



Invacuation Policy & Procedure

*DO ALL THE GOOD YOU CAN, BY ALL THE MEANS YOU CAN,
IN ALL THE PLACES YOU CAN, IN ALL THE WAYS YOU CAN,
TO ALL THE PEOPLE YOU CAN, IN ALL THE TIMES YOU CAN,
AS LONG AS EVER YOU CAN, AT ALL THE TIMES YOU CAN.*

Invacuation Policy & Procedure

INTRODUCTION

Rydal Penrhos has developed an Invacuation and lockdown policy and guidance with the objective of safeguarding the School community, and with the intention that planning for possible events does result in better decisions in times of sudden crisis.

DEFINITION

Invacuation:

This means confining people within a space due to an emergency or dangerous situation outside.

Lockdown:

This is a security measure taken during an emergency to prevent people from leaving or entering a building.

RATIONALE

This policy is supported by guidance issued on the Government website:

<https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>

The procedure below should be deployed if ever the need should arise when pupils are outside so as to bring them indoors to a place of safety as soon as possible. It may be that a danger is perceived by a member of staff on duty, or instructions are received from an outside emergency service.

In all circumstances, a common sense approach should be applied; while this policy recommends procedures to be followed, an informed decision can nevertheless be made to move pupils and staff to a safer area with due regard to the nature and the location of the threat.

UPON RECEIPT OF A CALL ADVISING A PARTIAL LOCKDOWN / INVACUATION

The member of staff receiving the call should write down the name of the reporting officer, station and available details of the incident for future reference. If possible, the caller should also be asked how the School will be notified that the area will be declared safe.

In such circumstances, the following procedure will be followed:

- a member of the office staff in conjunction with a member of the SLT should signal an invacuation to all internal staff by giving five short blasts on the school bell;
- Reception will activate an invacuation/lockdown message which will be relayed across the phone network
- Reception will notify as many members of the Senior Leadership Team as can readily be found;
- at this point, Reception at the Senior Section diverts its calls to the adjoining Reprographics/Photocopier Room, and establishes a base there along with any available members of the SLT.

INVACUATION PROCEDURE DURING LESSON TIME

Classroom teachers, on hearing the five-bell signal should:

- account for all of the pupils registered with them for that lesson, using ISAMs or SchoolsBuddy;
- switch off the lights, lock the classroom door and close the blind (if fitted) or place material (such as paper) over the glass pane in the door;
- Keep pupils calm and ask them to keep out of sight and to be silent. If necessary, they should be told to sit under their desks, preferably against a solid wall;
- pupils and staff should be told to switch their 'phones to silent
- staff should check their phones regularly for messages;
- access points to the room should be blocked, for example by placing furniture behind the door or using a door wedge.

INVACUATION PROCEDURE FOR PUPILS WHO ARE NOT IN THE CLASSROOM DURING LESSON TIME

A pupil may not be in class for a number of reasons. For example, they have gone to the toilet, they are arriving to school after a medical appointment, they have been sent on an errand. Upon hearing five short blasts of the school bell, the pupil should enter the nearest room/classroom where a teacher or adult member of staff is present.

INVACUATION PROCEDURE DURING BREAK OR LUNCH TIME

The duty staff will assist pupils to invacuate to the nearest safe building, and Prep Section pupils will return to their form base, if possible; staff will then use the iSAMs emergency register list to register the pupils in their care.

INVACUATION PROCEDURE DURING PUBLIC EXAMINATION SESSIONS

If public examinations are taking place in the Senior Section, the Examination Lockdown procedure at Appendix 3 should be followed by the relevant invigilation staff.

END OF INVACUATION

This will be signalled by three short blasts on the bell.

INTRUDERS ON THE SCHOOL CAMPUS

A member of the SLT should assess the level of risk and, if this is deemed to be high, ring the police immediately by dialling 999, having instructed a member of the office staff to sound the lockdown signal.

