Birtenshaw Education Services

Invacuation Policy

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At Birtenshaw we recognise that there may be occasions in which pupils/learners and staff need to be protected from an external threat to health and safety. The potential threat could come from a number of sources for example it may be due to the presence of a stranger trying to gain access to the service, an object being thrown into the grounds from the outside, a fallen tree, fence or wall, a chemical spillage, a dangerous dog.

The policy forms part of the Birtenshaw's emergency procedures and applies at all times.

It is vital that, in the event of an emergency, staff remain calm and help the pupils/learners remain calm.

All service users at Birtenshaw are supervised when playing or learning outside. All staff share the responsibility to be vigilant and to report any threats immediately.

Any member of staff who perceives a threat should bring the pupils/learners they are supporting back into the building as quickly as possible and ensure that gates and doors are closed securely and where possible locked behind them.

One member of staff should contact the Education office staff and the Head of Service to inform them that there is an emergency situation which requires an invacuation.

- Education office staff should contact the police on 999 if appropriate.
- Education office staff should inform staff working in Head Office, all classrooms, the pool and any other services which may operate from the site (where appropriate) that the Invacuation Policy has been invoked and that no-one should leave the building. This will be announced over the Tannoy system with the message “Will Mrs Jones please remain in the building”
- Education office staff should then ensure that main external entrances are locked or switched to “night mode” so that doors cannot open automatically (where appropriate)
- Education office staff should contact any group of staff and pupils/learners on an off-site activity advising them not to return until told it is safe to do so
- The Head of Service should ensure that any pupil/learner entrances are locked. The managers of any other services operating from the same site should ensure entrances to these services are also locked
- Education office staff should revoke the Invacuation Policy by delivering the message over the Tannoy system “Can Mrs Jones please leave the building”.

The fire alarm system must **not** be used to raise the alarm as this would cause staff to evacuate the building.

Visitors should be directed to the staffroom or other identified safe area and advised that the invacuation policy has been invoked and that they are therefore advised to stay in the building until such time as the potential danger has passed.

Any member of staff who is not with their class at the time of the emergency should return to their classroom to help supervise pupils/learners.

Once all pupils/learners are in the building, a head count should be done and the Head of Service and education office staff informed that all pupils/learners are present and safe.

- All doors and windows should be locked and pupils/learners should be moved away from the windows.
- If the threat is outside a particular classroom, pupils/learners should be moved to an internal space.
- Staff should then await further instructions.
- No-one should attempt to deal with the situation or leave the building until informed that the danger is passed and it is safe to do so.

The Invacuation Policy will be subject to a drill at least twice in each academic year and all invacuations whether a drill or real event will be logged and reviewed.

Equal Opportunities:

Birtenshaw supports the rights of all pupils/learners to equal access and opportunities regardless of age, culture, religion, gender, ability, disability or sexuality.

Birtenshaw promotes an ethos of respect for everyone.