



COLNE VALLEY
HIGH SCHOOL

Emergency Plan including Evacuation, Invacuation and Lockdown Procedures

Approved by:	To be ratified by governors (07/10/2025)		
Responsible department:	Colne Valley High School - Estates		
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Introduction

It is essential that every member of staff reads and fully understands this procedure and retains it in their school file.

Teaching staff should also have this procedure in a simple format on display in their classrooms, it is also vitally important that the procedure is discussed with the children and all circumstances explained to them.

Rationale

Fire practice procedures need to be held at least once per term, with various plans of evacuation being checked.

Fire kills and we must do all we can to prevent it from starting and have clearly defined procedures in place for dealing with hazardous situations.

In order to prevent a fire from occurring it is the responsibility of the Regulatory Compliance Officer / Dalkia to ensure that procedures are in place to conduct regular checks of the premises and for known hazards to be eliminated.

It is the responsibility of every adult within the building to inform the Head of School / Regulatory Compliance Officer of any concerns that arise from a Health and Safety issue, so that they can be dealt with in a manner that eliminates risk.

It is the responsibility of every adult as they move in and around school to raise the alarm, via the breaking of a Fire Alarm glass, if they come across the start of a fire.

Unless the fire can be extinguished with no more than one fire extinguisher then the fire **must not** be tackled. Our first priority should be to evacuate all-stakeholders from the buildings.

Fire Evacuation

This procedure must be used in conjunction with Great Heights Fire Safety Policy.

In the event of discovering a fire, sound the nearest fire alarm The system automatically calls the Fire Service. -> If in doubt, call 999.

In the event of the fire alarm being sounded, please ensure that **everyone in your care** leaves quickly and quietly through the nearest exit, ensuring that all windows and doors are closed behind you and make your way to the designated assembly points.

Assembly points:

MUGA pitch (Located next to the Sports building.)

For Years 10 and 11 students

4G pitch

For Year 7, 8 and 9 students

Front of sports hall

Kitchen and Dalkia staff

Rear of sports hall

All non-teaching staff, excluding kitchen and Dalkia staff

Carpark (adjacent to MUGA)

Visitors

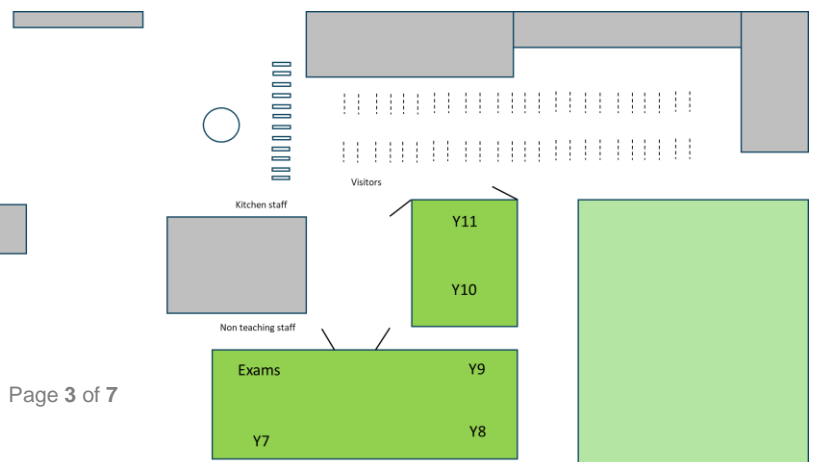
Actions upon hearing the Fire Alarm:

When the alarm sounds during lesson time

- Staff in charge of students will give brief clear instructions of where and how to leave the building and the route to the assembly points.
- Details of the fire exit point and escape route are shown in every classroom
- Students will walk without delay, in an orderly manner to the designated exit point.
- The member of staff responsible for the class will:
 - not allow exit to be delayed for the collection of coats, bags and other personal effects.
 - leave with their class, ensuring that doors are closed.
 - accompany their class throughout the fire exit modelling the behaviour required.
 - follow the set of rules from each fire exit to the fire assembly points.
 - insist on good behaviour from their class until the assembly point is reached.
 - ensure that silence is maintained during the line-up.
 - Stay with class until the end of the drill/evacuation

If the alarm sounds during lesson 2 or lesson 4 when a group of students are on break or lunch

- Staff on duty will give brief clear instructions of where and how to leave the building and the route to the assembly point.



