



# Great Wilbraham C of E Primary School

Policy title: Emergency Procedures - invacuation

Date created: January 2022

Next Review Date: January 2024

Date ratified: 19.01.22

Signed:

## 1. Introduction

Great Wilbraham CofE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An emergency incident can be clarified as an unexpected event which affects the school community, and which causes disruption on a scale which is beyond the normal coping capability of the school. The emergency incident may involve significant threat, damage, or injury to property and individuals, and may have long term impacts on pupils, staff, governors and parents.

The following are examples of emergency incidents which may impact on the school and necessitate activation of the emergency plan.

- A fire within the school grounds or nearby premises
- A serious accident involving children and/or school personnel, on/ off site
- Death of a pupil or member of staff
- Kidnap or disappearance of a pupil
- A terrorist attack, or violent intruder on or nearby school premises
- Chemical or toxic substance release on or off site
- Severe weather events such as flood, high winds, extreme storms etc
- An animal on school premises

## 2. Quality of Education

### 2.1. Intent

The Department for Education (DfE) recommend that schools have emergency plans in place. Planning and preparing for emergencies can save lives. These actions can also help prevent an incident from worsening, protect against litigation and enhance the schools standing as a safe place to learn and work, giving confidence to staff, parents and pupils.

Management of the incident will depend on the circumstances presented but at all times staff and children must remain CALM:

**C – create distance**

**A – assess the risk, look for cover**

**L – let others know**

**M – maintain calm**

### 2.2. Implementation

#### 2.2.1. EMERGENCY INVACUATION PROCEDURES

- Staff will be alerted to the activation of the plan by continuous blasts of a whistle/fire bell or quietly informed by the Headteacher/Senior Teacher/SLT.
- The office staff will contact the police on 999.
- Pupils and staff who are outside the building will be brought in as quickly as possible through the nearest available entrance:
- Staff out on duty at any given time would observe those entrances.
- All external doors and windows are locked (potentially internal doors will also be locked and could be blocked by furniture). Keys kept in a designated place and left in locks once doors are locked.





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- **Where practical**, class first aid bags and inhalers will be look after by the leading adult in each class
- Children will remain in their classrooms AND will not be released during a 'invacuation'.
- All adults without child responsibility will go to the office or the headteacher's office.
- Once in 'invacuation' mode, **where practical**, registers must be taken and staff inform Headteacher/Senior Teacher/SLT of any pupils not accounted for and safe search instigated.
- The Headteacher/Senior Teacher or member of the SLT MUST contact the Local Authority Education Advisors as soon is practicable to do so and also the Chair of Governors/Safeguarding Governor:
- Education Advisor – Phil Nash
- Chair of Governors – Brendan Reid
- Safeguarding Governor – Brendan Reid
- Contact details will be displayed on the reverse of the invacuation procedures in every classroom.

## 2.2.2.PARENTAL CONTACT

- Parents should be notified (using the school's Parentmail system), at an appropriate stage after having assessed the impact of this and after consultation with partner agencies.
- Parent communication during ainvacuation should give enough information so that they:
  - Are reassured that the school understands their concerns for their child's safety and that it is doing everything possible to ensure his/her safety
  - **DO NOT** contact the school. Telephone lines must be kept open for the school to contact emergency providers
  - **DO NOT** come to the school. Emergency Service access is paramount and they may put themselves and others at danger
  - Wait for the school to contact them about when and where it will be safe to collect children
- Message to parents through Parentmail as a text message or email:

**Great Wilbraham CofE Primary School has been placed in invacuation. School phone is unmanned. Please refrain from attending the site & general area. Will keep you informed of this situation.**

## 2.2.3.EMERGENCY EVACUATION PROCEDURES

- If it is necessary to evacuate the building, the fire alarm will sound and the building evacuated according to a threat assessment by the Headteacher (designated appointed person) Deputy Headteacher or the nominated person.
- Should individual members of staff assess that a threat to themselves or pupils is imminent and a means of escape is available, they should immediately take steps to self-evacuate.

## 2.2.4.EMERGENCY SERVICES

- It is important to keep lines of communication open with Emergency Providers as they are best placed to offer advice as the situation unfolds. The school site may/may not be cordoned off by the Emergency Services depending on the severity of the situation that has triggered the invacuation/invacuation.
- The Emergency Services will support the Headteacher (designated appointed person) or the nominated person regarding the timing of communication with parents.
- In the event of a prolonged invacuation or more severe scenario, CentralCambridgeshire Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.





