

***Emergency Evacuation  
and Lockdown Procedure***  
***March 2024***

---



# 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 academy operates from three sites:
- The Lodge (TL)
  - Main building (MB)
  - Dove Engineering Centre (DEC)
- 1.4 The serious and imminent dangers identified as being likely to befall the academy are:
- Fire (section 2).
  - Bomb threat (section 3).
  - Threatening person/people in/around the Rocester area (section 4).

# 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.

Each building operates separately for fire alarm activation. If the alarm activates in one building, then only that building will evacuate.

## 2.2 Fire action notices

Fire action notices are posted at alarm points. The notice gives 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.

In the event of a fire alarm activation in one of the three buildings, evacuation will be to the following muster points:

- TL: hardstanding outside the Cube (see 2.4)
- MB: MUGA (see 2.5)
- DEC: DEC car park (see 2.6)

#### 2.4 Activation at TL

Room users should evacuate the building and assemble on the hardstanding outside the Cube.

MB Admin Office staff will note the evacuation and will notify the Site Team. Site staff will attend TL, and with business or mathematics staff, will sweep the building to check that no-one remains. Site staff will give the final all clear.

The Finance Officer (or Finance Assistant in the Finance Officer's absence) will proceed to the entrance of the MB visitor car park to ensure no persons attempt to move between DEC or MB back into TL.

#### 2.5 Activation at MB

The assembly point for all occupants is the MUGA where all learners line up in their tutor groups at the appropriate fire assembly point sign. Admin Office staff will have the registers and will bring them to the MUGA where a roll call will be taken by tutors.

Visitor and those staff who have not been assigned a role, will assemble at the Non-Assigned Staff/Visitors where details will be checked by Admin Office staff.

The Finance Officer (or Finance Assistant in the Finance Officer's absence) will proceed to the entrance of the visitor car park and will ensure that no persons attempt to move between DEC or TL back into MB.

The Fire Warden list identifies Fire Wardens and their area of responsibility. In the event of an evacuation, they will sweep the area they have been allocated to ensure that all persons have vacated the premises, but will not put themselves in danger.



## 2.6 Activation at DEC

The assembly point for all occupants is DEC car park. Each workspace is numbered with an evacuation point and occupants will assemble in the car park under the number relevant to their workspace.

DEC administrative staff will inform the Site Team that the alarm has activated. Site staff will attend DEC and with the administrative staff will sweep the building to confirm that no-one remains. Site staff will give the final all clear.

## 2.7 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 (Co<sub>2</sub>): 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.

## 2.8 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.

## 2.9 Refuge points - MB

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

## 2.10 Radioactive sources

These are recorded as held within the Science Preparation Room on the third floor of MB. The Site Manager will inform the Fire Brigade of their location by way of a plan. The Science Department must ensure that if the location is changed the Site Manager is immediately informed.



### 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 their 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 MB Admin Office staff 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 their deputy), after consulting with the police, will decide whether it is safe for the academy to be reoccupied.

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

- 4.1 Any person receiving the call or lockdown command should immediately alert the following staff:
- Principal (or their deputy)/Principal's PA.
  - Vice Principals
  - Director of Safeguarding, Standards and Culture.
  - Financial Controller
  - Director of Sixth Form.
  - Administrative staff at DEC.
- 4.2 Procedure 1: Learners in lessons
- The Financial Controller will ensure that:
    - The panic button is pressed.
    - Staff at TL are alerted.
    - Staff at DEC are alerted.
    - The MB visitor 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 TL, staff present in the building, assisted by Site staff, 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 DEC, administrative or other staff in the building 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 Financial Controller will ensure that:
  - The panic button is pressed.
  - Staff at TL are alerted.
  - Staff at DEC are alerted.
  - The MB visitor 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 their deputy) will decide whether or not an evacuation is necessary.

---

Date of approval by Governing Body:	27 November 2017
Reviewed and reapproved:	17 June 2020
Reviewed and reapproved:	24 November 2021
Reviewed and reapproved:	14 March 2024