- Students will walk without delay, in an orderly manner to the designated exit point.
- The member(s) of staff on duty will:
 - not allow exit to be delayed for the collection of coats, bags and other personal effects or in the case of the dining hall the consumption of food
 - not allow students to take food with them it must be left on the tables
 - be the last to leave the room, ensuring where safe to do so that windows and doors are closed.
 - accompany the students throughout the fire exit modelling the behaviour required
 - follow the set of rules from each fire exit to the fire assembly points.
 - insist on good behaviour from any student under their supervision until the assembly point is reached.
 - ensure that silence is maintained during the line up.
 - All duty staff will supervise the groups leaving the dining hall and continue to supervise the line-ups once students have congregated in forms

If the alarm sounds before just before the start of school

- Duty staff will take charge of the students closest to them and give brief clear instructions of where and how to leave the building and the route to the assembly point.
- Students will walk without delay, in an orderly manner to the designated exit point.
- The member(s) of staff will:
 - not allow exit to be delayed for the collection of coats, bags and other personal effects.
 - collect up any students they encounter who do not have a member of staff with them.
 - accompany the students throughout the fire exit modelling the behaviour required.
 - follow the set of rules from each fire exit to the fire assembly points.
 - insist on good behaviour from any student under their supervision until the assembly point is reached.
 - ensure that silence is maintained during the line up.

Staff roles:

<u>Staff Members</u>	<u>Staff Duties</u>
Executive Principal and/or Regulatory Compliance Officer	Meet Dalkia Staff at the Fire panel and communicate via phone with Fire evac lead
Deputy Principal (Operations)	Communicate with RCO at the fire panel and oversee fire muster points. Lead evacuation comms to staff and process for re-entering.
SLT Team	To coordinate students and staff whilst outside.
Fire Warden Team	To sweep their designate areas of the building to ensure all stakeholders have left the premises.
Office Manager / Admin Team	Alert medical needs provision of evacuation. Print off all student/staff & Visitors registers before exiting. Complete a staff and visitors register.
Attendance Team	Distribute form registers to staff
Kitchen Manager	Go to the Sports hall and carry out a staff register, ensure this is handed to the Admin Team
Student Tutors	Ensure they meet their form at their respective area and carry out a register, upon completion, ensure this is handed to the Admin Team.
Supply Staff	Rebecca Smith to direct supply staff to support with forms registration.
PD Team	Register at non-teaching staff zone and then support with their respective year groups.

Gate personnel / Well-being Team.	To remain on the vehicle gate to ensure Students / Staff / Visitors do not leave site, unless directed too. Refuse access to all non-emergencies vehicles whilst the evacuation is taking place.
All other staff	To support where directed.

Lockdown Procedures

On very rare occasions it may be necessary to lockdown the school so that it is not able to be entered from the outside. This will ensure that all stakeholders are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Bomb threats procedures has been produced for handling bomb threats, most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police, nevertheless, all bomb threats must be considered to be an immediate threat to life.

Be alert, but not alarmed! On receipt of a "bomb threat" - Dial 999 and police will respond; the caller will follow the agreed procedure as detailed in the admin office.

You should always consider their advice before a decision is taken to close or evacuate.

What is lockdown?

An emergency may prevent the safe evacuation of the school buildings and require steps to isolate all stakeholders from danger by instituting a lockdown.

Members of Colne Valley High School staffing body are responsible for accounting for all stakeholders and ensuring that no one leaves the safe area.

School personnel may also secure building entrances, ensuring that no unauthorised individuals leave or enter the building (as appropriate).

How is the decision taken?