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### 2.3. Impact

- Emergencies involve more than just a physical response to an unexpected or sudden event or situation; they also have an emotional and psychological impact on people, which can affect individuals for an extended period after the emergency.
- With this in mind, consideration should be given to providing support and encouragement to the children or a divertive activity to take their mind off the situation; the possibility of trauma; and the need for reassurance.
- Emergencies have the ability to compromise not only the physical safety of the children, but also the children's feelings of safety and security. Play and learning experiences following an emergency situation should be structured to encourage children to express their thoughts, feelings and emotions regarding the event.
- Invacuation drills will be undertaken biannually with a record kept of the drill
- Evacuation drills will be undertaken termly with a record kept of the drill

## 3. **Behaviour and Attitudes**

### 3.1. Attitudes to learning

Every stakeholder of the school, including visitors, will adhere to the emergency procedures and will respect and support the decisions made by senior staff in accordance to this policy.

### 3.2. Supporting colleagues

Where it is deemed necessary, Great Wilbraham CofE Primary School bears the responsibility to provide professional counselling services for both children and staff.

## 4. **Personal development**

### 4.1. Social, Moral, Spiritual, Cultural, Christian ethos and British values

- It is vital that the policy and its implementation, does not lead to a panic mentality. Children should be encouraged to treat any emergency with the utmost calm and follow the guidelines with common sense. They need to be taught how to respond through practice as well as through talk.
- It is of vital importance that the school's invacuation procedures are familiar to all school staff.
- Depending on their age, pupils should also be aware of the plan and the importance of such plans in other settings. (Regular practices will increase their familiarity).

## 5. **Leadership and management**

### 5.1. Roles and responsibilities

#### **Governing Body**

- To oversee and be aware of the emergency procedures

#### **Leadership**

- See the invacuation procedures document Appendix 7.1
- Organise and facilitate a termly invacuation and evacuation drills
- To review procedures and ensure purposeful timings

#### **Staff**

- To follow procedurs and ensure safety of all pupils

#### **Children:**

- To follow procedures and instructions given by staff





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## 5.2. Continuing professional development

Staff will be updated upon procedures and this will be part of every staff member's induction..

## 5.3. Inclusion and equal opportunities

Our whole school philosophy totally encompasses the equality of access and opportunity. The priority for all children is their safety but pupils with emotional and/or physical needs who need individualised programmes are catered for and fully supported.

## 5.4. Safeguarding

Children will be encouraged to be calm and the classteacher will make their safety paramount in all situations.

## 5.5. Health and safety

Emergency procedures need to be embedded and all invacuation and evacuation procedures are evaluated and adapted.

The invacuation procedure will be displayed in each classroom and key areas of the school building.

## 5.6. Reviewing and monitoring

This policy will be renewed following invacuation drills and using the evaluation form (See Appendix)

## 6. **Links to other policies**

6.1. Health and safety policy

## 7. **Appendices**

7.1. Emergency procedures sheets – classroom evacuation and invacuation

7.2. Emergency procedures sheets – Discovery club evacuation and invacuation

7.3. Letter informing parents of procedures

7.4. Emergency procedures evaluation records





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Great Wilbraham C of E Primary School Evacuation Procedures – Appendix 7.1	
<b>EVACUATION SIGNAL</b>	
Fire drill will sound continuously	
<b>EVACUATION LOCATION</b>	
All staff, pupils and visitors to go to the field. If unsafe then alternative location is the Great Wilbraham Church/Memorial Hall.	
<b>STAFF ACTION</b>	
<p><b>Classteachers in control of a class will ensure that:</b></p> <ul style="list-style-type: none"> <li>• Children and staff in the classroom have all left the building</li> <li>• Children leave calmly towards the field</li> <li>• Classes lines up facing away from the building</li> <li>• Carry out the roll call procedure</li> <li>• Any missing children are immediately reported to SLT</li> <li>• Ensure children remain at the chosen location</li> <li>• Ensure that all are aware of an exit point if necessary</li> <li>• Await further instruction from: the Headteacher/Senior Teacher/SLT, or self-evacuate.</li> <li>• Remain until all-clear has been given, or unless told to evacuate further by the emergency services.</li> </ul> <p><b>Senior leaders (Headteacher/Senior Teacher/SLT) will:</b></p> <ul style="list-style-type: none"> <li>• Where practical, start search for persons unaccounted for</li> <li>• As appropriate, establish communication with the Emergency Services and notify Central Cambridgeshire Council via the 'School Emergency' phone number</li> <li>• Parents will be notified as soon as it is practicable to do so via Parentmail</li> <li>• Pupils will not be released to parents until safe to do so and under the instruction of Emergency Services</li> </ul> <p><b>All other staff and visitors will:</b></p> <ul style="list-style-type: none"> <li>• Proceed to the chosen location detailed above</li> <li>• Notify the Headteacher/Senior Teacher/SLT of any persons unaccounted for</li> <li>• Await further instruction unless the situation necessitates immediate action.</li> </ul> <p><b>On hearing the fire alarm and only if practical:</b></p> <ul style="list-style-type: none"> <li>• The school registers and staff register will be collected by the office staff</li> <li>• The school Visitors Book and First Aid bag and Emergency Blankets will be collected by the office staff</li> <li>• Class first aid bags and medication will be taken by each teaching assistant</li> </ul>	





