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|--|---------------------|
| Staff Member Responsible:                                  | NEL / EBY           |
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| Date of Circulation to Staff/Consultation (if applicable): |                     |
| Approved by Governors:                                     | 04.03.25            |
| Date of Next Review:                                       | March 2026          |
| Required on Website:                                       | No                  |

### **The Gilbert School**

## **Invacuation, Lockdown and Evacuation Policy**

### **Background**

This policy defines the school's plans to deal with the consequences of a range of potential emergencies. Its aim is to:

- Enable staff to respond effectively to an emergency situation at the school.
- Provide procedures which deliver a sensible and proportionate response to any internal or external incident which may pose a threat to safety.
- Minimise disruption to the learning environment.

Emergency situations are unpredictable and liable to ongoing change as circumstances develop. The school's Emergency Response procedures are underpinned by safeguarding responsibilities placed on all staff towards all personnel on site and, given this framework, the procedures are adaptable to the need to keep everyone safe in any particular emergency situation.

### **Intention**

It is our intention to practise these plans regularly. With Lockdown and Invacuation drills, we will tell parents in advance and practise carefully with our staff and pupils. These will be new procedures for all and we will be sensitive to this.

Signed by: \_\_\_\_\_ Headteacher (HT)

Date: \_\_\_\_\_

\_\_\_\_\_ Chair of LGB

Date: \_\_\_\_\_

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## **1. Legal framework**

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

- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work Act 1974
- Regulatory Reform (Fire Safety) Order 2005

This policy has due regard to official guidance including, but not limited to, the following:

- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2022) 'Emergency planning and response'
- DfE (2014) 'Fire safety in new and existing school buildings'
- National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'

This policy will be applied in conjunction with the following school policies and procedures:

- Safeguarding Policy
- Disability and Accessibility
- Health, Safety and Wellbeing Policy
- Fire Safety Policy
- Fire Evacuation Plan
- Personal Emergency Evacuation Plan (PEEP)
- First Aid Policy
- Severe Weather Guidance
- Business Continuity Plan
- Critical Incident Management Plan
- Data Protection Policy
- Supporting Students with Medical Conditions Policy
- Examinations Policy

## **2. Definitions and types of events that can trigger an Emergency Response**

### **Definitions**

- The term 'Invacuation' refers to the process of making staff members aware of an emergency and moving students, staff members and visitors to the most sheltered areas within the building. This procedure is employed if moving outside would increase the risk of harm to people:
  - Toxic fumes in the air.
  - A civil disturbance, police operation in the school vicinity.
  - As a consequence of an evolving response to a changing emergency situation and under the advice of the emergency services.
- The term 'Lockdown' refers to the procedure of locking internal doors and windows and external doors and gates, if safe and appropriate to do so, before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a dangerous situation/security threat.
  - An armed intruder.
  - An abductor.
  - A criminal activity (see below).
  - As an escalation of an 'Invacuation' / consequence of an evolving response to a changing emergency situation and under the advice of the emergency services.
- The term 'Evacuation' refers to the process of moving people from a dangerous place to somewhere safe. This procedure is typically employed if staying inside would present danger to anyone:
  - In the case of fire

### **Types of events that can trigger an Emergency Response**

#### Internal/on-site:

- Death or serious injury to a student, member of staff or visitor.
- Intruder/s onto the school site (with the potential to pose a risk to students, staff and visitors).
- Criminal activity e.g. bomb threat, other criminal threat, hostage situation, abduction, terrorism, armed intruder, assault, sexual assault, suspicious package.
- Significant damage to school property e.g. fire, building collapse, laboratory incident.

#### External/off-site:

- A warning being received regarding a local risk of air pollution or the release of toxic fumes e.g. smoke plume, gas cloud etc.
- A major fire in the vicinity of the school.
- A reported incident or civil disturbance in the local community, with the potential to pose a risk to students, staff and visitors.
- A disaster in the local community e.g. aviation incident, flooding.
- A police operation in the local area.

### **3. Roles and Responsibilities – General**

Specific staff responsibilities during an emergency are laid out in this policy but there are also general responsibilities placed on staff and students, before and after an emergency situation.