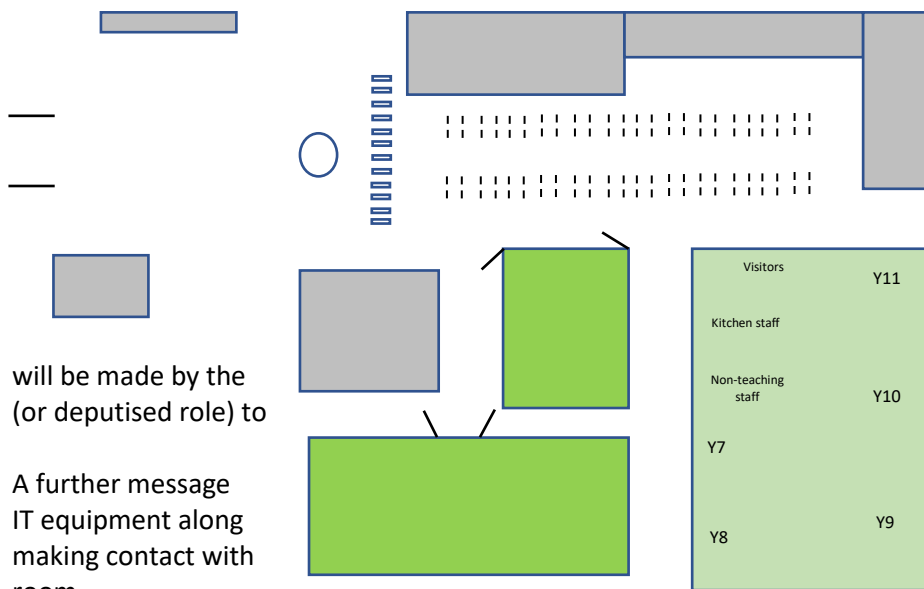
The actions taken by the school in any emergency situation will depend on the specifics of the event. Any action taken would depend on several factors, including the level of threat and/or advice of the Police. *The safety of students will always be the primary concern in any decision.*

Level Types	Actions
Exterior lockdown	<ul style="list-style-type: none"> Site team to lock exterior doors and gates and engage all Maglocks.

May be used to ensure the safety of stakeholder when an incident occurs in the community.	<ul style="list-style-type: none"> All staff to lock windows, pull down blinds and remain in the classroom/hall/dining area until instructed otherwise. No students to leave the building PE staff will be notified of their required actions by a member of SLT.
Full lockdown May be used to ensure the safety of stakeholder when an incident occurs within the premises.	<ul style="list-style-type: none"> All staff to lock doors, windows, pull down blinds Everybody must be out of sight in a locked room and remain inside the classroom/hall/dining area until instructed otherwise. No student to leave the room. PE staff will be notified of their required actions by a member of SLT. No communications to be given over the radios External doors to remain open.

Lockdown Procedures

- The executive principal (or deputised role) is informed of the circumstances which may require lockdown and, if required, call will be made to the SLT teams with any actions for them to undertake. Dependant on the potential threat, a decision is made as to which level of Lockdown the school enters.
- A member of SLT staff will sound the session bell located on the Admin Corridor, in the middle office, for a period of 1-2 minutes. The session bell must then be **TURNED OFF**.
- A member of IT / SLT will display the on-screen messages across all devices alerting stakeholders to which level of Lockdown we are entering.
- A member of SLT staff to alert staff in the Sports & Well-being building, either by phone call/ Radio message or on-screen alert.
- Department Lead within PE must advise any classes taking place on the external pitches what their actions are.
- In the event of Exterior Lockdown, SLT will be sent to designated areas.
- The CCTV system will be accessed to identify where any threat is positioned if suitable distance from threat can be maintained. CCTV observation must not be undertaken if there is danger to staff.
- Staff, Students and Visitors who are in transit between classrooms / office should seek refuge in the nearest classroom / lockable room.
- Staff must **lock all classroom doors** and wait for further instruction. No student is to leave the classroom.
- Where possible all windows including door vision panels should be covered to prevent visibility into the room.
- In the event of a Lockdown during lunch or break-time, students will be ushered to the nearest 'Safe Space'.
- If appropriate/feasible staff to have sight of their emails and/or mobile phone as these will be used, if necessary, as a form of communication to inform staff of the level of threat and next steps.
- Staff, Students and Visitors should keep low and where possible remain out of sight, turn all devices onto silent mode and remain as quiet as possible to prevent drawing attention to their presence.
- Staff, Students and Visitors should avoid the use of their mobile phones for personal calls. Student mobile devices should remain switched off.



•How are external comms managed during this time?

Once the threat has ceased, a decision executive principal end the Lockdown.

will be displayed on with members of SLT every class / staff

Emergency Evacuation contingencies

Sports Hall Fire

In the event of a fire in the sports hall all students and staff will be directed to the top playing field as the contingency muster point.

Bomb Threats

Any intimation, no matter how vague, that any explosive device has been planted must be regarded as a threat. Executive principal (or deputised role) to be informed immediately.

In the event of an evacuation due to a bomb threat the fire alarm would sound as normal – however it may be necessary to evacuate to a further distance:

Whole school to the secured field. Point A on ref. 001

No communications to be given over the radios

Further instructions will be given if emergency services suggest an alternative evacuation point.

Public accessed school field – through the boundary gate. Point B on ref. 001.

Ref 001.

