



Emergency Alert Policy

1. Purpose of the Policy

This policy sets out Bay Learning Academy's procedures for responding to emergency alerts. It covers evacuation, bomb threats, lockdowns, and shelter/invacuation situations. The aim is to protect learners, staff, visitors and the wider community through clear, rehearsed, proportional actions consistent with national guidance and the templates provided.

2. Scope

This policy applies to:

- All Bay Learning Academy sites
- All staff, learners, visitors, contractors and external professionals on site
- Both 14–16 Alternative Provision and Post-16 SEND/EHCP provision
- All curriculum, enrichment and community activities taking place on or off-site

3. Key Principles

- Responses must be proportionate to the nature and location of the threat.
- Evacuation, lockdown or sheltering will only be activated by the Incident Control Officer (ICO) or their deputy unless an immediate threat to life requires instant action.
- Staff must remain calm, use clear communication and follow pre-agreed routes or safe spaces.
- Blind evacuation must not occur in bomb threat or hostile intruder scenarios unless advised by emergency services.
- Safety of children is always the priority; staff must use professional judgement where necessary.

4. Emergency Signals

4.1 Evacuation (fire/gas leak/structural failure)

- Signal: Fire Alarm (whole-site evacuation)
- Stand-down signal: Radio announcement

4.2 Bomb Threat

- Signal: Designated **Bomb Alert** announcement on Radio
- Stand-down: Radio announcement following police confirmation



4.3 Lockdown (hostile intruder/terror threat/violent incident)

- Signal: Pre-agreed **Lockdown Alert** (code phrase)
- Stand-down: Radio or senior leader announcement

4.4 Shelter / Invacuation (environmental hazard outside)

- Signal: **Shelter Alert** (announced via Radio)
- Stand-down: Clear "all-safe" announcement

5. Roles and Responsibilities

Incident Control Officer (ICO) – Lee Morgan

- Leads emergency response
- Determines which alert procedure to initiate
- Liaises with emergency services
- Authorises stand-down

Deputies – Sam Watson & Leila Goring

- Support and act in absence of ICO
- Assist coordination of staff and movement of learners

Communications Officer – Leila Goring

- Manages Radio, internal communication, emergency messaging, and external notification (parents, local authority, etc.)

All Staff

- Know emergency signals
- Follow procedures immediately
- Supervise, protect and reassure learners
- Report missing, injured or at-risk individuals

6. Evacuation Procedures

When Evacuation is Appropriate

- Fire
 - Gas leak
 - Structural failure
 - Internal hazards where remaining inside is unsafe
- (Excluding bomb threats – see Section 7)



Staff Actions

- On signal, escort learners via the nearest safe exit
- Close doors behind you
- Do not stop to collect belongings
- Move to assigned assembly point
- Conduct roll call
- Report missing persons to ICO
- Remain until all-clear is given

Assembly Points

- Primary and secondary points must be listed for each Bay site and known to staff
- Secondary location must be pre-arranged (e.g., partner school/college/leisure centre)

7. Bomb Alert & Threat Procedures

Key Principle

Evacuating the whole building is usually unsafe unless the device location is known. A blind evacuation may move people closer to danger.

Suspicious Item Response

- Do not touch or move item
- Clear immediate and adjacent areas
- Dial 999
- Prevent others entering the area
- Look for secondary devices
- Provide police with full visual description
- If safe, check CCTV

Indicators of Suspicious Items

- Wires, putty, batteries visible
- Concealed, hidden or unusual placement
- Unusual smell, grease marks, stains
- Excessive packaging or sealing
- Unknown sender or suspicious delivery patterns

Telephone Bomb Threat

- Stay calm; keep caller talking
- Alert a colleague to dial 999
- Gather as much information as possible (exact wording, timing, appearance of device, caller description, background sounds)
- Note caller ID or use 1471 afterwards



Electronic Threat (email/social media)

- Alert police
- Do not delete or forward
- Take screenshots
- Preserve log files

Movement of People

- If the location of a device is suspected, staff should move people away internally
- Full evacuation only when police or ICO decide it is safe to do so

8. Lockdown Procedures

When Lockdown is Required

- Hostile intruder
- Weapons threat
- Dangerous criminal activity nearby
- Terror attack
- Any situation requiring containment for protection

Immediate Actions

- Sound lockdown alert
- Dial 999
- Accompany students to nearest safe secure room
- Lock or barricade doors
- Close blinds; turn off lights
- Silence all mobile devices
- Keep everyone low and away from windows
- Use silent communication methods
- Identify possible escape point if room is breached
- Check for missing or injured individuals if safe

Rooms Suitable for Lockdown

- Classrooms
- Hall
- Sports hall
- Offices

9. Shelter / Invacuation Procedures

When Shelter Is Appropriate

- Environmental hazards outside (smoke, chemical spill, air pollution)
- Local disturbance not involving intruders



- Adverse weather event
- External incident where remaining indoors is safer

Actions

- Bring all staff and learners inside
- Move away from the affected side of the building if appropriate
- Close all windows and doors
- Switch off ventilation/air circulation
- Complete roll call
- Prepare for extended stay indoors if necessary
- Provide reassurance and continue calm, structured activity
- Notify parents and provide guidance
- Remain sheltered until ICO or emergency services confirm all-clear

10. Communication During Emergencies

- Use two-way radios, telephones, or mobile devices as appropriate
- Silent communication preferred during lockdown
- Communications Officer sends messages to parents/carers where safe
- Staff must not share information externally unless authorised

11. Alternative Places of Safety

Each site must maintain an up-to-date list including:

- Name of partner venue
- Type of venue
- Contact name and number
- Directions and distance
- Opening hours
- Capacity

This applies to evacuations, bomb threats (if police instruct safe evacuation), and lockdown exit scenarios.

12. Record Keeping

- Incident logs completed by the ICO
- Lockdown/shelter action plans signed and timestamped
- Post-incident debrief forms
- Reports shared with LA commissioners and safeguarding partners where required

13. Training and Drills

- Evacuation drills at least termly
- Lockdown and shelter drills annually



- All staff trained on suspicious items and threat recognition
- New staff inducted on this policy on their first day

14. Review of Policy

- Reviewed annually or after any major incident/drill
- Updated in consultation with safeguarding leads, LA partners, and emergency services