#### **Staff Initiating an Emergency Response:**

An Invacuation or Lockdown is most likely to be instigated by a member of ST but it is possible that staff anywhere on site might become aware of a potentially dangerous situation. They should:

- Ensure the students directly in their care and nearby are safe.
- Communicate immediately with the Main Office.

An Evacuation is most likely to be triggered by the fire alarm system or a member of staff who sees a fire. This could also be a student or visitor. It could also be triggered maliciously.

#### **Managing an incident:**

- Act in accordance with the school's Invacuation, Lockdown and Evacuation policy.
- All staff will be expected to take a lead, individually if necessary, to keep others safe.
- Ensure students, other staff and visitors remain as safe as possible during the emergency situation.
- Remain calm and keep students calm.
- Move quietly.
- Follow instructions and convey instructions as requested by the ST or the emergency services.
- Keep communication channels open; in the first instance via school email but also utilising two-way radio (on low or off if danger is present) and personal mobile phones (muted), or any other safe and discreet means, as necessary. Staff should turn computer screens away from doors and windows if possible.
- Do not provoke an incident or escalate an existing situation.

#### **Students should be instructed to:**

- Remain calm.
- Be silent.
- Follow instructions.
- Communicate any concerns sensibly and immediately to the member of staff present.
- Turn off any mobile phones or other devices.
- Do not provoke an incident or escalate an existing situation.

#### 4. Invacuation procedure

The aim of the Invacuation procedure is to protect lives by keeping people inside away from perceived external danger. This procedure is designed to be used in the event of chemical spillages, toxic fumes in the air or as a result of a civil disturbance or police operation in the school vicinity.

The signal will be two-fold:

A message will be sent to all staff desktop computer screens **"INVACUATION - STAY IN CLASS"**

An audible signal: An intermittent ascending tone. *This will remain on until the school has completed the Invacuation procedure. The Invacuation will be maintained until advised by the HT (Headteacher), members of the ST (Senior Team) or the emergency services.*

- The HT or the most senior member of staff present will raise the alarm as soon as a concern has been communicated. They will need to alert ST, IT team and the Communication Centre (within the main office).
- During an Invacuation, students, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance into the building. If staff are in buildings adjacent to where students or other staff members are outside, they will signal to the class to come inside immediately.
- When all personnel are inside, doors and windows are to be securely locked and all blinds closed.
- If the invacuation is due to an air pollution warning, all air vents should be shut and all ventilation systems within classrooms should be switched off.
- Staff members will instruct students to stay away from the windows and doors. Students may be required to lie or sit on the floor out of sight of windows or doors.
- Throughout the Invacuation procedure, the main school office will act as the Communication Centre and the conduit between the HT, ST and the emergency services, ensuring the procedure is being implemented correctly. Methods of communication will vary as per the situation but may include:
  - Internal Email System: [commscentre@gilberd.com](mailto:commscentre@gilberd.com)
  - Internal Telephone System: ext 500 main reception
  - Two-way Radio: Channel 10
  - Communication in an Invacuation can be through the tannoy system on the phones
- Staff members should have access to their mobile phones for incoming communication by email in vibrate mode, or outgoing in case they need to communicate with the main school office or emergency services directly, in order to advise of any problems experienced while carrying out the procedure.
- Students must NOT use their mobile phones.
- Main entrances into the school site will be locked if necessary and safe to do so.
- Any students, staff members or visitors in the toilets should report to their classroom or nearest room or hall.
- Staff will register students, staff members and visitors with them and notify the school main office immediately of any students not accounted for, or additional students they are sheltering, via the internal Email system, two-way radio or staff mobile.

- Main office administrators will carry out checks against the day's registers and Inventory to ensure all students, staff members and visitors are accounted for and safe.
- Students, staff members and visitors are to remain in their designated rooms/positions until the Invacuation is declared terminated under the advice from the HT, members of the ST or the emergency services.
- Throughout the procedure the HT or, in their absence, a senior member of ST will alert the Chair of Governors and the Alpha Trust CEO to the situation and update when safe and appropriate to do so. Staff members will be updated where possible using two-way radios or emails.
- Once the Invacuation is over, all staff will be advised of this by the HT, members of the ST or the emergency services. Students and staff members will return to their timetabled classroom where a register will be taken. Visitors are to report to main reception.
- When safe and practical to do so, a pre-agreed message will be sent to parents/carers advising them of the Invacuation event and not to come to school. This should be sent via communication centre and another message sent again at the '**ALL CLEAR**'.
- Following an occurrence necessitating the Invacuation procedure, the following actions will be taken:
  - A follow up talk with staff members and students will be delivered by the HT/ST.
  - Support will be sought where necessary, such as counsellors.
  - Parents/carers and other stakeholders will be informed via letter.
  - The response to the crisis will be evaluated and procedures amended where necessary.

