

Ryburn Valley Academy
Emergency Evacuation & School Closure Procedure



Last update	December 2022
Review Period	3 Years
School Staff member responsible	Business & Compliance Manager
Date Created	2014/2015
Next Governor Review Date	2025/2026

Rationale

The purpose of this plan is to minimise the impact of crises on students, parent/carers, governors and our community in the event of an emergency. It aims to deal with the school's response to all forms of emergency. This will enable all of our community to move into action proactively in making decisions, clarifying the emergency and communicating with relevant and appropriate bodies. Governors will review this planning policy annually with advice from the senior leadership team (SLT).

Emergency/Disaster contingency planning and guidance

Schools should be in a position to respond immediately to potential critical incidents. Health and Safety checks through our policies and procedures, combined with relevant, up-to-date and tested evacuation procedures assist the school in responding to particular situations. Potential critical incidents can be covered by:

- A. Bad weather
- B. Death of any member of the school community
- C. Violence and assault caused by an internal or external agency
- D. Intentional destruction or vandalism of part of the site
- E. Hostage taking of any member of the school community
- F. Natural disaster in the school, immediate or national community
- G. Death or injuries on school journeys
- H. Civil disturbances and terrorism
- I. Fire or bomb threat
- J. Breakdown of school equipment
- K. Pandemic (COVID 19) – In the case of an outbreak, the school will be guided by Public Health England who will tailor the plan according to the circumstance

EMERGENCY CLOSURE PROCEDURE (ECP)

In the event of a situation where there needs to be an emergency closure of the school, this procedure will be followed:

GUIDELINES

Consultation

1. If appropriate the Head of School/SLT member responsible for ECP will monitor local weather guidelines (adverse weather closures). The process involves a named member of Ryburn staff visiting site early in the morning and photographing areas identified (Quarry Hill, Sowerby New Road, St Peters Avenue & the school premises)
2. These photographs and information will be relayed to the Head of School, Deputy Heads of School, Director of Attitudes & Achievement and the Business & Compliance Manager.
3. If a closure seems likely, the Head of School and SLT responsible for ECP will make the decision and let the rest of SLT/ALT know
4. If appropriate the Director of Attitudes & Achievement will arrange for the bus companies to be contacted and consulted on possible closure.

Closure Procedures

1. The following telephone calls/contacts will be made:
 - a. The Headteacher/ECP co-ordinator will contact Calderdale Council and the Communications Team for website notification
 - b. The Key Stage 4 Manager will confirm the arrangements with the bus companies
 - c. A member of staff will be allocated to give updates on Facebook and Twitter and to respond to comments.
 - d. The Business & Compliance Manager will inform Mitie.
 - e. If the closure is prior to school starting, staff will be contacted in accordance with the Emergency Contact Tree Procedure.
 - f. Texts to be sent to parents via Arbor by the Communications Team.
 - g. Reception/Student Services/6th Form admin staff will be briefed on the reason for closure by the Deputy Head of School/Business & Compliance Manager.
 - h. Selected Admin staff will be sent to assist student services/reception and 6th Form and be used as runners to keep these staff updated, as calls from parents come through to these offices. Check phones are available to use in offices near reception and staff available to supervise. Locations for student phone calls: Student Services/Director of Attitudes & Achievement Office/Social Welfare/ Pastoral Offices (HOD rooms).
 - i. The Deputy Head of School will give step by step instructions re evacuation on the PA system
2. Heads of Year collect the emergency register grids, and supported by their Tutor Team will arrange for pupils into their year group to take their coats and bags in their form rooms. Staff assistants who are attached to a form (as per fire evacuation rota) should also go to the form rooms. Key workers should remain with SEN students in form rooms.
3. Ensure Media and Construction blocks aware of closure

4. All staff have a duty of care and should remain in school until all pupils have been safely evacuated or given permission by the Head of School to leave.
5. The Deputy Head's of School and Senior Staff will monitor the corridors. If required, they will supervise the walking of students to safer bus routes in Sowerby Bridge.
6. If closure occurs over lunchtime, staff and students can use the canteen (If buses are called whilst students are in the canteen they still need to sign out with their form teacher)
7. Form Tutors will listen carefully to the Tannoy, they should –
 - a. Ensure students know how to access the home learning grid and are able to sign into the relevant platforms
 - b. Make sure all students doing exams know to stay on site.
 - c. Inform pupils to listen to local radio and check the website/facebook for further information about the continuation of school closure.
 - d. Ensure 6th Formers are registered and dismissed. They can wait for buses if needed.
 - e. Split those who travel by bus from those who walk or who are normally collected. (Please note this on emergency grid).
 - f. When required direct bus groups to the bus park, noting the time of release on the register.
 - g. Check that those who live locally have access to their homes.
 - h. When given clearance by the Head of School, arrange for locally based children to be sent home in an orderly fashion, noting the time of release on the register.
 - i. When student numbers are approximately 100, tannoy announce that all staff and students in school need to assemble in the gym. When in the gym SLT will discuss with staff arrangements for staff evacuation. Priority will be given for those with childcare issues, followed by distance from school
 - j. Return registers to main reception as soon as all pupils in your form have been dispatched
 - k. At this stage, SLT will supervise the children who have no access to home/waiting for buses/parents.
8. The Business Manager/Facilities Manager needs to:
 - a. Inform Mitie and Autograph Catering of the closure
 - b. Check that all of the buildings are empty
 - c. Facilities manager to cancel all lettings and Sports Hall bookings
 - d. Organise snow clearing/gritting of car park if required
9. When the majority of locally based children have been sent home, and just a small core who would find it difficult to gain access to a supervised home remain, the Head of school and Deputy Heads of School will supervise.

