

SoundSkool Music

Invacuation, Lockdown and Evacuation Policy

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Signed by:



_____ Headteacher

Date: 27.11.23



_____ CEO

Date: 27.11.23

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Contents:

[Statement of intent](#)

1. [Legal framework](#)
2. [Definitions](#)
3. [Roles and responsibilities](#)
4. [Appropriate procedures](#)
5. [Implementing procedures](#)
6. [Personal Emergency Evacuation Plan \(PEEP\)](#)
7. [Communication with parents](#)
8. [Actions following incidents](#)
9. [Conducting practises](#)
10. [Monitoring and review](#)

Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and SoundSkool takes its duty to protect the wellbeing and welfare of these people very seriously.

The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the college. In an emergency, staff members at the college will endeavour to take all reasonable actions in order to ensure the safety of pupils and visitors.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

This policy will be implemented alongside the college's Emergency Plan.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- DfE (2014) 'Fire safety in new and existing college buildings'
- DfE (2023) 'college and college security'
- DfE (2022) 'Health and safety: responsibilities and duties for colleges'
- DfE (2023) 'Emergency planning and response for education, childcare, and children's social care settings'

This policy operates in conjunction with the following college policies:

- Emergency Plan
- Health and Safety Policy
- Bomb Threat Policy
- Full Lockdown Procedure
- Partial Lockdown Procedure
- Invacuation Procedure
- Evacuation Procedure
- Fire Evacuation Plan
- Personal Emergency Evacuation Plan
- Business Continuity Plan
- College Security Policy
- Security Risk Assessment

2. Definitions

The term '**evacuation**' refers to the orderly removal of everyone from the college building; this can be as a result of a fire or other incident within the building.

The term '**invacuation**' refers to keeping everyone inside the college building to ensure their safety from an internal or external incident which has the potential to pose a threat to their safety and wellbeing, e.g. toxic fumes in the air.

The term '**lockdown**' refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security threat.

3. Roles and responsibilities

The CEO will be responsible for:

- Ensuring the college meets its responsibility to keep all pupils, staff and visitors safe.
- Monitoring the overall implementation of this policy.

- Reviewing this policy, in conjunction with the headteacher and health and safety coordinator, to ensure its effectiveness.

The headteacher will be responsible for:

- Appointing a competent member of staff to lead on college security and the procedures outlined in this policy.
- Ensuring effective and rehearsed emergency procedures are in place at the college.
- Ensuring all staff members are aware of this policy and receive training on the procedures.
- Ensuring all staff receive training following any changes to the college's emergency procedures.

The health and safety coordinator will be responsible for:

- Identifying the likelihood of a security-related incident occurring that would result in activating this policy, and assessing the level of impact of these incidents.
- Developing the college's invacuation, lockdown and evacuation procedures, in conjunction with the headteacher.
- Delivering training to all staff members on the emergency procedures outlined in this policy.
- Leading rehearsals of emergency procedures.
- Recording all evacuation procedures, including drills and practices.
- Reviewing the college's emergency procedures following any incident during which they were activated, and at least annually, to ensure the procedures remain effective.

The Head of College will be responsible for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency.

The site manager will be responsible for ensuring that emergency exits and evacuation points are clearly signposted.

The Head of College will be responsible for:

- Providing the emergency services with copies of the college's site plan.
- Ensuring that all contractors or external services working within the college are supplied with a copy of the college's emergency procedures.
- Continuously monitoring any emergency situations and keeping both the emergency services and fellow colleagues up-to-date.

All members of staff will be responsible for acting in accordance with this policy and associated procedures where required.

4. Appropriate procedures

The headteacher and health and safety coordinator will develop a plan to decide which emergency procedure would be implemented under different circumstances.

The evacuation procedure will be implemented in the following circumstances:

- Fire in the college
- Dangerous structural damage to the college where it is safe to exit the premises
- Bomb threat within the college
- Gas Leak

The invacuation procedures will be implemented in the following circumstances:

- A bomb threat near the college
- Chemical spillages near the college
- Toxic fumes near the college

The partial lockdown procedure will be implemented in the following circumstances:

- A civil disturbance in the local community with the potential to pose a risk to the college

The full lockdown procedure will be implemented in the following circumstances:

- An intruder on the college site

Where a lockdown is required, either a partial lockdown or full lockdown procedure will be implemented, depending on the circumstances. The headteacher will take all factors into consideration when deciding whether to partially or fully lock down the college. Where possible, advice will be sought from the emergency services.

