

## Emergency Situation Policy & Procedure

Hampton Academies Trust



<b>Policy last reviewed:</b>	September 2020
<b>Next review due:</b>	September 2023
<b>Member of staff responsible:</b>	Miss Emily Culpin
<b>Ratified by:</b>	Trust Board

## 1.0 Introduction

- 1.1 Our fire strategy and procedures are well known and regularly rehearsed with our students and staff. This paper outlines our response in certain situations, where using the fire alarm and normal evacuation procedures would not be appropriate. Schools have been advised that having a 'lockdown' procedure, which is known by staff and students, is a sensible precaution to take, to prepare for a range of scenarios.
- 1.2 This paper is intended to provide guidance to Trust staff, which may be applicable in a number of different scenarios, such as: a bomb scare, the event of a hostile intruder, an incident/civil disturbance in the community, a fire or chemical hazard in the area.
- 1.3 The following procedures may be appropriate in certain situations. However, emergency situations are unpredictable and, in reality, responsible adults will make decisions in the moment to keep students safe, based on the specific situation they are faced with.

## 2.0 The Shelter-in-Place Procedure (also known as 'Lockdown' in some schools)

- 2.1 The Head of School/ SLT will make a decision (in consultation with the emergency services where possible/practical) to activate the 'shelter-in-place' procedure, if necessary.

### 2.2 Communications

- A "Shelter-in-Place" instruction will be announced via the ICT system and is an agreed audio and visual signal.
- Fire evacuation alarms should not to be sounded.

### 2.3 Shelter-in-Place Procedures

- Lock/block your classroom door.
- Ask everyone with you to turn their mobile phone to silent.
- Close windows.
- Turn off the lights.
- Attempt to ensure everyone remains quiet.
- Do not enter corridors or public areas.
- Crouch down in areas that are out of sight from doors and windows.
- Instruct students in corridors and public areas to seek shelter in the nearest classroom.
- Instruct students in outdoor areas to immediately take cover.
- Avoid the use of school radios during the emergency.
- Everyone shelters in place until the agreed 'all clear' signal is sounded/ displayed via the ICT system.

## 3.0 Hostile Intruder Incident Procedure

3.1 This section of guidance is based on the current Police advice relating to hostile intruders, which is -

'Run, Hide, Tell'

### **RUN**



**Run to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...**

### **HIDE**



**It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...**

### **TELL**



**Tell the police by calling 999.**

- 3.1. The 'place of safety' is likely to be a classroom. Once in a place of safety, students/staff should then follow the shelter-in-place procedures.
- 3.2 The senior Emergency Services Officer on the scene will notify the Head of School when to stand down from 'shelter-in place.'
- 3.3 There will be an agreed all clear signal, sounded/ displayed via the ICT systems to indicate that 'shelter-in-place' is standing down and the situation is now safe.

## 4.0 Silent Evacuation Procedure

- 4.1 In some circumstances, the most appropriate response will be a silent evacuation or a combination of silent evacuation and shelter-in-place. The Head of School/SLT will take advice from the Police/emergency services where appropriate. Staff will be informed either via the ICT system or by individual notification (ideally both, if safe to do so) to evacuate. Students and staff will leave quickly and silently and will be instructed to go to a safe muster point. Staff and students must heed instructions exactly, as muster points may be different to those used in case of fire.
- 4.2 Depending on the situation, it may be best to evacuate in a staggered, possibly on a classroom by classroom basis, to ensure staff and students leave as quietly and calmly as possible. In other scenarios, the quick, efficient evacuation of everyone will be the most important priority.

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4.3 It is standard practice that staff and students do not take bags and possessions with them when they evacuate. For safety reasons, this will be the case in the vast majority of scenarios. However, there may be circumstances where Police/emergency services advise that possessions/coats can be taken, because staff and students are part of a planned evacuation to another location and may not be returning to the school site.

### 5.0 Bomb Threat or Suspicious Package Procedure

5.1 If a suspicious package is discovered on school grounds, the individual making the discovery shall immediately contact the Head of School/SLT and provide as much information as possible. The individual should provide a description of the suspicious package, the location and any specific characteristics.

5.2 If a telephone call or information is received stating a bomb is on the school site:

- The recipient will write down the call as precisely as possible, noting time of call, length of call and any distinguishing characteristics of the caller's voice (including male/female, accent, age, etc.) and the possible location.
- Recipient should not hang up the phone when the call is completed. Keep the line open or place it on "hold".
- Recipient immediately contacts the Head of School and advises them of the call and provides a detailed written text.
- A member of the SLT will call 999, advising local emergency service authorities of the situation (bomb threat or suspicious package) and request assessment of the threat level.
- College staff may be asked to search the site, depending upon emergency service advice/level of the threat.
- All students and staff will evacuate the affected buildings and move to a safe location, as designated by the Head of School/SLT, following the advice of the emergency services.
- The local emergency services authorities will advise when re-entry to the building is allowed.

### 6.0 Emergency Procedures During a Public Examination

6.1 Examination invigilators will be trained in how to react if an emergency situation arises during a public examination. The safety and well-being of the students and staff in the examination room will be of paramount importance. When those invigilating an examination become aware of an emergency situation requiring either evacuation, silent evacuation or shelter-in-place, they will:

- Tell candidates to stop writing immediately and turn their papers over.
- Collect the attendance register.
- Make a note of the time the examination was suspended.

6.2 In the case of evacuation or silent evacuation, the students will then be evacuated as described earlier in this document.

- 6.3 If shelter-in-place is instructed, invigilators will:
- Advise students to remain silent and take shelter under or behind their exam desks.
  - Lock/barricade all doors/entrances and close the curtains/blinds and switch off the lights.
- 6.4 If it is safe to do so, the invigilator will be in contact with the Examinations Officer via radio/mobile phone, to keep them updated about the situation. The Examinations Officer will advise the Head of School of the situation in the examination, if they are not yet aware and, if safe to do so, inform any other examination rooms.
- 6.5 If an emergency requiring shelter-in-place occurs as students are arriving at or leaving an examination, the invigilators should call the students into the examination room quickly and then follow the shelter-in-place procedures.
- 6.6 If the situation is resolved within a timeframe which allows the examination to be re-started, the students can be allowed to resume the examination (following authorisation from the Head of School and Examinations Office and in line with JCQ guidance). The students must be advised when examination conditions are being re-started. The end time of the examination must be recalculated and communicated to students. The exact timings of the interruption must be recorded and will be included in the report the Examinations Officer will then write to the awarding body.
- 6.7 If it is not possible to re-start the examination, all materials/scripts must be retained securely, while advice from the awarding body is sought.
- 6.8 The Head of Centre will inform parents/carers about the situation which occurred during the examination and the awarding body advice.
- 7.0 Staff Training and Practice of Emergency Routines**
- 7.1 Staff will be made aware of these procedures as part of new staff induction and ongoing staff training. Children and young people will have regular reminders in assemblies and in class about the school's emergency procedures and will be well versed in how to respond. In addition to practising our fire evacuation, we will practise a silent evacuation on occasion. We do not practise shelter-in-place, as we believe it can trigger anxiety and stress. For the same reason, discussion of these procedures with students is always carried out in a sensitive and age appropriate way.
- 8.0 Notifying Parents and Carers**
- 8.1 When it is safe and practical to do so the school will notify parents of the emergency situation. It is essential for the safety of all to ensure that students are not using their phones or posting on social media during the incident and, ideally, not afterwards before the school has communicated officially with parents/carers.