hide Tell – 30 second animation

<https://www.youtube.com/watch?v=H0BsrB5ADUY>

Run Hide Tell Poster – see below

Signed by:

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

\_\_\_\_\_ Chair of governors              Date: \_\_\_\_\_

**IN THE RARE EVENT OF**  
a firearms or weapons attack

# **RUN HIDE TELL**



**RUN** to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

**HIDE.** It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

**TELL** the police by calling 999.