

## **LOCKDOWN AND INVACUATION POLICY & PROCEDURES**

### **1. Purpose of procedures**

- 1.1 As part of our policies and procedures covering Health and Safety, this document outlines how the academy will respond to Critical Incidents.
- 1.2 Trinity Sixth Form Academy recognises that, within its Emergency Procedures, a plan needs to be made to help combat and deal with a threat to students and staff which occurs whilst they are inside the academy building or academy grounds.
- 1.3 This document sets out the academy's response to such an emergency, but recognises that it is impossible to legislate for every possible danger or scenario. The aim of this procedure is to outline:
  - How emergency situations will be communicated
  - How staff should react to these situations
  - The expectations of staff and students.

### **2. Definition and examples of critical incidents**

- 2.1. A critical incident is triggered by an initial event which is unplanned and therefore not foreseen. This could include:
  - An intruder
  - A hostage situation
  - A violent event during the academy day
  - A dangerous animal on site
  - A severe weather event or warning
  - Sudden death of a student or member of staff
  - Suspicious item or bomb threat
  - Fire
- 2.2. Once a situation has been identified a decision is required quickly. The flowchart in Appendix 1 details how the process and actions are initiated.
- 2.3. The remainder of this document focuses on invacuation and lockdown. Evacuation plans are with the fire evacuation document.

### **3. What is invacuation?**

- 3.1. Invacuation is an emergency procedure where, as a result of an immediate or unknown threat, to reduce the risk of harm, staff and students should remain in, or return to, the building.
- 3.2. Situations where invacuation would be required would be:
  - Where a chemical fire requires doors and windows to be shut and people to remain inside
  - Where, on the advice of the Police or other emergency services, staff and students are advised to remain in the building
  - A potentially dangerous/large animal wandering into the academy grounds.
- 3.3. In some invacuation situations a further 'lockdown' procedure is required. Invacuation with lockdown is where, once inside the building interior and exterior doors are locked as a precautionary measure, and no one is allowed to enter or exit the building.
- 3.4. Such situations where 'lockdown' would be invoked are:
  - Where someone brandishes, or threatens to use an offensive weapon. This includes students or adults
  - There is an intruder.

**Invacuation must only be invoked where there is a serious and real risk to the health and safety of staff or students, including the risk of loss of life.**

#### 4. Who invokes invacuation?

4.1. Any member of senior leadership, or staff above, can invoke the invacuation procedure.

The core team are:

Principal	Mike Fitzsimons
Assistant Principal	Charlotte Seedall
Premises Manager	Robert Boocock ICIOB
Receptionist	Tanya Surtees (or another administrator)
Critical incident support team:	Senior Leaders Site team Student Wellbeing Managers EWO PPTs Admin team

- 4.2. Invacuation is invoked by radio or mobile communication. To invoke the procedure using a radio, a call must be made to a senior leader and ask them to change to **channel 13**.
- 4.3. Alternatively, a mobile telephone call must be made to a senior leader to invoke the procedure.
- 4.4. Once on a secure channel or using a mobile, an explanation of the situation must be given to enable an emergency plan to be formed.
- 4.5. The most senior leader is appointed as the 'Commanding Officer'. This person controls the radio communication, instructing others when to speak to avoid radio holders talking over each other and distorting a message.
- 4.6. At this point, given that invacuation is only invoked in a serious situation, a senior leader must contact the Police. (Unless the invacuation is recommended by the Police). This senior leader will retain contact with the emergency services throughout the situation.
- 4.7. Appendix 2 shows an action plan once invacuation has been invoked.

#### 5. Initial responses

- 5.1. When students are inside:
  - A member of the SLG should be notified of the risk immediately and a decision is made to invoke the procedures and whether 'lockdown' is required, or students and staff are able to continue with learning.
  - Should a lockdown be required this will be communicated to staff by the invacuation team.
- 5.2. Once students are in the building a number of steps need to be followed:
  - A member of the SLG communicates the risk to members of the Invacuation Team, by mobile telephone or **channel 13**
  - Members of the Invacuation Team will notify staff who are within the academy of a lockdown situation (see below).