To ensure the effective implementation of the Invacuation procedure, an Invacuation drill will be undertaken at least once a year.

## 5. Lockdown procedure

A Lockdown will be implemented as a sensible and proportionate response to an extremely dangerous external or internal situation, which has the potential to pose a threat to the safety and wellbeing of students, staff members and visitors. This procedure is designed to be used in the event of an armed intruder, abductor, a criminal act, etc., or a need to escalate an Invacuation. This is not at all exhaustive but should give guidance. Each situation will be different and should be reacted to appropriately. Emergency services should always be in attendance or 'on their way'.

The signal will be two-fold:

A message will be sent to all staff desktop computer screens "**LOCKDOWN - STAY IN CLASS**"

An audible signal: A continuous tone will sound followed by silence.

- The HT will ensure that all staff members understand when and how this procedure will be implemented.
- The HT or, in their absence, the most senior member of ST, will take all factors into consideration when deciding whether to initiate an Invacuation or to Lockdown the school. Where possible, advice will be sought from emergency services. If Lockdown is determined by the school, 999 must be called immediately and the audible signal triggered. The panic alarm in main reception or student reception should also be triggered which will also instigate an emergency police response.
- Students, staff members and visitors outside the school building are to move quickly and silently to the nearest classroom or room via the nearest entrance to the building.
- If staff are in buildings adjacent to where students or other staff members are outside, they will signal to the class to come inside immediately.
- Throughout the Lockdown procedure, the main school office will act as the Communication Centre and the conduit between the HT, ST and the emergency services, ensuring the procedure is being implemented correctly. In the event the main school office is in danger of being compromised, key personnel are to move to the ICT room, first floor, A Block, room 31. Methods of communication will be difficult because of the serious nature of the situation but may include:
  - Internal Email System: [commscentre@gilberd.com](mailto:commscentre@gilberd.com)
  - Internal Telephone System: ext 500 main reception or 157 IT room
  - Two-way Radio: Channel 10 – on low volume
- Staff members should have access to their mobile phones "on silent" for incoming communication by email or outgoing in case they need to communicate with the main school office or emergency services directly, in order to advise of any problems experienced while carrying out the procedure.
- Student must NOT use their mobile phones.
- Any students, staff members or visitors in the toilets should lock down in the toilets.
- Throughout the procedure the HT or, in their absence, a senior member of ST will alert the Chair of Governors and the Alpha Trust CEO to the situation and update when safe and appropriate to do so. Staff members will be updated where possible using two-way radios or emails.



- When practical to do so, a message will be sent to parents/carers advising them of the Lockdown event via the main school office communication centre and again at the 'ALL CLEAR'.
- When all personnel are inside, internal doors and windows are to be securely locked, all blinds closed, and lights switched off. Doors should be barricaded with tables, chairs or any other available furniture.
- Staff members will instruct students to sit or lay silently on the floor out of sight (e.g. under desks, away from windows and doors). Silence should be maintained as it may be necessary to spread information verbally through the school.
- Main office staff are to close student and main office reception shutters.
- Students, staff members and visitors are to remain in their designated rooms/positions until the Lockdown is declared terminated under the advice from the HT / ST or the emergency services.
- It will be unlikely that a full register can be taken during the incident but if it is known that anybody is missing, the [commscentre@gilberd.com](mailto:commscentre@gilberd.com) should be notified via the internal Email system.
- Communication will be difficult but with an Emergency Response having been triggered, police should be quickly on site to manage proceedings.
- Stay Safe principles: -  
Where the incident involves firearms or weapons attack, members of staff are empowered (without prejudice if the outcomes are unfavourable) to override the above instructions and invoke the 'Stay Safe' principles: - RUN HIDE TELL.
  - RUN
    - Escape if you can.
    - Consider the safest options.
    - Is there a safe route? RUN if not HIDE.
    - Can you get there without exposing yourself to greater danger?
    - Insist others leave with you.
    - Leave belongings behind.
  - HIDE
    - If you can't RUN, HIDE.
    - Find cover from gunfire.
    - If you can see the attacker, they may be able to see you.
    - Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
    - Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
    - 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 police need to know)?
    - Location – Where are the suspects?
    - Direction – Where did you last see the suspects?
    - Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
    - Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.

