



# **HILBRE HIGH SCHOOL HUMANITIES COLLEGE**

## **SCHOOL EMERGENCY EVACUATION PLAN AND LOCKDOWN PROCEDURES**

Author:  
Name of Committee approved:  
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Date to be reviewed:

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Finance  
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Adopted by the Governing Body on : .....

Signed by Chair of Governors: .....

Review Date: .....

## 1. SCHOOL EMERGENCY EVACUATION AND ACTION PLAN:

### Aim of the plan:

To create an awareness within the school environment of the need for planned arrangements to be put into place for the safe and effective evacuation in the event of a fire or other emergency risk or situation affecting staff and students on site.

To provide reassurance of the practical help that is available from emergency services and other agencies at short notice.

To recommend the need for school to develop complimentary emergency arrangements to ensure that these are regularly discussed, reviewed and worked through by SLT and the emergency teams in support.

### Types of emergency situations that could occur on site:

*A fire;*  
*A school explosion;*  
*A student or teacher taken hostage;*  
*The destruction of or serious vandalism to the school;*  
*A deliberate act of violence, such as a knife or firearm;*  
*Injury to a mass number of students and staff on site;*  
*Act of terrorism on site;*  
*The emergency closure of the school;*  
*Catastrophic failure and loss of ICT systems.*

### Outside school premises:

*The death of a student or member of staff through natural causes or accidents;*  
*A transport related incident involving students and/or staff;*  
*A more widespread disaster in the community;*  
*Pandemics;*  
*Death or injuries on school journeys/trips;*  
*Civil disturbances and terrorism.*

### ROLES AND RESPONSIBILITIES:

The school will make the decision as to which members of staff will be given designated roles to carry out in the event of a fire or other emergency situation with the Headteacher being given the lead role.

**LEAD CO-ORDINATOR** - Headteacher - Mark Bellamy

**DEPUTY LEAD CO-ORDINATORS** - Deputy Headteachers - Jane Whisker and Paul Lloyd

## **EMERGENCY MANAGEMENT TEAM - (EMT)**

**Mark Bellamy** - overall leadership - students, staff and media cover;

**Jane Whisker, Vinny Devonport and Dave White** - student support/safeguarding/welfare;

**Paul Lloyd, Emma Harrison and Kate Armitage** - staff support - briefing, welfare, monitoring and review;

**Andy Evans and Steve Rooney** - parental support - communication/briefing/updates;

**Jane Doyle and Amanda Duckers** - site security/Health & Safety/premises management/liaison with PFI teams and business continuity plans;

**Paul Hellier** - 6<sup>th</sup> Form student's welfare and safeguarding.

## **ADMIN SUPPORT TEAM - AST:**

Lead Media/Admin Co-ordinator

Debbie Fegan

Deputy Lead Co-ordinators

Libby Ritchie and Julie Morrison

Admin Support

Jo Harris, Margaret Morris, Nicky Friel and Ged Grealis

Additional Admin Support

Jane Banner, Pauline Severgnini and Kathy Burgess

## **LEAD PASTORAL SUPPORT TEAM**

Phil Morris and Claire Asson

## **DEPUTY PASTORAL SUPPORT**

Michelle Hennessey, Sarah Humphreys and Neil Armstrong

## **ADMIN PASTORAL SUPPORT**

Lucie Williams, Helen Herries, Bev Peters, Diane Cundall and Anne Lightfoot

## **COUNSELLING SUPPORT**

Sue Harvey and Bev Jones

**FIRST AID** - Kate Muskett, Dan Taylor, Ray Grieves, Emily Turnbull, Ellie Myers and Steff Davies (have a designated First Aid area with equipment)

## **SEND/Vulnerable Student Support**

Andy Evans, Heather Brindle, HLTAs, TAs and Anne Lightfoot

## **ICT - Emergency Support team**

Stu Purvis, Steff Davies and Ged Grealis

## **STAGE 1 - INITIAL EMERGENCY RESPONSE - LEAD CO-ORDINATOR:**

- **Quickly establish the nature of the incident and full facts of the potential risks and action needed - what type of emergency is this? Evacuation or Lockdown? - time is crucial.**
- **If the emergency requires the evacuation of the building (s) then staff and students must follow procedures as for a normal fire evacuation, using the normal fire evacuation alarm sound. If outside agencies, parents/carers, visitors, etc. are on site, inform them of the emergency and ask them to vacate the premises.**

