



Ulverston Victoria High School

Invacuation, Lockdown & Evacuation Policy & Procedures

Author/Owner:	Approved	Chair of Governors Signature:
A Sharkey	Yes	<i>John Dorman</i>
Last updated: November 2023		

Contents

Statement of intent.....	3
Legal framework	4
Definitions.....	4
Roles and responsibilities	4
Appropriate procedures	5
Implementing procedures	6
Personal Emergency Evacuation Plan (PEEP).....	7
Communication with parents	7
Actions following incidents	8
Conducting practises.....	8
Monitoring and review	8
Appendix 1 – Names, Roles & National Emergency Alerts System	9
Appendix 2 – Evacuation Procedure	10
Appendix 3 – Inavacuation Procedure.....	12
Appendix 4 – Partial Lockdown Procedure.....	14
Appendix 5 – Full Lockdown Procedure.....	17
Appendix 6 – Muster Points.....	20
Appendix 7 – Procedures for Fire and Emergency Evacuation during Exams.....	23
EXAM ROOM FIRE EVACUATION SHEET	25

Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and Ulverston Victoria High School 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 school. In an emergency, staff members at the school 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 school's Emergency Plan.

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 school buildings'
- DfE (2023) 'School and college security'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2023) 'Emergency planning and response for education, childcare, and children's social care settings'

This policy operates in conjunction with the following school 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
- School Security Policy
- Security Risk Assessment

Definitions

The term '**evacuation**' refers to the orderly removal of everyone from the school 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 school 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.

Roles and responsibilities

The governing board will be responsible for:

- Ensuring the school 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 school security and the procedures outlined in this policy.
- Ensuring effective and rehearsed emergency procedures are in place at the school.
- 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 school'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 school'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 school's emergency procedures following any incident during which they were activated, and at least annually, to ensure the procedures remain effective.

The Head Teacher or Deputy Head in their absence 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.

School office staff will be responsible for:

- Providing the emergency services with copies of the school's site plan.
- Ensuring that all contractors or external services working within the school are supplied with a copy of the school'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.

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 school**
- **Dangerous structural damage to the school where it is safe to exit the premises**

- **Bomb threat within the school**
- **Gas Leak**

The invacuation procedures will be implemented in the following circumstances:

- **A bomb threat near the school**
- **Chemical spillages near the school**
- **Toxic fumes near the school**

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 school**

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

- **An intruder on the school 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 school. 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.

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 school 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 visitors via the school office.

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

National Emergency Alerts system

The school will ensure at least one school-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.

The following people carry a compatible Mobile Device:

- See [Appendix 1](#)

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.

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 school 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.

Communication with parents

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

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

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

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 school's Business Continuity Plan will be activated to help restore normality following an incident.

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 coordinator and changes will be made to procedures if necessary.

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 **07/03/2025**.

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 governing board.

Appendix 1 – Names, Roles & National Emergency Alerts System

Role	Name
Headteacher	Matt Hardwick
Deputy Headteacher	Alexandra Desbottes/Lisa Muldoon
Health & Safety Co-ordinator	Abigail Sharkey
Business Manager	Ros De Fraine
Site Team	Jason Ainsley/Dom Ainsley/Stephen Miles/Billy Rowan

National Emergency Alerts System

The following people carry a compatible mobile device:

Name	Number
Abigail Sharkey	07596322101
Siobhan Caunce	07852979391
Davina Pybis	07376294028
Site Team	07593817047
Lisa Muldoon	07591954739
Matt Hardwick	07591954370
Alessandra Desbottes	07591954652
Andy Naylor	07376268277
Richard Butler	07376266023
Rob Rastelli	07376276112

Appendix 2 – Evacuation Procedure

Incident control officers and response team		
Responsibility	Nominated person	Emergency contact number
Incident control officer	Head Teacher Health & Safety Coordinator Business Manager	07376266023 07596322101 07734471241
Deputy incident control officer	Deputy Head	07376276112
Communications officer	Site Team	07591954652 07593817047 07591954370 07591954739

Signals	
Evacuation signal	Continuous alarm: All Buildings
All-clear signal	Will be delivered by Site Team Member

