

Emergency Plan including invacuation procedures



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Evacuation - Action in the Event of Fire

Through organised fire drills, staff and students should be familiar with the sound of the fire alarm siren and the action to take in the event of the alarm sounding. Any sounding of the fire alarm lasting more than 5 seconds must be treated as a signal to evacuate the school.

In the event of discovering a fire

Actions
<ul style="list-style-type: none">• Anyone should, without hesitation, activate the nearest “break glass” fire point. (These are fitted with a hinged cover to avoid accidental activation.)• If it is safe, a message should be relayed to reception stating the nature and location of the incident.• A fire should only be tackled by a member of staff who is trained and if it is completely safe to do so. Only members of staff, who are trained, can use Fire Extinguishers.

On hearing the alarm - Activation of the fire alarm automatically sends a message to the Fire Service. In the event of the activation being proven to be a false alarm, the full fire drill will still be completed.

Actions
<ul style="list-style-type: none">• Wait for 5 seconds to ensure it is a fire alarm and not a bell practice.• Staff in charge of students should give brief clear instructions of where and how to leave the building and the route to the assembly point. Details of the fire exit point and escape route are in each classroom• Students should walk without delay, in an orderly manner and in silence, to the designated exit point. The member of staff responsible for the class should:<ol style="list-style-type: none">1. Not allow exit to be delayed for the collection of coats, bags and other personal effects.2. Be the last to leave the room, ensuring where safe to do so that windows (if easily accessible) and doors are closed, but not locked.3. Ensure they follow the set routes from each fire exit to the fire assembly points.

Safety/Security checks

Actions
Site maintenance staff should report to the front of the main entrance to be given instructions by the Principal (or in their absence the Deputy and Personal Assistant) together with the Health and Safety Officer. Fire Wardens should assist in the evacuation of the building. Duties should be to: <ul style="list-style-type: none">• Direct groups to their point of safe exit;• Assist in the checking and clearance of buildings;• Securing windows, doors and fire doors once areas are clear.

Fire Wardens

A designated member of staff without responsibility for students (Fire Wardens) should be responsible for checking that each building is clear and reasonably secure.

Assembly Points

Students should assemble in tutor group lines facing their form tutors in alphabetical order. Tutors must ensure that their groups **stand in silence**.

If student/s not present Form Tutor to inform Character Year Lead. College tutors that share with KS4/3 forms, MUST ALWAYS GO TO KS3/4 FORM.

Back Playground	
Year 12	Year 13

Upper Tennis Courts	
Year 10	Year 11

Lower Tennis Courts		
Year 7	Year 8	Year 9

Procedure for Fire Assembly Points

Actions
<ul style="list-style-type: none"> • All radio users must have their radios on. • All members of the Administration team should leave by the nearest fire exit. The admin team and/or attendance officer assisted by other support staff will take the registers to the assembly point. The Receptionist will take the visitor log. • Receptionist to print visitors registers and staff register to indicate who has logged in • Medical to take register of student in the medical room out with them. • Year Leaders check their tutors are assembled to take registers and actively support this. • Form Tutors will collect their form registers from the appropriate staff member and check the presence of their students. Students to stand in silence in alphabetical order. • Missing students should be reported to the Year Leaders. Year leaders to relay to Character year leads • All staff who are registering staff should be ready to report to the Principal when asked to over the radio. • The Character Year Leads should relay details of any missing persons to the Assembly Officer/Senior Team Lead. • Senior Team lead relay any missing students to Principal when asked • The Health and Safety Officer and the Principal/Deputy will be stationed in front of the main entrance to await arrival of the Fire Service. They will receive information regarding the source and nature of the fire alarm and direct any appropriate action. They will also receive details from the Assembly Officer/Senior Team Lead of any staff, students or visitors not accounted for and take the appropriate action. • Once the Principal and Assembly Officers are satisfied that all students and staff are accounted for, students should reassemble into the groups they were in when the alarm sounded. The member of staff who escorted them out of their class will be responsible for returning them to their classroom when the all clear is given.

Fire Alarm in the Sports Centre *in school hours*

The MFG Sports Centre has a separate alarm system which is NOT connected to the school or relayed to the Fire Service. An activation of the Sports Centre alarm **does not** require a full evacuation of the main school.

Actions
<ul style="list-style-type: none"> • Responsibility for the evacuation of the Sports Centre rests with the members of staff teaching in the building at the time. • All activations require the immediate evacuation of the building until the system is re-set. • All students and visitors must be escorted from the building by the safest and nearest exit point and assemble <i>with teaching groups (tennis courts)</i>.

- Receptionist prints out PE registers, PE staff use ipads and/ or paper registers to register their classes
- The Receptionist will immediately make a '999' call to the Fire Service if needed.
- A site maintenance technician will be called to be prepared to re-set the system.
- Re-entry procedures are the same as for a full fire drill.
- All activations of the Sports Centre alarm must be treated as a reportable incident. The senior member of staff involved is responsible for making out a report to be sent to the Principal and the Health and Safety Officer.

Lockdown

What is lockdown?

An emergency may prevent the safe evacuation of the Academy buildings and require steps to isolate students from danger by instituting a lockdown.

