

***Emergency Evacuation  
and Lockdown Procedure***  
*June 2020*

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## 1. Introduction

- 1.1 In the event of fire or serious or imminent danger, the safety of all persons is the first priority followed by the containment of any fire or spillage and/or the security of the building.
- 1.2 The evacuation of the academy will be practised at least once in every term. This will be undertaken at random times.
- 1.3 The serious and imminent dangers identified as being likely to befall the academy are:
  - Fire.
  - Bomb threat.
  - Threatening person in/around the Rocester area.

## 2. Fire

### 2.1 Fire alarm

A fire alarm system is installed on the premises. Alarm points are located at strategic positions around the premises. The alarm is tested at regular intervals to ensure that it functions correctly.

### 2.2 Fire action notices

Fire action notices are posted at alarm points. The notice give details of the correct procedure to follow when the alarm sounds and upon discovering fire.

### 2.3 Procedure

Any person discovering fire should:

- Sound the alarm.
- Dial 999 to call the fire brigade (if telephone nearby).
- Tackle the fire if possible with the appliances provided, but without taking undue risks.

On hearing the fire alarm, staff should:

- Leave the building by the nearest route.
- Close all doors behind them.
- Report to the muster point.

Staff responsible for learners or visitors must escort them from the building to the muster point where a roll call will be taken. No-one should return to the building for any reason until authorised to do so.



## 2.4 Fire fighting equipment

Fire fighting equipment is located at strategic positions around the academy. The type of fire fighting equipment available varies dependant on the location, but includes the following:

- Water extinguisher: for paper, fabric, wood, etc. Not to be used on electrical or flammable liquid fires.
- Carbon dioxide (Co2): for electrical fires.
- AFFF foam: for solid burning and liquid burning fires.
- Dry powder: for most fires.
- Fire blanket: for use in the food production area only to smother flames.

Any person using a piece of fire fighting equipment must report its use to the Site Manager in order that the equipment can be replaced as necessary.

## 2.5 Escape routes

All doorways and passageways must be kept clear at all times. It is the responsibility of every member of staff, including learners, not to block these areas and to report any blockage in order that it may be cleared. Doors designed specifically as fire exits are identified as such by an appropriate sign.

## 2.6 Refuge points

Anyone who is unable to use the stairs to evacuate the building will be escorted by a member of staff to a refuge point to await the fire brigade.

## 2.7 Muster point

The designated location of the fire muster point for staff, learners and visitors is the outdoor Multi Use Games Area (MUGA) which is located adjacent to the staff car park.

## 2.8 Fire wardens

The academy has designated fire wardens who upon hearing the alarm will ensure that their assigned area of the building is clear of all persons, but without putting themselves in danger.



### 3. Bomb threat

- 3.1 On receipt of a bomb threat, or on discovery of a suspect package, it must be assumed that the threat communication or the suspicion aroused has real foundation and that there is no hoax involved.
- 3.2 If a message containing a threat is received (usually by telephone), the following should be done:
- Note the exact time of receipt of the message.
  - Write the message down exactly as given.
  - Notify the police immediately, repeating the message exactly as received.
  - Immediately alert the Principal (or his/her deputy) who will decide on the appropriate course of action.
- 3.3 If it is decided that evacuation is necessary, **the alarm system will not be activated**. Instead, the site team and admin team will go round the building asking staff and learners to calmly evacuate the building and make their way to the MUGA. Staff and learners should take their personal belongings with them if practicable.
- 3.4 The Principal (or his/her deputy) after consulting with the police will decide whether it is safe for the academy to be reoccupied.

### 4. Threatening person in/around the Rocester area

- 4.1 Any person receiving the call or lockdown command should immediately alert the following staff:
- Principal (or his/her deputy)/Principal's PA.
  - Vice Principal
  - Director of KS4.
  - Director of Finance & Operations/Office Supervisor
  - Director of Sixth Form/Administrative Assistant (Sixth Form & IEZ).
  - Apprenticeship Programme Relations Manager.
- 4.2 Procedure 1: Learners in lessons
- The Director of Finance & Operations/Office Supervisor will ensure that:
    - The panic button is pressed.
    - Staff at The Lodge are alerted.
    - Staff at Dove Engineering Centre are alerted.



- The reception desk barriers are closed and the front doors are set to permanent closure.
  - The doors to the courtyard are set to permanent closure.
  - Working from the ground floor up, all staff in teaching rooms/offices are told calmly and quietly that it is a lockdown situation, that they must lock the door and ensure windows are closed.
  - Any learners not in teaching rooms are escorted back to their teaching rooms.
  - Staff and learners in ground floor rooms are escorted up the back stairwell into the activity studio and the door locked.
- At the Lodge, the Director of Sixth Form/Administrative Assistant (Sixth Form & IEZ) will ensure that:
    - The side gate to the pavement is locked.
    - The front gates are locked.
    - External doors are locked and windows are closed.
    - Working from the ground floor up, all staff in teaching rooms/offices are told calmly and quietly that it is a lockdown situation, that they must lock the door and ensure windows are closed.
  - At the Dove Engineering Centre, the Apprenticeship Programme Relations Manager will ensure that:
    - External doors are locked.
    - All staff in teaching rooms/offices are told calmly and quietly that it is a lockdown situation, that they must lock the door and ensure windows are closed.
    - Any learners not in teaching rooms are escorted back to their teaching rooms.

#### 4.3 Procedure 2: Some learners in lessons, some learners on break or lunch

- The Director of Finance & Operations/Office Supervisor will ensure that:
  - The panic button is pressed.
  - Staff at The Lodge are alerted.
  - Staff at Dove Engineering Centre are alerted.
  - The reception desk barriers are closed and front doors are set to permanent closure.



- Staff on the courtyard are instructed to follow the wet lunch procedure.
  - Staff on the MUGA are instructed to follow the wet lunch procedure.
  - Staff in the restaurant are instructed to follow the wet lunch procedure.
  - The doors to the courtyard are set to permanent closure as soon as learners on break are back inside the building.
  - Working from the ground floor up, all staff in teaching rooms/offices are told calmly and quietly that it is a lockdown situation, that they must lock the door and ensure windows are closed.
  - Any learners on corridors are escorted back to their teaching rooms.
  - Staff and learners in ground floor rooms escorted up the back stairwell into the activity studio and the door locked.
- Staff on break duty will:
    - Escort all learners on the MUGA across the bridge, ensuring the bridge gate is locked behind them, into the building through the learner foyer and take them to the activity studio.
    - Escort all learners on the courtyard into the building through the learner foyer and to the activity studio.

4.4 If the threat has already accessed the site the Principal (or his/her deputy) will decide whether or not an evacuation is necessary.

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