The above lists are not exhaustive and if a different incident occurs, the headteacher and health and safety coordinator will make a decision on what procedure should be implemented taking into account the circumstances of the situation.

5. Implementing procedures

When an incident occurs, the headteacher and health and safety coordinator will make a decision on which emergency procedure should be implemented. They will take account of all the circumstances and seek advice from the emergency services where necessary.

The college will implement one of the following procedures depending on the circumstances:

- Evacuation Procedure
- Invacuation Procedure
- Partial Lockdown Procedure
- Full Lockdown Procedure

All of these procedures are made available to staff and visitors via the college office.

Procedures and policies will be regularly tested to identify where improvements can be made and to enable the college to assess what the wider residual effects of an incident are likely to be. The college will consider involving neighbouring colleges, local police, the LA, and other outside agencies in helping evaluate the college's implementation of its procedures. Procedures will be tested in accordance with the [Conducting practices](#) section of this policy.

National Emergency Alerts system

The college will ensure at least one college-owned mobile device is compatible with receiving alerts from the national Emergency Alerts system. This device will always be switched on and will be in possession of a member of staff at all times.

If an alert via the national Emergency Alerts system is received, the headteacher will be alerted as soon as possible. The headteacher and health and safety coordinator will check the current alerts [online](#) to ensure the alert is genuine where necessary.

The relevant emergency procedure will be implemented depending on the nature of the danger.

6. Personal Emergency Evacuation Plan (PEEP)

Where a member of staff, pupil or visitor has a disability which may result in them needing help in evacuating the premises, a PEEP will be put in place.

The purpose of a PEEP is to enable the college to implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise.

These plans will ensure that no one is discriminated against, or treated less favourably, in the event of an emergency.

A PEEP will identify the following:

- Any specific needs of the individual
- Responsibilities of staff members
- Specific evacuation routes, where applicable
- Refuge areas
- Any specific evacuation procedure requirements

Where possible, pupils with PEEPs in place will exit the premises using the same route as the rest of their class, unless otherwise stated within their plan.

PEEPs will be reviewed on an annual basis in order to ensure that the most up-to-date information is available. When there is a change in the individual's health, a change of procedure, or an alteration made to the premises, their PEEP will be reviewed and amended to reflect these changes. The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.

7. Communication with parents

Arrangements and information regarding the college's invacuation, lockdown and evacuation procedures will be routinely shared with parents via a secure communication method, e.g. a letter home. The college will be mindful to not share information regarding the college's procedures in a way that would mean third parties unrelated to the college would be able to access them.

In the event of any of the procedures taking place due to a real emergency, parents will be informed of any developments as soon as is practicable via text message.

Parents will be informed not to call or come to the college as this could interfere with the work of the emergency services and may result in putting themselves and others in danger. The college will contact parents when it is safe for them to collect their child.

Whilst talking to parents, the college will reassure them that they understand their concern for their child's welfare, and that the college is doing everything possible to ensure the safety and wellbeing of all pupils.

8. Actions following incidents

Following an occurrence necessitating the implementation of an emergency procedure, the following actions will be taken:

- A follow-up talk with staff members and pupils will be delivered by the headteacher
- Support will be sought where necessary, for example, from counselling services
- Parents and other stakeholders will be informed via letter
- The response to the crisis will be evaluated and procedures amended where necessary
- The college's Business Continuity Plan will be activated to help restore normality following an incident

9. Conducting practises

Practises of each emergency procedure will be conducted at least annually. Before a practise takes place, parents will be informed that this is happening.

During a practise, all pupils and staff will be expected to follow the relevant procedure. Any issues or concerns that arise from the practise will be considered by the headteacher and health and safety coordinate and changes will be made to procedures if necessary.

10. Monitoring and review

All of the procedures outlined in this policy will be tested at least annually.

This policy will be reviewed on an annual basis, or sooner if statutory guidance is released before the review date. The next scheduled review date is **31.08.2024**.



This policy will also be reviewed and evaluated following any incidents which require it to be activated.

The review will be conducted by the health and safety coordinator, in collaboration with the headteacher and the CEO.