IMMEDIATE EVACUATION

If an immediate evacuation of the school is required, the fire evacuation procedure will be put into operation for pupils and staff to congregate on the Astroturf. If the evacuation is as a result of a bomb threat, etc. then the tannoy will be used instead of the fire alarm to give staff and pupils instructions to congregate away from the school grounds, this will be on St Peters Cricket Ground across the road.

PLANNED CLOSURE PROCEDURE

In the event of a situation where there needs to be a planned closure of the school, for instance, strike action the following procedure will be followed:

Consultation

1. The Head of School will consult with appropriate staff and parties involved.
2. If closure seems likely, SLT will meet to decide

Closure Procedures

3.
 - a. The Head of School will inform staff, parents and students. Via letter or text message
 - b. Information re closure will be put on the website and social media.
 - c. Staff will be informed as to whether they need to come to school as usual. If staff need to come in arrangements need to be made for them to sign in and out on the day of closure.
 - d. The Director of Attitudes & Achievement will confirm the arrangements with the bus companies
 - e. The Facilities Manager/School Business Manager will inform Mitie/Autograph
 - f. Facilities Manager to cancel all lettings and Sports Hall bookings (if appropriate)

Note

Any temporary change to the method of evacuation needs to be communicated to all staff a.s.a.p. If necessary revised signage needs to be displayed in any room(s) affected.

FIRE EVACUATION PROCEDURE

Evacuation of the school is the first priority. If you discover a fire, break the glass of the nearest fire alarm point.

VACATING THE SCHOOL

When alarm sounds:

- Instruct the pupils to leave their bags and books where they are and to WALK quickly and quietly
- If possible close the door once all pupils have left
- Proceed to the nearest emergency escape route (shown on the inside door of every classroom) and assemble on the All Weather Pitch

Pupils to assemble (quietly) in form groups on the All Weather Pitch (as per diagram). All staff/visitors to assemble on the All Weather Pitch. Disabled students to assemble on the landing outside student services.

ACCOUNTING FOR STUDENTS

- Form Tutors to collect registers and account for their pupils
- Form Tutors to report back to the Year Head whether all pupils are accounted for or the names of the missing pupils who were marked present in the register but are now missing. Try to also ascertain their last known whereabouts from other pupils.
- Year Heads or teachers without forms should fill in for their absent colleagues
- Reception will bring out the list of visitors to school to check that they have evacuated the premises.
- Reception will ring the Media Block and Construction Academy to inform them that the main school fire alarm has been activated and the school is evacuating, students and staff from the Media Block and Construction Academy will vacate to the All Weather Pitch. (With the exception of Calderdale College construction courses, who will vacate to the rugby pitch if there is a fire in the Construction Centre, but not in the main school unless requested)

No one is to go back into the building until the Fire Alarm has stopped. The Business Manager/Facilities Manager will investigate the cause of the alarm and in the event of a false alarm will give the all clear to the person in charge (Head or Deputy) for pupils and staff to go back into school. In the event of a fire the emergency closure procedure will come into force.

DISABLED STUDENTS

There is a separate Fire Evacuation plan for Disabled pupils who at the time of the alarm are on the 1st or 2nd floor and cannot walk down the staircase. Each pupil is allocated staff helpers who have the pupil's timetable. Pupils who are on either the 1st or 2nd floor need to make their way to the nearest staircase and wait for further instructions. If it is established that there is a fire in the vicinity then the pupils need to evacuate down the staircase via either the Evac chairs or Evac mats, with the help of the allocated trained member of staff.