Other arrangements	
Evacuation assembly points	<p><u>ASSEMBLY POINT A</u> All students/ Teachers/ Support Staff/ Visitors are to assemble on the top field, facing the cloister. If unsafe to assemble here, then we would assemble by the tennis courts at the bottom of the field (Secondary Assembly Point).</p> <p><u>ASSEMBLY POINT B</u> Anyone with a PEEP in place is to Assemble outside of the Sports Hall along with Townlands Staff.</p> <p><u>ASSEMBLY POINT C</u> Students awaiting collection, Finance & Student Services staff to assemble outside the front of the main building.</p> <p><u>EXAMS</u> If exams are taking place, then the invigilators & students taking the exams will assemble on the middle playing field, facing the Gym.</p>
Communication arrangements	Via Mobile Phone

Evacuation procedure
Initial implementation
A member of staff nearest to the incident that requires an evacuation informs the headteacher or a member of the incident response team who raises the alarm. If the incident is a fire in the school, the nearest staff member triggers the closest fire alarm point (break glass).
If a dangerous situation warranting evacuation is brought to the attention of the school by an alert through the national Emergency Alerts system, the staff member(s) who received the alert informs the headteacher or a member of the incident response team, who raises the alarm.
The evacuation signal is given. Continuous Alarm
Immediate action
The Headteacher, Finance Manager or Health & Safety Officer meet at the Fire Panel & contacts the relevant emergency services to alert them of the incident, and they are kept up-to-date, as necessary, unless it is confirmed as a false alarm.
If there is a suspected fire then 2 trained staff members investigate the location where the alarm was activated to confirm whether a fire exists & reports back to Headteacher, Finance Manager or the Health & Safety Officer.
Staff managing pupils and/or visitors take them through the nearest exit & follow directional signage to the assembly point.
Staff, pupils, and visitors only take important belongings with them, e.g. medication, if it is safe to do so. The main First Aider is to take the RED Evacuation Pack out to the Assembly point along with Asthma Kit/Anaphylaxis Kit & sweets to treat Diabetes (Hypo).
Staff escort pupils and visitors to their assembly point.
At the assembly point, one staff member (form teacher) per form group conducts a register. Staff notify the Deputy Headteacher immediately if any pupils, members of staff or visitors are not accounted for, an immediate search is instigated where appropriate and if safe to do so.
Staff members keep the groups they are responsible for calm during the evacuation.
The Finance & Student Services team monitors the main access points of the building to make sure no one re-enters the premises. (Auto doors at both ends of A Block main corridor on the ground floor)
The evacuation only ends once the all-clear signal has been delivered.
Further action after the evacuation
Parents are fully informed of the incident (real event) via text message.
The Response Team review the evacuation procedure for its effectiveness and make changes as necessary.
Please see attached Exams Emergency Evacuation Procedure

Appendix 3 – Inavacuation Procedure

Incident control officers and response team		
Responsibility	Nominated person	Emergency contact number
Incident control officer	Head Teacher Health & Safety Coordinator Business Manager	07376266023 07596322101 07734471241
Deputy incident control officer	Deputy Head	07376276112
Communications officer	Site Team	07593817047 07591954370 07591954739 07591954652

Signals	
Invacuation signal	Do not raise the Fire Alarm- Inform the office and SLT Staff that an Invacuation is taking place & briefly explain why.
Escalation to partial lockdown signal	One long continuous (lesson) bell (5 Seconds)
Escalation to full lockdown signal	A second long continuous (lesson) bell (5 Seconds)
Evacuation signal	Raise the Fire Alarm.
All-clear signal	Will be delivered by Incident Control Officer or a member of the Response Team

Other arrangements	
Most suitable invacuation areas	All Buildings.
Communication arrangements	In person & by the use of lesson bells

Invacuation procedure
Initial implementation
The school is made aware of an incident that requires the invacuation procedure to be implemented.
If a situation warranting invacuation is brought to the attention of the school by an alert through the national Emergency Alerts system, the staff member(s) who received the alert informs the headteacher or a member of the incident response team.
The headteacher makes the decision to implement the invacuation procedure.