- For any other non-fire related emergencies then the school should open and continue to maintain a personal log of all factual information received, actions taken and time of those events.
- Give an urgent briefing to the EMT with as much detail of the incident/situation, as possible, and direct them to which action/s needs to be taken.
- Ensure all media calls are re-directed to designated staff only - either Headteacher, Deputy Headteachers or PA to SLT. Remember to take care of calls as some may be bogus.
- Consider whether the incident will require other non-academy staff to be informed and, if so, ensure contact as soon as possible (using the **Emergency contact list**) available in the Main Office and with the SBM and ICT Manager - see Appendix 1).
- Ensure an assessment of the emotional needs of the students and staff and co-ordinate the rapid action to sensitively inform staff, students, parents/carers of the incident.
- Keep all staff updated as often as possible and assist with support and briefings to students as well, if required.
- Ensure that supervision to distressed students and staff is provided as soon as possible by appropriate personnel.
- Encourage a calm and managed environment throughout to reduce anxiety and panic.
- Unless there is an overriding risk to safety or overwhelming pressure to do so, avoid closing down the school and endeavour to maintain normal routines and timetables. It will be necessary to consider **Business Continuity Plans at this stage (see separate plan - safe site to be agreed)**.

If closure is **UNAVOIDABLE**, then the following procedures must be followed:

- School Lead Co-ordinator or Deputy to direct all plans and procedures either on site or remotely.
- Arrange necessary admin support from the team available.
- If the media does attract media attention, postpone any statements or interviews until you have all the necessary support and advice.
- Do NOT release names of anyone involved in the incident until identities have been formally confirmed and parents/carers informed.
- Call in members of the school “Emergency Management Team” - Headteacher and SLT.
- Be prepared to receive many calls regarding the incident and, therefore, have sufficient staff covering phone lines - see Admin Support Team.
- If the decision for closure is taken during school time, then parents/carers will need to be informed via various communication channels (this will be dealt with via ICT staff in liaison with SLT and they will be directed to information appearing on the school website/local radio/Facebook pages, messages will be sent via “InTouch”).

- Parents/carers may come and collect their child/ward or can request that they are not released home, but will be collected and will be kept safe until collected.
- If the decision is made before the start of the school day prior to students and staff arriving, then information will be passed on via the Headteacher or other designated person via agreed channels by the ICT staff, as per procedure.
- The Local Authority must be informed of a school closure via the Director of Education (tel. 666 4288) and the LA Press Office (Gill Watkin tel. 691 8360) who should be contacted and can then pass on relevant information to other agencies on the school's behalf.

#### **Major incidents outside term time - school holidays:**

- If the School Business Manager is not in school, then SPIE Caretakers or Help-desk staff to make contact using mobile; then the SMB will contact Lead School Co-ordinator and Local Authority Support team: Health & Safety Team (tel. 666 5611) and Emergency Service Team (tel. 666 5265) and SPIE Facilities Manager.
- The SBM will liaise with SPIE and the Caretakers to open up part of the school, as appropriate, and will be available and responsive to requests from authorised personnel only.
- If the incident does attract media attention, postpone any comment until the Headteacher/SLT and LA Press Office have had chance to discuss a statement.

#### **STAGE 2 - ON-GOING ACTION - LEAD CO-ORDINATOR AND EMT:**

The EMT must be fully briefed as soon as possible on the nature and seriousness of the risk and emergency situation and then oversee the following:

- Arrange facilities to be made available for support staff teams to operate in (if the school is unavailable, SLT to agree on a venue for support to be organised and remote access gained to systems).
- Direct responsible authorised staff assembled to carry out designated duties, as per SLT agreement.
- Manage the set up arrangements to answer phone calls, help-desk lines, e-mails and visitors to site and record all names and details, as necessary - situate in Main Office or other designated site if office unavailable - AST to support and assist.
- Ensure suitably experienced and briefed staff to operate phones - **Admin Support Team (AST)**.
- Operate a designed help-line or e-mail contact to answer calls and take messages (**AST**).
- Ensure there is a system in place to manage and record visitors to site.
- Ensure all media calls are re-directed to a suitably designated member of staff - **Lead Admin Co-ordinator**. Caution must be exercised at all times when taking calls from parents/carers and media.

- Arrange to all school staff to be sent a message, if necessary, and provide timely updates - **Lead Admin Co-ordinator and ICT Team.**
- EMT designated staff to assess how colleagues and students are coping and to arrange for students to be told as much information as deemed necessary, ideally in smaller groups.
- To brief the emergency team to discourage staff and students from speaking to the media.
- To ensure that the staff next of kin contact is updated on a regular basis - **Deputy Admin Support Team - Julie Morrison.**
- Additional Admin Support team to assist with provision of any other support, as required, including refreshments.