SHARING LOCKDOWN PROCEDURES

Invacuation and Lockdown practice will take place at least once per year, and the procedure will be shared with new staff and volunteers as part of their induction process. A copy of the invacuation and lockdown procedure should be displayed in classrooms alongside fire drill procedures. A summary procedure is shown at Appendix 2.

CONTACTING PARENTS

At the conclusion of the incident, the pupils' parents / carers should be informed as swiftly as possible by text or email: they will need reassurance that their pupils are safe. The incident should be briefly outlined, and pupil pick-up arrangements should be promulgated if they have been altered.

AFTER A LOCKDOWN

It is important to make sure that all pupils, staff and visitors are safe and calm, and individuals may need reassurance and support; the latter can be provided by the appropriate agencies.

This policy is subject to review on a biennial basis; however, it may require earlier revision in the light of any regulatory change which may come into force in the interim.

APPENDIX 1: LOCATION-SPECIFIC ACTIONS

Swimming Pool: all pupils should return to the changing rooms along with the staff, and the doors should be locked.

Ferguson Centre: entrance doors should be closed, locked if possible. All pupils should move to the quiet/silent study area.

Dining Hall: all pupils should move to the serving area, and the staff will lock the doors.

Sports Hall: all pupils should return to the changing rooms along with the staff, and the doors should be locked.

New Field & other Sports Fields: all pupils should return to the changing rooms in the Pavilion along with the staff, and the external doors should be locked.

Astroturf: all pupils should return to the changing rooms along with the staff, and the doors should be locked.

It is vital that all staff have a mobile 'phone about their person when in charge of pupils outside the main School campus (namely New Field, Blackburn's Piece and Brackley); this 'phone's number must be registered at Reception.

APPENDIX 2: INVACUATION NOTICE

Upon hearing the signal – 5 bells – take the following action:

GO INDOORS – ensure that all pupils and staff are safely inside the building;

CLOSE / LOCK / SECURE the entrance points to prevent the animal / pollutant / intruder / violent person entering the building. Close all windows.

DIAL 999.

In the case of a potentially violent incident, you need to take action to increase your protection from attack.

Full lockdown means:

- block access points (move furniture to obstruct doorways);
- turn off lights;
- draw blinds;
- stay away from windows and doors;
- sit on the floor, against a solid wall;
- keep out of sight;
- put mobile 'phones on silent, but watch out for messages.

Ensure that pupils, staff and visitors are aware of an exit point in case the situation dictates that evacuation is the best policy (as a response to fire, or to an instruction from the emergency services).

If possible, check for missing or injured pupils, staff or visitors without putting yourself at further risk.

STAY INDOORS – remain in classrooms until the all-clear signal of 3 bells has been given. If possible, tune-in and obtain local news updates from mobile 'phones, computers or radios.

Any time that you hear the lockdown signal, you must follow this procedure, and you must remain in the classroom until informed that the area is safe.

APPENDIX 3: SENIOR SECTION: LOCKDOWN POLICY IN THE CONTEXT OF EXAMINATIONS

INTRODUCTION

This policy addresses the recommendations contained in the government’s guidance entitled “Developing Dynamic Lockdown Procedures”, and makes reference to the “Stay Safe” principles contained in Annex A of that document.

PURPOSE OF THIS POLICY

This policy details the measures to be taken at Rydal Penrhos School in the event of a centre lockdown being instigated whilst examinations of any kind are being sat. It cannot cover every eventuality, but should provide guidelines for most situations.

The decision to place the school in lockdown will be made by the Principal or by a member of Senior Leadership Team in consultation with the emergency services. A lockdown may be required in the following circumstances:

- an incident or civil disturbance in the local community which poses a risk;
- an intruder on the site with the potential to pose a risk;
- a local risk of air pollution, such as a smoke plume or gas cloud;
- a major fire in the vicinity;
- a dangerous animal roaming loose;
- any other external or internal incident which has the potential to pose a threat to the safety of examinations staff and candidates.