The invacuation signal is given.
The SLT ensure all staff members are aware of the incident, understand that the invacuation procedure is being implemented, and know that this is not a practice.
The site manager is contacted to ensure they are aware of the implementation of the invacuation.
The headteacher contacts the relevant emergency services to alert them of the incident and they are kept up to date, as necessary.
Parents are informed via the school's parent messaging system that an invacuation is taking place.
Immediate action
All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school buildings.
The headteacher and site manager check outdoor areas and ensure all staff, pupils and visitors are inside the school building.
All external doors and windows are locked and remain locked until the 'all-clear' signal is given, or unless otherwise instructed by the headteacher or emergency services.
In the event of an air pollution issue, all air vents are closed by the site manager & Site Team.
The headteacher alerts staff members that the building is secure.
Once the building is secure, staff conduct a register or headcount of their area. Staff notify the headteacher immediately if any pupils, members of staff or visitors are not accounted for via mobile phone, and an immediate search is instigated where appropriate.
During the invacuation
All staff, pupils and visitors remain in the school building – free movement is permitted, unless otherwise stated by the headteacher or emergency services.
Pupils are not released to their parents during the invacuation – pupils with mobile phones are advised to contact their parents to inform them they are safe but will not be let out of the school building until the all-clear signal has been given.
Office staff answer telephone calls from parents and inform them pupils will not be released while the invacuation is in place.
The headteacher keeps in contact with the relevant emergency services to assess the best course of action in respect of the threat or incident.
If it is necessary to escalate the invacuation to a lockdown, the relevant signal is given.
If it is necessary to evacuate the building, the evacuation signal is sounded.
The invacuation only ends once the all-clear signal has been delivered.
Further action after the lockdown
Parents are fully informed of the incident via letter.
The Incident Response Officers & Response team reviews the invacuation procedure for its effectiveness and make changes as necessary.

Appendix 4 – Partial Lockdown Procedure

Incident control officers and response team		
Responsibility	Nominated person	Emergency contact number
Incident control officer	Head Teacher Health & Safety Coordinator Business Manager	07376266023 07596322101 07734471241
Deputy incident control officer	Deputy Head	07376276112
Communications officer	Site Team	07593817047 07591954370 07591954739 07591954652

Signals	
Partial lockdown signal	Do not raise the Fire Alarm- Inform the office and SLT Staff that a Partial Lockdown is taking place & briefly explain why. Followed by one long continuous (lesson) bell (5 Seconds)
Escalation to full lockdown signal	A second long continuous (lesson) bell (5 Seconds)
All-clear signal	Will be delivered by Incident Control Officer or a member of the Response Team.
Evacuation signal	Raise the Fire Alarm.

Other arrangements		
Safe areas	Free movement within the locked building- Do not exit the building All external doors and windows to be locked	
Pre-arranged alternative place of safety if required to leave the site	Venue name	Currently awaiting response: TBC
	Venue type	
	Point of contact	
	Contact number	
Useful information about the alternative place of safety		
Communication arrangements		

Partial lockdown procedure
Initial implementation
The school is made aware of an incident that requires the partial lockdown procedure to be implemented.
If a situation warranting a partial lockdown is brought to the attention of the school by an alert through the national Emergency Alerts system, the staff member(s) who received the alert informs the headteacher or a member of the incident response team.
The headteacher makes the decision to implement the partial lockdown procedure.
Inform the Office and SLT verbally. The partial lockdown signal is given.
The SLT uses mobile phones to ensure all staff members are aware of the incident that has occurred and of the type of lockdown procedure to be implemented, and that the lockdown is not a practice. Instruct staff to turn mobile phones on silent to avoid detection & keep checking device.
The site manager is contacted to ensure they are aware of the implementation of the partial lockdown.
The headteacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.
Parents are informed via the school's parent messaging system that a partial lockdown is taking place.
Immediate action
All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building and staff ensure doors are secure. Outdoor PE classes will return to the Gym or Sports Hall.
Pupils, staff and visitors go to the designated safe areas. Remain in classrooms/building. If the partial lockdown is during break or lunch time, then students are to return to their Form rooms.
The headteacher and site manager check outdoor areas and ensure all staff, pupils and visitors are inside the school building.
All external doors and windows are locked and remain locked until the 'all-clear' signal is given, or unless otherwise instructed by the headteacher or emergency services.
If the incident or potential threat involves an explosion, all windows, blinds and/or curtains are closed.
In the event of an air pollution issue, all air vents are closed by the site manager.
The headteacher alerts staff members via mobile phone that the building is secure.
Once the building is secure, two staff members per safe area conducts a register or headcount. Staff notify the headteacher immediately if any pupils, members of staff or visitors are not accounted for via mobile phone, and an immediate search is instigated where appropriate.
During the partial lockdown
All staff, pupils and visitors remain in the school building – free movement is permitted, unless otherwise stated by the headteacher or emergency services.
Pupils and visitors are kept calm during the partial lockdown.