- Stop other people entering the building if it is safe to do so.
- Know your exit points! See Appendix F
- When the Lockdown procedure has finished, students and staff members will return to their timetabled classroom where a full register will be taken. Visitors are to report to main reception.
- Following an occurrence necessitating the Lockdown procedure, the following actions will be taken:
  - A follow up talk with staff members and students will be delivered by the HT / ST.
  - Support will be sought where necessary, such as counsellors.
  - Parents/carers and other stakeholders will be informed via letter.
  - The response to the crisis will be evaluated and procedures amended where necessary.

In order to ensure the effective implementation of the Lockdown procedure, a Lockdown drill will be undertaken at least once a year.

## 6. Evacuation procedure

(Note: these procedures are also laid out in the *Gilberd Staff Hand Book – x: drive/staff/staff Handbook*)

The aim of the Evacuation procedure is to protect lives with the priority of getting everyone out of the school building safely and calling the emergency services. This procedure is designed to be used in the event of a fire in the school, a bomb threat or an incident within the building or damage thereof or as a consequence of an evolving response to a changing emergency situation, under the advice of the emergency services.

An audible signal: **A continuous two-tone siren.**

- On hearing the alarm:
  - Bags should be left in classrooms. Students must not go to lockers.
  - Proceed by the nearest or safest exit to the assembly areas on the field as directed by the map in your classrooms. Doors should be shut, not locked, behind you.
  - Everyone should walk in single file, in a brisk but orderly manner and in silence, to ensure instructions can be heard.
- A bomb alert will follow the same procedure as above.
- All disabled persons, including those persons on crutches or wheelchairs will be assisted to the ground floor and onto the school field where possible. All staff need to be mindful of giving help to these persons as they exit to ensure their safe evacuation. Senior staff will be on standby to check all students remain safe.
- Leave the building by the quickest safe route. An orderly, quiet clearance should be the aim. Students and visitors must be escorted to the assembly areas in silence. Staff should walk with their classes, maintaining order. Unless directed by a senior member of staff, **do not re-enter the building in order to access adjacent evacuation corridors. Do not cross the quad.** Common sense must be used in determining the safest route.
- Designated classroom staff should check their area before leaving the premises, to ensure that no one is left in the building.
- The office staff will be responsible for taking out registers, late book and the visitor's book. They will also check the sick room. HR will take a printout off Inventory.
- Heads of Year should collect the registers from the office staff and co-ordinate the check. (Ipads/Inventory).
- Immediately the students are assembled, tutors will conduct a register check and inform the Heads of Year, who will then report to the senior member of staff responsible, indicating any students who are missing. This will also evidence tutors who are missing.
- All non-teaching staff, supply and visitors should assemble at the appropriate signage on the Muga pitch next to the new sport hall – signs are on the fencing on the side where the field is. Non-attached staff will be registered by HR. Support staff report to their designated member of staff who will then report to HR. Staff should be mindful of the need to wait in silence as registers are being taken and students, staff members and visitors are accounted for.
- The site staff will be responsible for checking the call point that triggered the alarm. Another member of the team will go to the front entrance to meet the fire brigade.
- If the alarm should sound during break or lunchtime the above procedures should be carried out. All staff and MDAs should proceed to the field and conduct the register check under the direction of the senior member of staff.

- To the best of our ability the above procedure should be followed before and after school. After school activity registers will need to be used to ensure all students and staff members have been accounted for.
- In the event of the alarm system being out of action, the tannoy system can be used to announce an evacuation.
- Students taking GCSE Exams will exit by rows to the rear of the new sports hall where they will assemble away from the main student population and will be registered by invigilators. They are to remain silent and conduct themselves under exam conditions at all times.
- Only after the site team or emergency services have given the all clear and the alarms have been re-set and silenced, will the HT or in their absence the Senior ST give the instruction to dismiss everyone.

The main priority must be to evacuate the buildings. Although fire extinguishers are provided throughout the buildings, they are only intended to be used to maintain a safe passage to the assembly area.