#### **Parental support and communication:**

If students are involved, the contacting of parents/carers will be an important early task and members of the EMT will be designated to manage this task.

It may be appropriate to invite parents/carers to come to school for a briefing and support session and regular contact with parents/carers must be maintained.

If an incident occurs away from school, then advice should be sought from the police as to whether parents/carers should travel to the scene.

#### **Staff support and communication:**

Ensure all relevant staff are fully aware of their exact responsibilities and the responsibilities of others and keep regular contact with all staff concerned via an agreed procedure - using mobiles/e-mails, face to face, tannoy, etc.

Remain positive with staff and encourage and promote suggestions; remember some staff will be more affected than others and may need more support - procedures will be in place to allocate responsibility to trained personal for counselling and support for staff.

LA Support Team - maintain liaison with the team for the duration of the incident.

#### **Failure of ICT systems:**

In the event of IT failure, it is expected that the ICT Support Team will ensure the restoration of the admin network first and then the curriculum network, together with the LA ICT Support Team.

#### **STAGE 3 - FOLLOWING THE EVENT:**

The effects of some incidents could well continue for a number of years and thought will, therefore, need to be given to:

- Work with staff to monitor students informally and to clarify with staff the procedures that need to be followed for student referral for individual help.
- Be aware that some staff may need help in the longer term.
- Remember that if an incident does involve media attention then this is likely to continue for a while afterward and stories may bring back distressing memories.

- Ensure that copies of the plan are displayed in the Main Office and Staff Room and e-mailed out to all staff and stored on the website. A reminder should be given via briefing at the start of each new academic year or if procedures change and SLT should review the policy annually.

## SCHOOL TRIPS AND VISITS:

### School trips and visits co-ordinator - Kathy Burgess:

- To ensure that lists of all staff and students are available for each trip that leaves the school site and that emergency contact details for parents/carers/next of kin are included and available for inspection by the Headteacher any time, day or night.
- Staff organising a trip must ensure that they take with them the full list of names and contact details and take registers before leaving the site.
- It is vital that SIMS data for contacts are kept up to date with parent/carer and next of kin details.
- If a trip carries on past core school hours or overnight, then the Headteacher or other nominated member of staff must be passed the full contact list before the trip leaves and an emergency contact number must be provided to the LA (via Evolve).
- Ensure that for all hazardous or overnight/residential trips, a trained first aider is available to accompany the staff and students when the site/centre venue being visited does not have one available.
- All DoE visits must have an **Outdoor First Aid** trained member of staff present.

## 2. EMERGENCY LOCKDOWN OF SCHOOL AND STAY SAFE PROCEDURES GUIDANCE:

Lockdown is the ability to quickly restrict access and egress to a site or building (or part of it) through physical measures in response to predominantly an external threat. The first step in planning a policy is to be realistic about the risks for the school, staff and students and will be linked to the ease of access to the school buildings.

All staff and students need to know how to respond in an emergency lockdown situation and what level of response is needed.

Whilst terrorism has prompted schools to consider a lockdown procedure, different schools will identify different risks and the likelihood of a negative event will vary. It should be stressed that the probability of an incident involving an intruder is very low, however, a school must have a contingency plan in place to respond to all eventualities.

The risk may come from an intruder, aggrieved parent/carer, stranger or even a student or an incident in the immediate vicinity of the school, such as major fire, civil unrest or bomb threat.

With any such threat the Stay Safe procedures will apply and will normally be as a result of an alert from the police, a member of the public or someone in the school.

## **Aim:**

The aim of 'lockdown' in the event of a critical incident is to prevent or frustrate attackers from accessing a site (or part of) and to try and establish a single or restricted point (s) of entry onto the site and any other entrances should be locked, restricted or supervised, if possible.

It is part of the planning and site security procedures to try and reduce any risk of any "risky" people gaining access to the site at all and this would include locked, alarmed front entrance doors and locked, alarmed, controlled access doors into the main school from reception. Access to the main doors for visitors is managed by a buzzer system and manual door release controlled by reception staff. This gives an opportunity to review visitors by name, ID and behaviour.

Schools are, for the main part, very secure during the school day but it is often human error that lets the system down; leaving gates open, propping open doors for deliveries, student's possibly allowing strangers through the doors into school, etc. During such busy times, adults must be on duty, who are clearly visible and who are alert to people coming in and out and where they are going.