#### 6. Lockdown

- 6.1. When instructed that the academy is in full lockdown, the following action will be taken:
  - Students will remain in their current lesson
  - Windows are locked, blinds drawn and students sit away from the door; ideally hidden with furniture, under tables or against a solid wall
  - Site team lock all external doors, or ones where it is safe to do so
  - A member of SLG to contact emergency services and remain the contact for the Police/Fire

- Staff in class take a head count, check it against the number on the class register and notify a member of SLG of any missing students
- Class teachers and other staff who are not with their own group of students at the time, remain in offices or the staff room
- Keep students calm and advise them to turn their phones to silent
- Keep silent throughout
- Staff remain in rooms and wherever possible in e-communication with the academy – by email and twitter
- A member of the invacuation team will communicate when the lockdown has ended.

## **7. When does this procedure apply?**

- 7.1. This policy applies at all times of the day. CALMNESS IS THE KEY and it is vital that the policy and its implementation, does not lead to a panic mentality.
- 7.2. Students should be encouraged to treat any emergency with the utmost calm and follow the guidelines with common sense.

## **8. Communication**

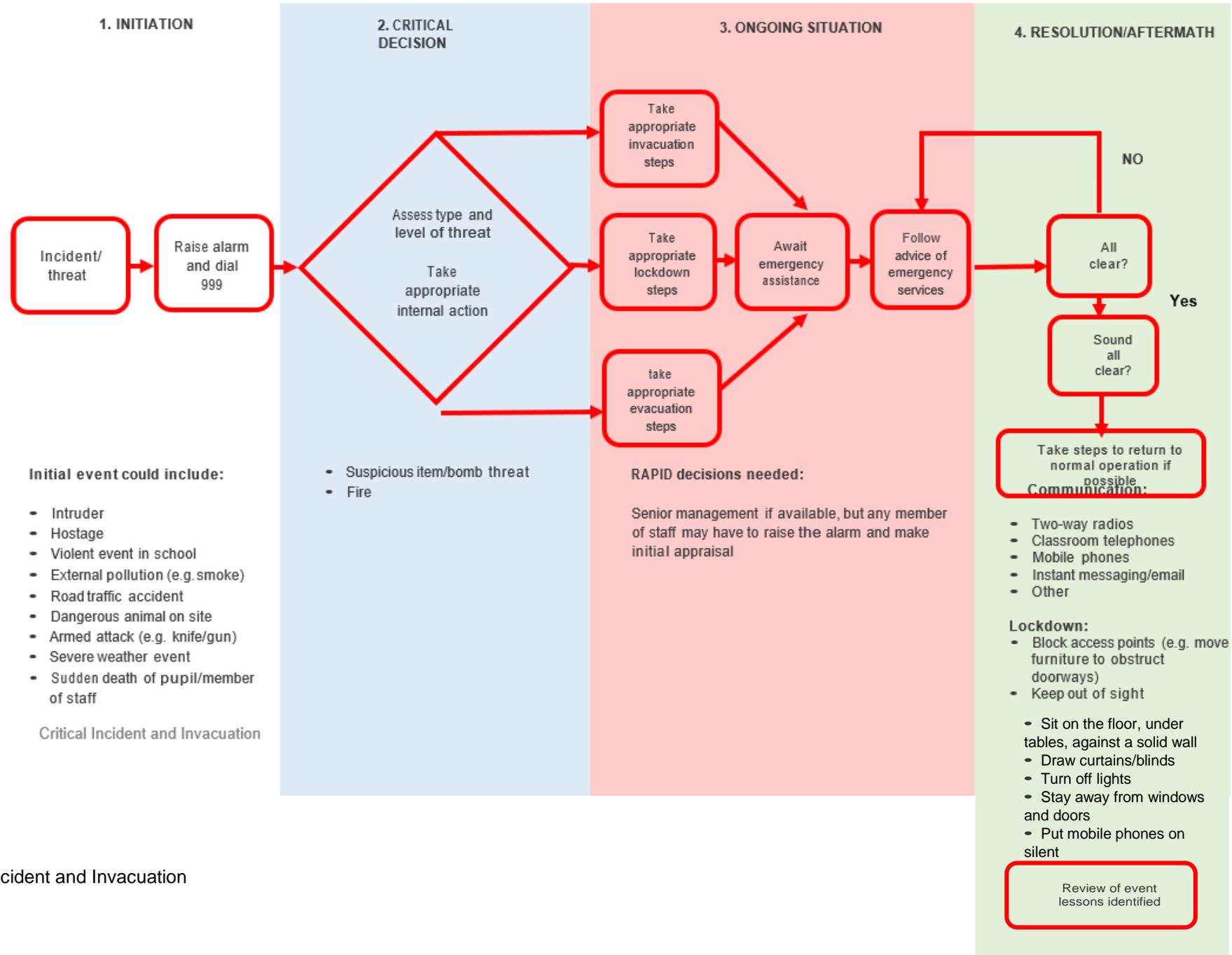
- 8.1. Through VT sessions students will be informed of how to respond through practice as well as through talk.
- 8.2. Through staff briefings staff will be informed of how to respond to critical incidents.
- 8.3. Communication to parents will be minimal, using a website notice and/or twitter. Any communication must state that parents should not contact the academy and should not come to the academy to collect their child. Suggestions include; 'The academy is in a full lockdown situation and we are working with West Yorkshire Police to ensure safety for students and staff. During this period telephone lines will not be answered and all external doors will be locked. Staff and students will not be able to leave'.