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## Great Wilbraham C of E Primary School Invacuation Procedures – Appendix 7.1

### INVACUATION SIGNAL

Invacuation will be signalled by a continuous blast of a whistle or being quietly informed by the Headteacher or member of the Senior Leadership Team.

The all clear signal will be sounded out by designated leader shouting 'All Clear' throughout the school.

### INVACUATION LOCATION (unless directed elsewhere by SLT)

Badger class	Badger Classroom	Hedgehog class	Hedgehog Classroom
Squirrel class	Hall	Fieldmice class	Fieldmice Classroom
Office staff, kitchen staff, visitors	Library		

### STAFF ACTION

#### Classteachers in control of a class will ensure that they:

- Secure external doors, fire doors, and all windows, drawing curtains / blinds and turning offlights
- Children sit on the floor, under tables or against awall but out of sight and away from windows and doors
- Block access points (e.g. move furniture toobstruct doorways)
- Carry out the roll call procedure, as per evacuation procedures, if practical
- Pupils who are outside of the school buildings are brought inside as quicklyas possible, unless this endangers them and others. If children remain outside they will hide.
- Encourage the pupils to keepcalm and remain at the chosen location
- Ensure that all are aware of anexit point if necessary
- Await further instruction from: the Headteacher/Senior Teacher/SLT or self-evacuate.
- Remain inside until an all-clear has been given, or unless told to evacuate by the emergencyservices.

#### Senior leaders (Headteacher/Senior Teacher/SLT) will:

- Notify the emergency services, dialling once for each emergency service that is required
- If practical, be notified of any persons unaccounted for
- As appropriate, the school office will establish communication with the Emergency Services and notify Central Cambridgeshire Council via the 'School Emergency' phonenumber
- Parents will be notified as soon as it is practicable to do so via textmessaging
- Pupils will not be released to parents during ainvacuation
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent via mobile phones.
- **If someone is taken hostage on the premises, the school should seek to evacuate the restof thesite.**

#### All other staff and visitors will:

- Proceed to the chosen location detailed above
- Notify the Headteacher/Senior Teacher/SLT of any persons unaccounted for
- Await further instruction unless the situation necessitates immediate action.

#### On hearing the invacuation signal and **only if practical:**

- The school registers and staff register will be collected by the office staff
- The school Visitors Book and First Aid bag and Emergency Blankets will be collected by the office staff
- Class first aid bags and medication will be taken by each teaching assistant





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- Mobile phones and/or walkie talkies to be distributed

## Great Wilbraham C of E Primary School Emergency Procedures Reverse – Appendix 7.1

### CONTACT DETAILS

- Education Advisor – Phil Nash
- Headteacher – Richard Brown

### CLASS LIST AND REGISTER





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## Discovery Club or After-School Provision – Evacuation procedures Appendix 7.2

On hearing the evacuation signal, all staff, pupils and visitors will evacuate to the chosen location calmly and in an orderly manner.

ALL CHILDREN WILL BE MOVED to the car park

Staff will:

- Commence the evacuation of children in an orderly way
- Carry out the roll call procedure
- Notify: Headteacher/Senior Teacher/SLT of any persons unaccounted for
- Ensure children remain at the chosen location
- Await further instruction from the Headteacher/Senior Teacher/SLT, unless the situation necessitates immediate action.

On hearing the fire alarm:

Where practical:

- The Discovery Club file and staff register will be collected by the Discovery Club staff
- First aid box will be collected by the staff
- Children's medications will be collected by staff

On hearing the fire alarm, all other staff and visitors will:

- Proceed to the chosen location detailed above
- Notify the Headteacher or (designated appointed person) Deputy Headteacher or the nominated person of any persons unaccounted for
- Await further instruction from the Headteacher or (designated appointed person) Deputy Headteacher or the nominated person, unless the situation necessitates immediate action.







