

GLC BOMB EVACUATION PROCEDURE

This policy was ratified by the GLC Board of Directors on :	Spring 2023
This Policy will be reviewed by the GLC Board on :	2026

GLC Mission Statement

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

Equalities Statement

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

GLC Bomb Evacuation Procedure

The likelihood of a bomb attack at a GLC Academy may well be small, but the consequences are so extreme that every effort must be made to ensure that effective procedures are in place. Should a bomb alert be advised, the evacuation procedures below must be followed. Please see the GLC Critical Incident Policy for further information.

Bomb Evacuation Drill

A drill will be held at each GLC Academy once during the academic year.

Evacuation Procedure

Given notification or suspicion of a bomb threat, all buildings will be evacuated as quickly and quietly as possible. **NB The fire alarm will not be sounded**

- A tannoy announcement will be made as follows:

‘[Name the Head of School] has ordered that all staff and pupils move to the fire evacuation points immediately. Will all staff please escort pupils to the Fire Assembly Point quickly and quietly’ [the announcement will be accompanied by an email with the same message].

This will initiate a quiet and orderly evacuation of the building. Staff should be aware that the tannoy may not have been heard in some classes and should advise those that an evacuation has been ordered. If the tannoy should fail, the Critical Incident Management Team will decide how to achieve the evacuation in the most appropriate manner.

- The Critical Incident Management Team will trigger support from the Emergency Service; the Local Authority as required;

On hearing the evacuation order, staff, students and visitors will:

1. Leave the building from the nearest exit following the route shown on the fire signs to the fire assembly point. **Fire Marshals will not clear the building, so all staff are to be vigilant to ensure that all areas are evacuated.**
 - Do not close doors and windows on leaving. If possible, turn off all electrical and gas appliances. Personal possessions will be left in the room;
 - Proceed in a brisk and orderly manner and go to the Fire Assembly Point.
2. Pupils should be lined up in registration forms in alphabetical order. All staff must assist in ensuring the pupils stay calm and quiet.
3. All pupil registers, staff and visitor signing in-and-out sheets should be brought to the Fire Assembly Point to be checked.
4. Registers will be called with any unexplained absences reported to the senior member of staff.
5. Visitors should report to the designated member of the support staff. Any missing visitors should be reported to the Head of School as soon as possible.
6. All staff will work to ensure that students remain calm and quiet at all times so that instructions may be given quickly and accurately.
7. Given the ‘all clear’ teaching staff will escort their teaching group back to the classroom. Visitors will be escorted into the building by their host member of staff.

If the all clear is not given the, Head of School will make the decision to initiate an evacuation of the site in-line with the procedure documented in the GLC Critical Incident Policy.

8. All drills and evacuations will be reviewed and recorded in the log book kept by the Business/Facilities Manager.