With regard to conducting examinations, the focus before, during and after an examination will be on the following issues:

- the welfare and safety of candidates and centre staff engaged in conducting examinations;
- maintaining the integrity and security of the examinations and / or the assessments process;
- how to achieve an effective lockdown;
- how to let people know what is happening;
- training staff involved in conducting examinations on the Stay Safe principles of Run, Hide and Tell.

ROLES & RESPONSIBILITIES

Head of Centre:

He or she must seek:

- to ensure that the five-bell lockdown alarm tone is in place and recognised by all staff and candidates;
- to ensure that all staff involved in the conducting of examinations are trained in how to raise the alarm for a lockdown and how to act effectively;
- to ensure that all staff involved in conducting examinations are made aware as to their responsibilities;
- to arrange appropriate training for all examination-related staff in lockdown procedures;
- to ensure that candidates are aware of the procedures relating to a lockdown, particularly those arriving late for an examination who cannot enter the examination room as a result of its being locked-down;
- to ensure that all candidates and staff are aware of an exit point for use in the event of an intruder managing to gain access, or in the event of the room becoming unsafe;
- to provide written lockdown procedures for examination room and invigilator use;
- to inform the relevant Emergency Services immediately in the event of any potential threat to the safety of examination staff and candidates.

Senior Leadership Team:

They must undertake:

- to be accountable for all examinations staff and candidates who are sitting papers during a lockdown;
- to run training and / or drills for examination candidates on lockdown procedures;
- to inform parents / carers as to the School's Lockdown Policy in the Context of Examinations;
- to be a visible presence around examination room areas prior to the start of each examination session;
- to liaise with the appropriate authorities and Awarding Bodies with regard to candidates taking examinations during a lockdown;
- to use the examination room Attendance Register(s) to compile a list of all candidates who have not been accounted for.

Examinations Officer:

He or she must undertake:

- to train invigilators in the centre's lockdown procedure;
- where safe and / or possible, to liaise with the Senior Leadership Team and invigilators in all examination rooms during a lockdown;
- to assist with lockdown training for staff and students where applicable to conducting examinations.

Invigilators:

They must:

- be aware of the centre's lockdown procedure;
- complete attendance registers as soon as possible after the start of each half-day session such that candidates can be identified in the event of a lockdown;
- where safe and / or possible, communicate with the Examinations Officer during a lockdown so as to confirm the situation in a particular examination room.

LOCKDOWN PROCEDURE – BEFORE AN EXAMINATION

If a lockdown is required as candidates are entering or waiting to enter the examination room, the following procedure will be employed:

- a member of Senior Leadership Team will be present in the vicinity of the examination room;
- candidates will be instructed to enter the examination room immediately;
- candidates will be told to remain silent, to hide under examination desks or to sit against a wall / around a corner, but not near the door;
- where safe and / or possible, the member of the Senior Leadership Team will communicate the situation to the Examinations Officer by mobile 'phone, ensuring that all such 'phones are in 'silent' mode;
- the Examinations Officer will collate the information from all examination rooms and will forward this to the Head of Centre immediately;
- invigilators will:
 - lock all windows and close all curtains;
 - switch off all lights;
 - lock all doors and / or use tables, or any other furniture, to barricade the entrance to the examination room;
 - take an attendance register or run a head count, if possible;
 - should the threat be a chemical or toxic release, instruct candidates to cover their nose and mouth (their own clothing can be used), and attempt to use anything to hand to seal up cracks around doors and any vents into the room.