Pupils are not released to their parents during the partial lockdown – pupils with mobile phones are advised to contact their parents to inform them they are safe, but will not be let out of the school building until the all-clear signal has been given.
Pre recorded automatic answering machine message will be activated to inform callers of lockdown procedures & to inform that pupils will not be released whilst the partial lockdown is in place.
The headteacher keeps in contact with the relevant emergency services to assess the best course of action in respect of the threat or incident.
If it is necessary to escalate the partial lockdown to a full lockdown, office & SLT will be notified verbally, and the Full Lockdown Procedure is followed.
If it is necessary to evacuate the building, the evacuation signal is sounded, and the Evacuation Procedure is followed.
The partial lockdown only ends once the all-clear signal has been delivered.
Further action after the lockdown
Parents are fully informed of the incident via letter.
The Incident Response Officers & Response team reviews the partial lockdown procedure for its effectiveness and make changes as necessary.

Appendix 5 – Full Lockdown Procedure

Incident control officers and response team		
Role	Nominated person	Emergency contact number
Incident control officer	Head Teacher	07376266023
	Health & Safety Coordinator	07596322101
	Business Manager	07734471241
Deputy incident control officer	Deputy Head	07376276112
Communications officer	Site Team	07593817047
		07591954370
		07591954739
		07591954652

Signals	
Full lockdown signal	Do not raise the Fire Alarm- Inform the office and SLT Staff that a Full Lockdown is taking place & briefly explain why. Followed by two long continuous (lesson) bells (5 Seconds)
All-clear signal	Will be delivered by Incident Control Officer or a member of the Response Team
Evacuation signal	Raise the Fire Alarm.

Other arrangements		
Safe areas	<p>An area above ground level, little or no windows and plenty of floor space for everyone to sit out of site. Lockable doors and windows.</p> <p>S Block: 1st floor Classrooms A Block: 1st Floor Classrooms C Block: 1st Floor- Library/ Classrooms/ Engagement Centre D Block: Sports Hall/ Gym/ Central workshops N Block: 1st floor Classrooms Coach House: 1st Floor</p>	
	Sports Field (if safe to do so)	
Outdoor safe area	Sports Field (if safe to do so)	
Evacuation point	Fire Evacuation Points A/B & C or Sports Hall if necessary	
Pre-arranged alternative place of safety if required to leave the site	Venue name	Currently awaiting response: TBC
	Venue type	
	Point of contact	

	Contact number	
Useful information about the alternative place of safety		
Communication arrangements		

Full lockdown procedure	
Initial implementation	
The school is made aware of the incident that requires the full lockdown procedure to be implemented.	
If a situation warranting a full lockdown is brought to the attention of the school by an alert through the national Emergency Alerts system, the staff member(s) who received the alert informs the headteacher or a member of the incident response team.	
The headteacher makes the decision to implement the full lockdown procedure.	
Inform the Office & SLT verbally. The full lockdown signal is given.	
The SLT uses an internal messaging system to ensure all staff members are aware of the incident that has occurred and the type of lockdown procedure to be implemented, and that the lockdown is not a practice.	
The site manager is contacted to ensure they are aware of the implementation of the full lockdown.	
The headteacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.	
Parents are informed via the school's parent messaging system that a full lockdown is taking place.	
Immediate action	
All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school buildings, unless it is unsafe to do so, and staff ensure all doors are securely locked.	
If it is not safe for people outside to return indoors, they will be directed to a safe evacuation point.	
If safe to do so, lock the outer gates so that unauthorised vehicles are blocked from entering the site.	
Any lifts are disabled without returning to the ground floor.	
The ventilation systems are turned off to prevent the spread of contaminants, e.g. sarin.	
Staff, pupils and visitors that remain outside during the lockdown hide in the designated outdoor safe area until the emergency services arrive.	
Staff escort pupils and visitors to the nearest safe area.	
The headteacher and site manager check outdoor areas and ensure all pupils, staff and visitors are inside the school building.	