All gates are locked down and controlled by maglocks and timers.

Students should be in-vacuated (as opposed to evacuated in the event of a fire) and directed to safe areas (temporary refuge) within the school site.

## **Steps to consider: Step 1 - advanced planning required:**

- Identify likely risks to students, staff and school site.
- Identify mitigating measures in place to slow down or prevent access onto site.
- Carry out a vulnerability assessment of the school site using the traffic light system; using a plan of the school, colour the areas red, amber and green depending how vulnerable to attack they are (where are the easiest places to gain access to the site?) These must be marked in red.
- The green areas will likely provide the best protection and are difficult to find and are away from staircases and doorways and large external windows. As much as possible, green areas must be used on the plan as safe area and students and staff directed to these if and whenever possible.
- Identify possible parents/carers and students who may present specific risks.
- Review current alarm systems in place and how different sounds can be used to identify different scenarios or critical events.
- Consider a 2 stage lockdown, 1 for potential increased risk and 1 for actual full risk.
- Consider how these steps can be shared with or practised with staff and students without spreading fear or alarm.
- Consider how communication with parents/carers can be made to minimise panic responses.

## **Step 2 - other factors to consider in location of safe areas:**

- It is best to move people short distances - longer routes can lead to disruption and panic.
- Routes to safe areas also need to be safe, ie. do not take people outside to get back inside.
- People need to be kept informed (every couple of minutes) while in these areas to minimise panic, anxiety and stress - this can be done using the PA system.
- Ideally facilities, such as toilets and water should be nearby.

## **Step 3 - writing the procedures:**

There are 3 Key factors:

**Time** - Consideration should be given to using a panic alarm which is significantly different than the Fire Alarm sound to avoid any confusion. The positioning of the "Panic" button will most likely be in one of the red areas, eg. Main Office, Reception Entrance.

**NB** - sometimes it is difficult to realise that an attack is taking place, so time is valuable.

**Control** - Control of the incident is essential, otherwise there is a strong chance of panic. An incident controller should be nominated to take charge - and for periods of holidays/sickness/ external meetings, etc. then at least incident controllers should be nominated to ensure one is always on site. These staff will require an element of training/guidance to instil confidence in the procedures.

Control of the situation is generally best operated from a room with access to CCTV monitors and recorders, access to control data and alarm access, PA system initiation and good communications (phones, e-mail, etc.) This should be in a SAFE area or be well protected so that it is not compromised during an incident. As these facilities are usually in the Main Office and hence would be vulnerable, thought should be given to locating this areas to within a safer more secure room with limited access.

**Simplicity** - Procedures must be kept simple and usable under stress and at different times of the day, eg. during arrival of students, lunchtime and during after school activities.

It is strongly suggested that school should allocate responsibilities to current fire marshals named on the fire plan as they will already have experience for guiding and accounting for students in a fire incident.

Thought must be given to taking registers and accounting for students and staff in the event of a critical incident - how will this information be passed onto the SIMS records?

## **HILBRE SCHOOL - LOCKDOWN PROCEDURE:**

1. The Headteacher and available SLT will be contacted as soon as possible by the Office Staff, SLT PA or any other member of staff who is alerted to a serious emergency situation taking place.
2. The decision to lockdown the school will be taken by the Headteacher or his designated Deputy - raise the specific Lockdown alarm, taking into account of every scenario, eg. breaks, sports, etc.