To ensure the effective implementation of the Evacuation procedure, an Evacuation drill will be undertaken at least once per term. In the event of a real fire, once staff and pupils have been accounted for, it may be necessary to then move all present to the rear of the field.

## **7. Bomb threats / Suspicious packages**

- In the event of The Gilberd School receiving a bomb threat, or a suspicious package, the HT, or the Senior ST, will decide which emergency procedure to initiate depending on the perceived level of risk to the school and its personnel.
- The school will immediately contact the emergency services after receiving any threat and will follow their instructions.
- The emergency services will still be contacted if the threat is believed to be a hoax.

## **8. All clear notification**

- This consists of verbal communication by ST or the emergency services when it is safe to return to normal routine and the lesson timetable.

## **9. Recovery**

Following an actual emergency situation, the following actions will be taken:

- A follow up talk with staff members and students will be delivered by the HT/ST.
- Individual debriefings of staff will be conducted if necessary.
- Support will be sought where necessary, such as counsellors.
- Parents / carers and other stakeholders will be informed via letter.
- The response to the crisis will be evaluated and procedures amended where necessary.

## **Appendix A: Checklist – Implementation of Emergency Response for Invacuation and Lockdown**

| <b>Who</b>                 | <b>Action</b>  |
|----------------------------|--|
| ALL STAFF                  | If staff notice danger, immediately inform the HT, or senior member of staff present in school of the potential situation.   |
| HT / Senior ST             | Assess the situation with available information.<br>Establish a basic overview.<br>Decide on Emergency Response required – can be in association with emergency services.<br>Authorise the appropriate alarm.  |
| OFFICE STAFF               | Dial 999 if appropriate and provide emergency services with as much information as is available.<br>If in doubt, dial 999.   |
| ALL STAFF                  | Take immediate action to safeguard students, staff and visitors as per the plans.  |
| ALL STAFF/<br>FIRST AIDERS | If safe to do so, attend to any casualties and administer first aid.   |
| OFFICE STAFF/SITE TEAM     | If safe to do so, fetch any equipment that may prove useful, e.g., first aid kits, student emergency medicines, torches, tools.  |
| HR Director / Office staff | Start a simple log noting time of any actions, incidents, phone calls, significant conversations and decisions – to be kept by a designated member of the Office Staff.<br>Have site maps ready to distribute to emergency services if possible.   |
| HT / Senior ST             | Initiate and direct communications with all staff via two-way radios or school email.  |
| OFFICE STAFF               | Monitor all communications with staff and convey information to HT, or senior member of staff present.   |
| HT/ Senior ST              | Work with members of ST, Site Team, IT Dept and Office Staff to monitor situation in school.<br>Liaise with emergency services.<br>Take appropriate further action if needed – e.g. initiate an alternative emergency procedure, lock or unlock external gates, etc.<br>Communicate with parents as soon as practicable via the school phones, Edulink, website.<br>Inform Chair of LGB and Alpha Trust CEO as soon as practical |

## **Appendix B: Emergency Response Procedure**

**Invacuation** - This is a precautionary response to, e.g., civil disturbance, police operation in the school vicinity, warning of air pollution, aviation accident in the vicinity.

**Signal:** Intermittent ascending tone

- All students, staff and visitors to move inside immediately.
- Students to remain in or return to their current classrooms, move to tutor bases if during non-lesson time, move to nearest classroom if working away from the rest of the class, e.g. music lesson, or if in assembly, await instructions.
- Staff - close all windows and doors to classrooms, draw blinds.
- Staff - lock external doors if safe and appropriate to do so.
- Staff to account for all students and report missing students immediately.
- Students - no mobile phone use.
- Remain calm and act in an orderly manner; lessons continue.
- All personnel to stay in place until 'all-clear' is announced.

**Lockdown** – This is in response to an extremely dangerous situation. This includes, but is not limited to: intruder/s, armed assault, hostage situation, person with weapon, violence, criminal activity, terrorism.