When everyone is inside, all external doors and windows are locked, and blinds and/or curtains closed; doors and windows remain locked until the 'all-clear' signal is given or unless otherwise instructed by the headteacher or emergency services.
All internal doors to safe areas are locked and any windows or doors are covered.
Access points to safe areas are blocked off by moving furniture to obstruct doorways.
Lights in all safe areas are turned off.
Once the building and safe rooms are secure, one staff member per safe area conducts a register or headcount. Staff notify the headteacher if any pupils, members of staff or visitors are not accounted for via mobile phone, and an immediate search is instigated by the headteacher, where appropriate and safe to do so.
During the full lockdown
Verbal communication is kept to essential communication. All mobile phones are turned onto silent and communication devices are not used if it would be unsafe to do so, e.g. if usage would lead to the safe area location being revealed.
Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight, e.g. under a desk.
All staff, pupils and visitors remain in their safe area unless otherwise stated by the headteacher or emergency services.
All pupils, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to a safe area.
If possible, the headteacher will check for missing or injured pupils, staff or visitors.
Pupils and visitors are kept calm during the lockdown.
No pupil is released to their parents during the lockdown.
An automated answer machine message informs callers that a full lockdown procedure is in place.
The headteacher keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.
The headteacher sounds the evacuation signal if it is necessary to evacuate the building.
The rest of the building is evacuated to the designated evacuation point if someone is taken hostage on the school site. Sports Hall
The full lockdown only ends once the all-clear signal has been delivered.
Further action after the lockdown
Parents are informed of the incident via a letter.
The Incident Response Officers & Response team reviews the full lockdown procedure for its effectiveness and make changes as necessary.

Appendix 6 – Muster Points



A Teaching Staff/ Support Staff/ Visitors/ Form Teachers & Students

B Fire Assembly Point B: Individuals with a PEEP/ Townlands Staff

C Fire Assembly Point C: Finance Team/ Student Services Staff & Any Students



TS: Teaching Staff

SS: Support Staff

V: Visitors

Exams Layout



Appendix 7 – Procedures for Fire and Emergency Evacuation during Exams

This document sets out the procedures for evacuating examination candidates at Ulverston Victoria High School in the event of a fire or other emergency evacuation.

IN THE EVENT OF A FIRE ALARM:

- The lead invigilator will mark the time of the interruption on the Exam Room Diary Sheet, tell the students to stop writing, close their exam papers & leave all their papers on their desk.
- Evacuate the room in an orderly fashion row-by-row. **The students must NOT collect bags or coats & must leave in SILENCE.**
- The Lead Invigilator will take the exam attendance register & the seating plan with **them along with any medication they have for students** then exit via their nearest Fire Exit (please see attachment) & by following the Emergency Exit Signs.
- The Invigilators & Students must make their way to their Muster Point: **The middle playing field, facing the Gym.**
- Students must assemble in silence, row-by-row & in the same order as the exam seating plan. Then a register will be taken from the exam attendance register to establish if all Students are present.
- If there are missing students/invigilators then this information is to be passed on to the Exam Officer/Emergency Team member.
- Remind Students that they are still under exam conditions & during the Emergency Evacuation procedure they must not attempt to contact another Student or any other member of the School Community.
- The Exams Officer will proceed immediately to the Muster point where the lead Invigilator/s can make them aware of any missing persons. The Exams Officer can then make the Emergency Team aware.
- Once it has been confirmed it is safe to re-enter the building, the Exams Officer or a member of the Emergency Team will notify the lead invigilator when you can return to the examination room.
- When it is safe to return to the building, the candidates will be led back to their examination room and as soon as all candidates are seated and settled the examination will resume. The candidates will be entitled to the full time for the examination.
- The Exams Officer will contact the Examination Board in accordance with the Examination Board's regulations.
- In the event that a building is deemed unsafe to return to, the appropriate action will be followed as detailed in the UVHS Exam Contingency Policy.