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## Discovery Club or After-School Provision –Invacuation Procedures Appendix 7.2

On hearing the invacuation signal, all staff, pupils and visitors will invacuate to the chosen location calmly and in an orderly manner.

ALL CHILDREN WILL BE MOVED INTO the group room

Staff will:

- Commence the invacuation of children in an orderly way
- Commence lock down procedures if appropriate
- Proceed to the hall corridor
- Carry out the roll call procedure
- Notify: Headteacher/Senior Teacher/SLT of any persons unaccounted for
- Ensure children remain at the chosen location
- Await further instruction from the Headteacher/Senior Teacher/SLT, unless the situation necessitates immediate action.

On hearing the invacuation signal:

Where practical:

- The registers and staff register will be collected by the staff
- First aid box will be collected by the staff
- Children's medications will be collected by staff

On hearing the invacuation signal, all other staff and visitors will:

- Proceed to the chosen location detailed above
- Notify the Headteacher or (designated appointed person) Deputy Headteacher or the nominated person of any persons unaccounted for
- Await further instruction from the Headteacher or (designated appointed person) Deputy Headteacher or the nominated person, unless the situation necessitates immediate action.

**Roll call procedures will be as per the evacuation procedures**





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## Great Wilbraham C of E Primary School Discovery Club Emergency Procedures Reverse sheet – Appendix 7.2

### CONTACT DETAILS

- Education Advisor – Local Authority
- Headteacher – Richard Brown

### CLASS LIST AND REGISTER

Take the pupil register folder with you





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## APPENDIX 7.3

Dear Families

Great Wilbraham C of E Primary School is committed to safeguarding and promoting the welfare of children and young people. Parents trust schools to keep their children safe both in school and when learning outside the classroom. Thanks to the efforts of school staff and governors, schools normally remain a safe haven for children however; schools could become involved in an emergency at any time.

The Department for Education recommend that schools have emergency plans in place. Planning and preparing for emergencies can save lives. These actions can also help prevent an incident from worsening, protect against litigation and enhance the schools standing as a safe place to learn and work, giving confidence to staff, parents and pupils.

Our school has both an evacuation and invacuation plan and policy in place, both of which are practised regularly. An evacuation is when the school site has to be evacuated for safety reasons and invacuation occurs when circumstances dictate the safety of the pupils and staff is better ensured with doors and windows locked, blinds and curtains drawn.

The policy was created carefully and sets out the school's response to such emergencies but recognises that it is impossible to legislate for every possible scenario so as to protect 100% of the children and staff 100% of the time. The policy, therefore, will need to be kept under constant review to reflect changing circumstances and experience.

I attach the policy, so that you are aware of procedures that will take place should an evacuation or invacuation occur. In case of either an unplanned invacuation or evacuation, the procedures to contact you are below:

## PARENTAL CONTACT

Parents should be notified (using the school's Parentmail system), at an appropriate stage after having assessed the impact of this and after consultation with partner agencies.

Parent communication during an emergency procedure should give enough information so that they:

- Are reassured that the school understands their concerns for their child's safety and that it is doing everything possible to ensure his/her safety
- **DO NOT** contact the school. Telephone lines kept open for the school to contact emergency providers
- **DO NOT** come to the school. Emergency Service access is paramount and they may put themselves and others at danger
- Wait for the school to contact them about when and where it will be safe to collect children

Message to parents through Parentmail as a text message or email:

**Great Wilbraham CofE Primary School has been placed in invacuation. School phone is unmanned. Please refrain from attending the site & general area. Will keep you informed of this situation.**





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Finally, it is important to not worry you unnecessarily however it is important for the Leadership team and Governing Body to have in place any necessary plan that we see fit to maintain a safe environment for our children and staff. Thank you for your continued support as ever.

Kind regards,

Richard Brown  
Headteacher





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## APPENDIX 7.4

**EMERGENCY PROCEDURES EVALUATION RECORD** - a simulation to validate an emergency plan, rehearse key staff or test systems and procedures

**Live exercise** – a process of validating an emergency plan by physically acting out the response to a simulated emergency (eg a lockdown drill would be a small scale live exercise).

**Table top exercise** – a process of validating an emergency plan by making decisions based on a simulated emergency, but not physically acting out the response.

Exercise Date	Exercise Title	Brief details of Exercise	Aspects of plan tested	Lessons learned & actions to be taken forward	Participants