- Exterior lockdown (**Level 1**) procedures may be used to ensure the safety of students when an incident occurs in the community.
- Interior lockdown (**Level 2**) procedures are designed to keep students safe and away from danger in either classrooms or other designated locations.
 - Members of staff are responsible for accounting for students and ensuring that no one leaves the safe area.
 - Academy personnel may also secure building entrances, ensuring that no unauthorised individuals leave or enter the building (as appropriate).
- All visitors to be made aware of lockdown procedures on back of visitor lanyard

How is the decision taken?

The actions taken by the Academy in any emergency situation will depend on the specifics of the event. Any action taken would depend on several factors, including the level of threat and/or advice of the Police. *The safety of students will always be the primary concern in any decision.* The decision to go into lockdown can be taken by any member of staff but a member of SLT must be informed.

Lockdown Procedures

The Lockdown Lead to decide which Level to follow:

Level 1: Threat is exterior to the Academy (Criminal activity around community).

Level 2: Threat is inside the Academy (intruder).

If students are arriving at school or leaving at the end of the day, the SLT member of staff on duty must use a dynamic risk assessment to decide what is the best option, to either move students back onto school site or to encourage them to leave quickly.

Level	Actions
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<p>Level 1: Threat is exterior to the Academy (Criminal activity around community)</p>	<ul style="list-style-type: none"> • Site team to lock exterior doors and reception to lock external doors • All staff to lock windows and classroom doors, pull down blinds and remain in the classroom/hall/dining area until instructed otherwise. Turn lights off. • NO STUDENT TO LEAVE THE ROOM UNTIL LEAD DECIDES IF MOVEMENT ACROSS THE SITE CAN TAKE PLACE • PE staff will be notified if they should return to the Academy site and if so, the designated area by radio via PA. • Students on corridors to be told to move into the nearest room • If a student happens to be out of lesson (going to or from the toilet etc), once they are alerted that there is a threat, they should go to the nearest lockable space.
<p>Level 2: Threat is inside the Academy (intruder)</p>	<ul style="list-style-type: none"> • Site team to lock internal doors to stop the intruder progressing through the Academy. • All staff to lock windows and classroom doors, pull down blinds, turn off lights and remain in the classroom/hall/dining area until instructed otherwise. • All persons are to be out of sight in a locked room and remain inside the classroom/hall/dining area until instructed otherwise. (Under tables/ against walls/ away from windows) • NO STUDENT TO LEAVE THE ROOM. • External doors to remain open. • PE staff will be notified as to whether or not they should return to the Academy site and if so the designated area by radio via PA • Students on corridors to be told to move into the nearest room • If a student happens to be out of lesson (going to or from the toilet etc), once they are alerted that there is a threat, they should go to the nearest lockable space. • It is essential that if these emergency procedures are used, that all adults take an active lead in maintaining calm and avoiding panic. When students are at the Academy we are in 'loco parentis' and our decisions should be to safeguard our students, acting as professional and responsible adults.

Actions During Lockdown	
Alert	<ul style="list-style-type: none"> • Appropriate steps are taken to alert all staff of the lockdown and the protocols they must follow. • The bell will ring on and off continuously for several minutes to alert staff that they should go into lockdown (this will be instructed by lockdown lead). • Bell will then stop but procedure to continue • The Lockdown lead will announce over the radio the threat level to enable all staff members to understand what steps they need to take. This will also be emailed to all staff and TC to add to all PC screens.

Communication	<ul style="list-style-type: none"> • If PE classes are taking place on the Sports Astroturf or playing fields they will be given instructions via radio as to whether or not they should return to the Academy (Principal's PA to communicate) or anyone directed by the Lockdown lead. • Ring Police if needed • Communication to all staff on updates - If appropriate/feasible staff to have sight of their emails, radio and/or mobile phone as these will be used if necessary, as a form of communication to inform staff of the level of threat and next steps. A message will be shown on all Academy PCs detailing the level of threat. An additional message will show when the threat is over. • Please do not let the students use their mobile as this could create unnecessary panic amongst parents. • Text Parents, cleaners and college students with Lockdown level text (see below for texts) • Check register with admin if any students missing through emails • Continue to communicate with all parties directed by the Lockdown lead as needed. • Staff and students outside of school – lockdown lead to make a decision about whether to let staff and students back onto the site if they are outside of the grounds and communicate as appropriate • Medical Needs – any medical emergency to be communicated through emails and a decision by the lockdown lead whether medical assistant can be sent or individual to leave the room
Actions to end Lockdown	
	Lockdown lead to make decision to end lockdown.

Texts to Parents, cleaners and College students

Level 1 Text

The MFG is in LEVEL 1 LOCKDOWN - no one is allowed to gain entry or leave until Lockdown is over - when we will send another message.

Level 2 Text

The MFG is in LEVEL 2 LOCKDOWN - no one is allowed to gain entry or leave until Lockdown is over - when we will send another message.

Lockdown over text

The MFG - Lockdown is now over. All students and staff are safe and well. Thank you

Bomb Threats and Suspect Packages

In the event of the Principal requiring the school to be fully evacuated for any reason other than a fire, the *fire alarm* system will be rung for the duration of the evacuation. All procedures will then be identical to a fire alarm if the emergency services are NOT involved. In this circumstance the Principal alone will take the decision for re-entry into the building.