LOCKDOWN PROCEDURE – DURING AN EXAMINATION

If a lockdown is required during the examination or at any other time when candidates are in the Examination Room, invigilators will:

- tell candidates to stop writing immediately and to turn their papers over;
- collect the attendance register(s);
- make a note of time at which the examination was suspended;
- instruct candidates to remain silent, to leave all examination materials on their desks, and to hide under the examination desk;
- where safe and / or possible, communicate the situation to the Examinations Officer by mobile 'phone, ensuring that all such 'phones are in 'silent' mode;
- lock all windows and close all curtains;
- switch off all lights;
- lock all doors and / or use tables, or any other furniture, to barricade the entrance to the examination room;
- should the threat be a chemical or toxic release, instruct candidates to cover their nose and mouth (their own clothing can be used), and attempt to use anything to hand to seal up cracks around doors and any vents into the room.

The Examinations Officer will:

- where safe and / or possible, collate the information from all examination rooms and forward this to the Head of Centre immediately;
- rely upon the Head of Centre to make informed decisions in respect of alerting parents / carers, Awarding Bodies and emergency services;
- initiate the emergency evacuation procedure if appropriate, where safe and / or possible, and following the established School policy, (invigilators will do this in the absence of the Examinations Officer);
- collect all examination papers and materials for safe and secure storage, in anticipation of advice as to how to proceed from the appropriate Awarding Bodies.

LOCKDOWN PROCEDURE – AFTER AN EXAMINATION

If a lockdown is required after the examination, or indeed as candidates are leaving the examination room, the invigilators will:

- stop dismissing candidates from the examination room;
- instruct candidates who have left to re-enter the examination room;
- instruct candidates to remain silent and to hide under the examination tables;
- where safe and/or possible, communicate the situation Examinations Officer by mobile 'phone, ensuring that all such 'phones are in 'silent' mode;
- lock all windows and close all curtains;
- switch off all lights;
- lock all doors and / or use tables, or any other furniture, to barricade the entrance to the examination room;
- should the threat be a chemical or toxic release, instruct candidates to cover their nose and mouth (their own clothing can be used), and attempt to use anything to hand to seal up cracks around doors and any vents into the room.
- where safe and / or possible, the Examinations Officer will collate the information from all examination rooms and forward this to the Head of Centre immediately.

ENDING A LOCKDOWN

The lockdown will be ended by:

- either the sound of three bells;
- or the authorisation of emergency service officers, the Head of Centre, or a member of the Senior Leadership Team entering each examination room.

Invigilators will undertake a head count and / or register and confirm attendance with the Examinations Officer and / or a member of the Senior Leadership Team.

Where applicable and if advised to do so by a member of the Senior Leadership Team or the Head of Centre, and following Joint Council for Qualifications guidelines, candidates may restart their examination if there is sufficient time remaining.

In this instance, invigilators will:

- ask candidates to return to their desks, remind them that they remain under examination conditions, and allow a settling-down period;
- recalculate the revised finish time(s) to allow for the full examination time(s);
- tell the candidates to turn their papers over and to re-start their paper;
- amend the finish time(s) on display to candidates;
- note how long the lockdown lasted on the examination room Incident Log (so as to inform an eventual report to the Awarding Bodies and, where relevant, any centre-wide lockdown recording form / log).

The Examinations Officer will:

- draw up a report of the incident for the appropriate Awarding Bodies (via the Special Consideration process or as subsequently advised by the Awarding Bodies);
- securely store all collected examination papers and materials pending Awarding Body advice relating to any special dispatch.

Where applicable or indeed possible, a member of the Senior Leadership Team or the Examinations Officer will:

- negotiate any alternative examination sittings with the relevant Awarding Bodies;
- offer, arrange and provide support services to staff and candidates involved.

At the earliest opportunity, a member of the Senior Leadership Team or the Head of Centre will prepare a communication to parents / carers which will advise them as to what has happened, the actions taken to date and their likely outcomes.

Where possible, examination staff and candidates will be invited to attend an Assembly led by the Head of Centre which will discuss the lockdown and offer continuing support. Should this not prove possible, communication will be made via email, and information will be uploaded onto the School website.