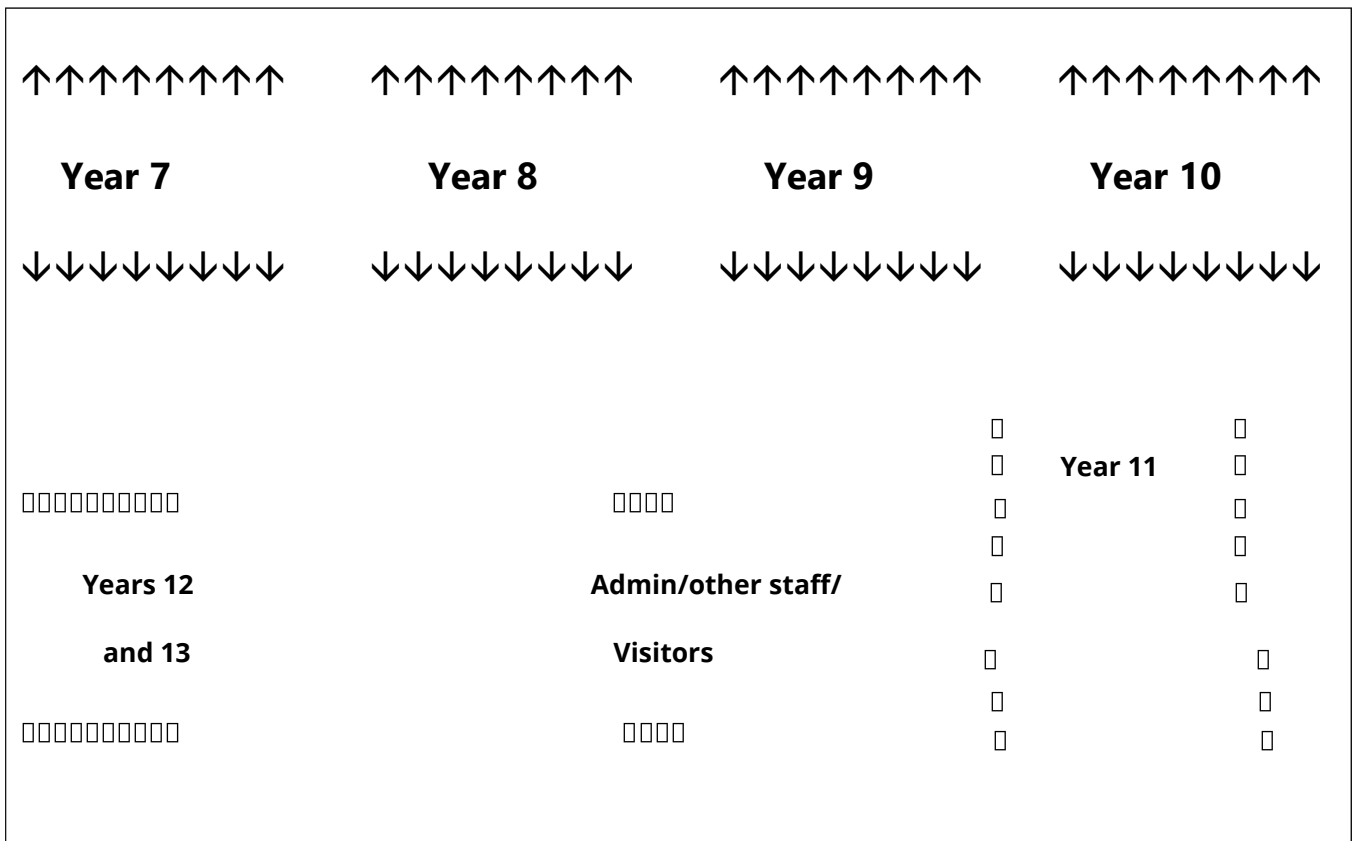
At the beginning of each Academic year all staff are given a Fire Evacuation Rota, this details the Senior Member of staff responsible for a particular Year Group. It also lists which teacher and assistant member of staff is responsible for each form.

FIRE PRACTICE

At the start of the Autumn term all year groups will be taken through the evacuation process. A whole school fire evacuation practice will be carried out each term.

FIRE ALARM ROLL CALL – ASTROTURF

Once you arrive at the Astroturf, please congregate in the areas shown:



Only disabled students and their helper to assemble on the veranda outside student services.

In the event of a forced closure during the school day due to any circumstances the following procedure will be implemented:

- Announcement over the PA system (if whole school affected) to inform staff and students to return to form rooms
- Form Tutors to take registers to account for their pupils
- Text messages to be sent home to inform parents of the closure by the Communications Team
- Form Tutors will ensure that all students know how to access the home learning grid, via a demonstration if required, and that they know their login passwords. Any issues to be reported to helpdesk@rvhschool.co.uk
- Where consent has been obtained students will be dismissed to walk home one year group at a time
- Where students do not have consent to walk home parents/carers will be contacted by members of the admin and pastoral teams.
- Remaining students to stay in form room until further instructions (either bus has arrived or a parent/carer has come to collect them)
- All staff have a duty of care and should remain in school until all pupils have been safely evacuated or given permission by the Head of School to leave.