Candidates who require assistance

If a candidate is present who may need assistance in the event of an emergency evacuation, a named invigilator will be asked to take responsibility for escorting/aiding this candidate to the appropriate assembly point.

Emergency Evacuation Procedure for Students

What to do if there is an emergency during your exam

- On the sound of the fire alarm (continuous ring):
- Students must follow the instructions given by the exam invigilator(s). Exam conditions continue to apply so talking or gesturing to the other candidates is not allowed.
- Listen carefully to the instructions the invigilators give you.
- Leave the exam room row-by-row, calmly and always stay with the members of staff.
- Do not talk to other students, either from the exam or from outside – remember that you are still under formal exam conditions and must follow the exam regulations.
- Staff will take you out of the building and lead you to your Muster point: **The middle playing field, facing the Gym**. You will wait here until the emergency is over & it has been confirmed safe to re-enter the building.
- You will not lose any time from your exam. When it is possible to return to your exam room, any time lost will be added onto the end of your exam time.
- If you break any of the exam regulations during the evacuation procedure, this will be dealt with in exactly the same way as if it had happened in the exam room.

Designated Assembly Points

The middle playing field, facing the Gym.

Invigilator instructions:

- Stop the exam noting the time on the “Fire Evacuation” sheet (attached).
- Ask the candidates to stop writing, put their pens down and close their answer booklet(s).
- Advise the candidates to stay calm and that the exam room will be evacuated.
- Remind the candidates that they are still under exam conditions and that talking or gesturing to the other candidates is prohibited.
- Students must leave their exam paper closed on the desk along with their equipment. They will not be allowed to collect their belongings.
- Evacuate the students from the exam room in an orderly manner, row-by-row. The lead invigilator will assign invigilators and other members of staff present to accompany and supervise the students as they leave the room. Each invigilator should remain with them at all times.
- Lead invigilator must take a copy of their exam attendance register & the seating plan for their exam room with them.
- Students will be directed to the appropriate designated assembly point where they will wait **(The middle playing field, facing the Gym)** Students should remain in silence and do as instructed by any member of staff.
- DO NOT ALLOW STUDENTS TO RUN.
- Once all candidates are evacuated, an invigilator must check that there are no students remaining in the exam room and close the fire doors.

- The roll call will then be completed in accordance with the exam attendance register & the seating plan and given to the Exam Officer responsible.
- The Health and Safety Manager and the Exams Officer will liaise with a member of the Senior Leadership Team to ascertain the status of the fire evacuation. Once it is safe to do so, the candidates will be escorted back to the examination room for the exam to be re-started in accordance with the exam board's regulations.
- On returning to the exam room, ask the candidates to rule off their answer paper/answer book at the point reached when the examination was halted.
- Inform the students of the new finish time both verbally and by adjusting the start/finish times on the display boards.
- Reassure the students that a full report of the incident will be sent to the relevant examination board(s).
- Complete the Fire Evacuation Sheet AND the Exam Room Diary Sheet.

Designated Assembly Points

The middle playing field, facing the Gym.

EXAM ROOM FIRE EVACUATION SHEET

Exam title(s):

Exam board(s):

Exam Room:

Length of exam:

Start time:

Exam stopped at:

Time remaining:

Exam restarted at:

Please ensure that this sheet is collected along with the attendance register in the event of a fire evacuation

Emergency evacuation instructions followed during examinations

- Remain calm
- Invigilators to follow their instructions step by step
- All exam papers and answer booklets must be closed and left in the exam room
- Proceed in silence to the designated assembly point
- Candidates will remain separate from the rest of the school

- Candidates remain supervised under examination conditions
- Attendance register will be taken
- Students instructed not to attempt to communicate with anyone
- Once the examination can be restarted, the full working time will be allowed
- Awarding Bodies will be notified of any disturbance