**Signal:** Continuous tone followed by silence

- All students, staff and visitors to move inside if safe to do so.
- If outside and the building is unsafe, 'Run, Hide, Tell' and /or go to the designated area.
- Students to remain in their classrooms. If away from class, go immediately to the nearest **room with a computer** and member of staff present.
- Staff - close all windows and doors to classrooms, draw blinds, barricade door with furniture.
- Students - shelter out of sight in room, e.g. under desks, and remain silent.
- Staff - lock internal doors.
- Staff – account for all students and report missing students immediately to [CommsCentre@gilberd.com](mailto:CommsCentre@gilberd.com)
- Students - no mobile phone use.
- Remain calm and act in an orderly manner.
- All personnel to stay in place until 'all-clear' is announced

**Evacuation** – This is in response to fire but can also be initiated due to, e.g. flood, building collapse, bomb threat and/or requirements of ongoing emergency situations.

**Signal:** Two-tone siren

- When the alarm sounds, immediately stop all activity, stand up, and prepare to leave where you are, taking nothing with you. Shut all doors behind you.
- All personnel to move quickly, quietly and in an orderly manner.
- Leave the building by the designated route (two laminated yellow notices by room door).
- Staff – account for all students and report missing students immediately.
- All personnel to assemble at the designated area.

**All clear** - The emergency situation has passed, or the safety drill is finished; only ST or public emergency services can declare an all clear.

**Signal:** Given verbally by senior members of staff or the emergency services.

- Resume normal activities as timetabled.
- Return to classes if in another location.
- Remain calm and act in an orderly manner.

### **Appendix C: Personal Emergency Evacuation Plan (PEEP)**

This section is to be completed by the **form tutor, Head of Year or senior member of staff designated by the headteacher**. If the individual has classes in more than one building, it may be necessary to prepare a separate PEEP for each building.

**Name:** \_\_\_\_\_

**Form and year group:** \_\_\_\_\_

**Building:** \_\_\_\_\_

#### **Awareness of procedure**

\_\_\_\_\_ is informed of a fire evacuation by: (please tick relevant box)

Existing alarm system

☐

Visual alarm system

☐

Pager device

☐

Other (please specify) \_\_\_\_\_

#### **Designated assistance**

The following people have been appointed to give assistance to **name of individual** in the event of an emergency:

**Name of designated person:** \_\_\_\_\_

**Contact details of designated person:** \_\_\_\_\_

\_\_\_\_\_

**Name of designated person:** \_\_\_\_\_

**Contact details of designated person:** \_\_\_\_\_

\_\_\_\_\_

**Methods of assistance** (e.g. transfer procedures, methods of guidance)

\_\_\_\_\_

\_\_\_\_\_

**Equipment provided** (including means of communication)

\_\_\_\_\_

\_\_\_\_\_

**Personal emergency Evacuation procedure** (a step-by-step account, from the first alarm sound)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

**Reviews**

Form tutor, Head of Year, Headteacher Designate name: \_\_\_\_\_

Form tutor, Head of Year, Headteacher Designate signature: \_\_\_\_\_

Date: \_\_\_\_\_

Individual's name: \_\_\_\_\_

Individual's signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Appendix D: Evacuation Record Log**