## **9. Review and Evaluation**

- 9.1. This statement will need to be kept under constant review to reflect changing circumstances and experience.

Appendix 1

**CRITICAL INCIDENT FLOWCHART**



## INVACUATION (INCLUDING LOCKDOWN) – TRINITY SIXTH FROM ACADEMY HALIFAX

**UPON HEARING THE SIGNAL (5 shorts burst on the class change sounder)  
TAKE THE FOLLOWING ACTION:  
GO IN - STAY IN - TUNE IN**

<b>INVACUATION</b>	<b>INVACUATION WITH LOCKDOWN</b>
<b>GO IN</b> - Ensure all staff/pupils/students/service users/visitors are safely inside the Academy building.	
<p>Close entrance points (e.g. doors, windows) to prevent the animal/pollutant entering etc the building.</p> <p>If possible close off ventilation and air conditioning systems (if pollutant related invacuation).</p>	<p>Lock and secure entrance points (for example doors or windows) to prevent the intruder/violent person entering the building.</p>
<p>Go to a designated safe area; if appropriate. (Depending on the situation it may be possible for the establishment to continue business as usual.)</p>	<p>Go to a designated lockdown area.</p> <ul style="list-style-type: none"> <li>Close doors and windows on-route.</li> <li>Block access points (for example- move furniture to obstruct doorways).</li> <li>Sit on the floor, under tables or against a solid wall.</li> <li>Keep out of sight.</li> <li>Keep silent.</li> <li>Draw curtains/blinds.</li> <li>Turn off lights</li> <li>Stay away from windows and doors.</li> <li>Put mobile phones on silent.</li> </ul>
<b>Dial 999 - Ask for appropriate Emergency Service(s)</b>	
Ensure that staff/pupils/students/service users/visitors are aware of an exit point should evacuation becomes necessary for example in the case of a fire or instruction from emergency services.	
If possible, account for all staff/pupils/students/service users/visitors without putting yourself at risk, report all those unaccounted for to the Emergency Services.	
<p><b>STAY IN</b> - Remain in the designated safe lockdown area until the all clear signal is given, or told to evacuate by the Emergency Services.</p> <p><b>TUNE IN</b> - If possible, and appropriate, obtain local news updates via radio/TV/computer.</p> <p><b>TUNE IN</b> - If possible, and appropriate establish internal communication</p>	

**Academy Incident Management Team**

NAME	ROLE
<b>Mike Fitzsimons</b>	<b>Principal, Sixth Form</b>
Charlotte Seedall	Assistant Principal
Robert Boocock ICIOB	Premises Manager
Karen Holland	Finance and Operations Manager
Martin Tiplady	Network Manager

**Trinity MAT Emergency Management Team**

NAME	ROLE
Michael Gosling	CEO
Tom Miskell	Chair of BoD
David Sheard	CFO
Oliver Alcock	Director of ICT
Gemma Mitchell	HR Manager
Peter Knight	Chief Operating Officer
Michael Rhodes	Head of Facilities
Mary Meredith	Marketing Manager/Media Co-ordinator