3. The main “ALARM” button to press to activate proceedings is located in the Main Office at the front to the left of the reception desk on the PA system keyboard - **should this be moved??**
4. By activating the “**Lockdown alarm**”, a pre-recorded message will be sent out to all staff and students using the tannoy system and speakers installed all around school and outside areas.
5. The message will relay in a spoken voice “**This is an Emergency Lockdown - please move into your safe areas immediately**” and this message will be repeated 5 times.
6. SLT and designated staff/Marshals to take charge and direct staff and students to pre-determined “Safe Areas” (as per Traffic Light Plan attached) - see separate Appendix 2 for names and locations of marshals.
7. The Headteacher or Deputy Lead to give instructions for the police to be contacted and guidance sought to notify the police - Debbie Fegan or another designated person to notify the police and be guided by their advice.
8. Secure the access and egress points in order to prevent external unauthorised access into the school by locking/closing doors, foyers, shutters and other areas.
9. Take into account both internal and external communications including staff, students, parents/carers and other stakeholders both during and post incidents.
10. Staff and students should stay together, students must be advised to go to the nearest member of staff and nearest safe room and not wander alone.
11. Students should be advised to keep away from doors and windows and to sit down on the floor away from view, wherever possible.
12. The message will NOT communicate the reason/s why, however; care should be taken so as not to cause undue concern.
13. Senior staff will remain in contact with staff via the tannoy system, mobile phones, pop-up alerts on computers in classrooms, etc. in order to provide updated information and instructions.
14. Special planning and procedures will be in place for dealing with those students SEN or vulnerable students who have specific physical or mental/emotional needs and anxieties and may need additional care during such an emergency situation. Such students will already be located within the RP Base or Nurture Groups and those staff will have been given special instruction and advice via Andy Evans/Heather Brindle and other senior SEND staff.
15. Once inside a safe room, students will NOT be permitted to leave for any reason until the safe message has been given over the tannoy system...
16. Only once the Headteacher is satisfied that there is no longer a threat then a message will then be released via the tannoy - ‘**All staff please stand down - the school is now safe**’ and this message will be repeated 3 times

## **SAFE AREAS-**

Form rooms, any Classroom, Sports Hall, Staff Room, SLT Corridor, Dining room, Main Hall, D Block classrooms, inside Drama Block and 6<sup>th</sup> Form Block

### **Site staff responsibilities on hearing the alarm:**

If safe to do so, the SPIE caretaking staff, upon hearing the alarm will lock external gates and doors and external shutters if able and safe to do so.

Before moving to safe locations staff will close windows, doors and blinds.

Staff and students must stay away from external windows at all times and, where possible, they will stay away from internal windows.

Care should be taken so as not to obstruct evacuation routes/fire exits.

Staff should ensure that they remain calm and keep students quiet so as to be able to hear for further instruction and updates.

Only staff should use mobile phones - students must not be permitted to use their own phones to communicate at any point during the emergency.

### **Remember the STAY SAFE Procedures:**

In the event that there is an internal threat, the Stay Safe Procedures will take precedent, ie.

#### **RUN**

- Escape if you can;
- Consider the safest options;
- Is there a safe route? RUN, if not HIDE;
- Insist others leave with you;
- Leave all belongings behind.

#### **HIDE**

- If you can't RUN, HIDE;
- Find cover from gunfire;
- If you can see the attacker, they can see you;
- Be aware of your exits;
- Try not to get trapped;
- Be quiet, silence your phone;
- Lock/barricade yourself in;
- Move away from the door.

#### **TELL**

- Call 999 - what do the police need to know?
- Location - where are the suspects?
- Direction - where were the suspects last seen?
- Descriptions - describe attackers, numbers features clothing, etc.
- Further Information - casualties, types of injury, building info, hostages.

## **ARMED POLICE RESPONSE**

- Follow officers instructions;
- Remain calm.

### **Post event:**

The person in charge will decide on who to notify conveying a corporate message that, 'safety was always paramount'.

The Headteacher will organise a de-brief with relevant parties.

## Appendix 1

### USEFUL CONTACT LIST

		Telephone Number
CYPD Director of Education	Julia Hassall	0151 666 4288
Health & Safety Team		0151 666 5611/5601
Wirral 24hr Emergency Service		0151 666 5265
Wirral Press Officer	Gill Watkin	0151 691 8360
Wirral PR Corporate Service	Emma Degg	0151 691 8688 / 07980 713272
Wirral LOtC Adviser		0151 346 6690
Health Protection Agency		0151 0844 225 1295
Infection Control Nurse		0151 604 7750
Headteacher	Mark Bellamy	07875 179067
Deputy Headteachers	Paul Lloyd Jane Whisker	07837 854735 07969 533056
School Business Manager	Jane Doyle	07841 478182
Safeguarding Lead	Dave White	07841 478182
School RGN	Sue Harvey	07840361483
Chair of Governors	Greg Kemp	07825 958041
Caretaker	Dave	07825 453812
SPIE Regional Manager	Damian Scott	07739 774677
SPIE Facilities Manager	Beth McCabe	07867 904688
SPIE Help Desk		0161 749 6300
PFI Team	Mary Johns	0151 666 4594
Merseyside Fire and Rescue		0151 296 6208
Merseyside Police		0151 709 6010
Health & Safety Executive		0161 952 8200
Buzz FM		0151 666 1092
Radio Merseyside		0151 708 6161
Heart FM		