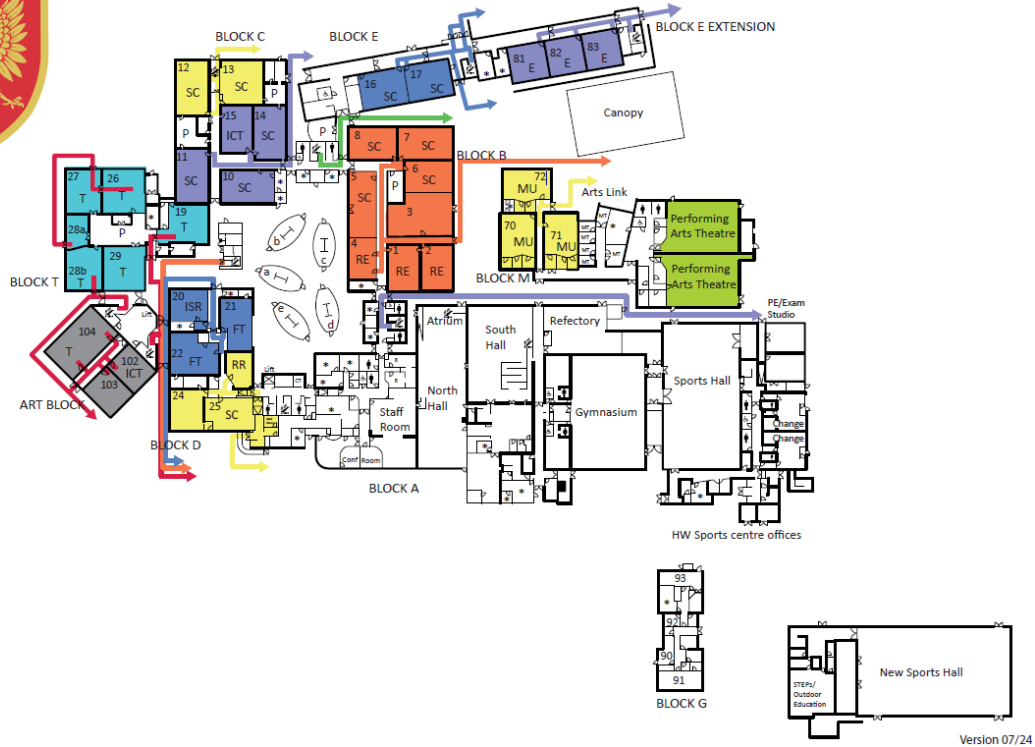
| Any other relevant information           |  |  |  |  |  |
|--|--|--|--|--|--|
| Further actions to improve the procedure |  |  |  |  |  |
| Problems which delayed the Evacuation    |  |  |  |  |  |
| Time it took to evacuate                 |  |  |  |  |  |
| Confirmation of taking Registers         |  |  |  |  |  |
| Reason for Evacuation                    |  |  |  |  |  |
| Date and time of Evacuation              |  |  |  |  |  |

**Appendix E: Times of the School Day**

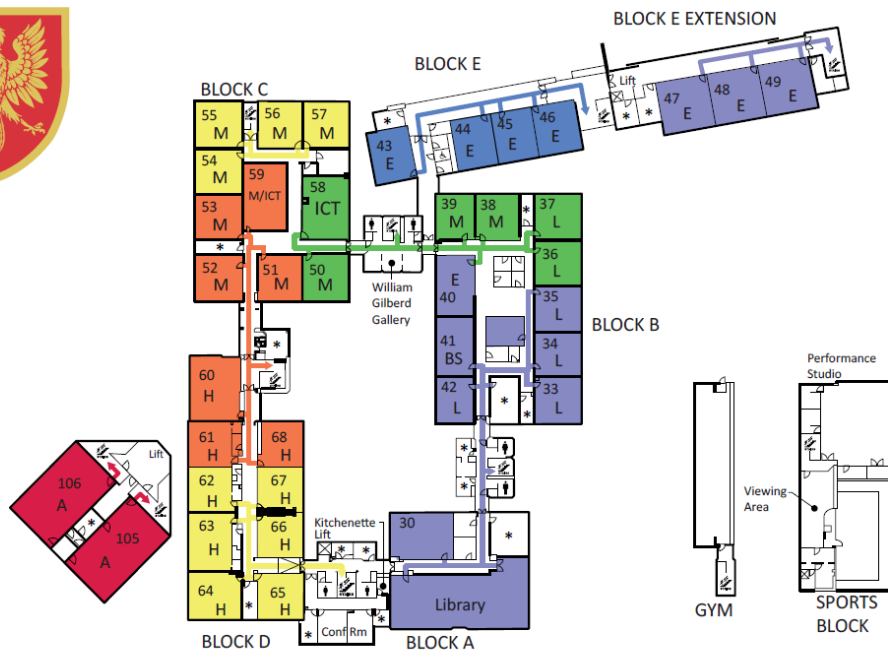
|                | All Year Groups                     |
|----------------|-------------------------------------|
| 08:40 - 08:50  | Registration                        |
| 08:50 - 9:50   | Period 1                            |
| 09:50 - 10:50  | Period 2                            |
| 10:50 - 11:10  | BREAK                               |
| 11:10 - 12:10  | Period 3                            |
| 12:10 - 13:10  | Period 4                            |
| 13:10 - 13:50  | LUNCH                               |
| 13:50 - 14:20  | Assembly / Tutorial PM Registration |
| 14:20 - :15.20 | Period 5                            |

Appendix F: School Map

Ground Floor



First Floor



**Important** - Always walk on the left when moving around the school

Version 07/24