ST MICHAEL'S CATHOLIC COLLEGE
DISASTER EMERGENCY POLICY 2026-7
INC. FIRE DRILL AND LOCKDOWN PROCEDURES

Aims

The aims of this policy are:

- to prepare the local governing board, staff and students for any disasters that may occur;
- to ensure that there is a plan that can be implemented swiftly in the case of an emergency caused by a disaster; and
- To be a guide to actions in circumstances that are liable to strain the capacity of those handling the situation to think clearly.

Use of this Policy and Procedures - Implementation

This set of guidelines is to be used in the aftermath of an emergency involving staff and/or students on college business either on or off site. All staff and the local governing board should be familiar with the contents of this guidance so that all those involved know what to do, or what not to do if an emergency occurs.

A Critical Incident is a sudden crisis or emergency involving the school (in or out of school hours) where the effectiveness of the school's response is likely to have a significant impact on the community.

Types of Critical Incident

Any incident can become critical if certain elements within the incident begin to escalate. To gauge whether an incident is becoming critical or not, you must carefully monitor the situation and decide on the responses needed. These responses tend to fall into two categories:

Preventative

When an already serious but seemingly straightforward incident has the potential to escalate and become critical. A preventative approach, within established responses, will identify approach tactics to assist in steering the incident to a satisfactory conclusion.

Reduction

When a serious incident has already become critical. This will require tactics to reduce or minimise the critical elements present, thereby by preventing the incident from escalating further. This includes 'low level' incidents that, due to a lack of initial response or external influences, have emerged as critical.

Preparing for a Critical Incident

In order to respond to serious and critical incidents effectively and appropriately, preparation is required.

The college has developed a site-specific plan.

Staff are trained on their specific roles and responsibilities during an incident.
An incident drill should be planned and carried out at least once during the school year.
This will include both Amber and Red Alert/"Lock Down" drills. Incident plans and procedures should be reviewed with students, staff and parents in order to familiarise and prepare everyone for a possible incident situation.

During both drills and serious incidents staff must:

- Remain as calm and composed as possible.
- Focus on protecting lives and assisting the injured as opposed to protecting school property or personal belongings.
- Give clear, short, specific and direct verbal controls, and if appropriate, reinforce them with simple and understandable hand comments when directing students and others in an incident situation. Document your actions as the incident progresses.
- Know how to report situations; that is, to provide information on where, what, who, when and how much when reporting concerns to or seeking assistance from outside agencies or internally to other school officials.
- Once an incident is over and your immediate recovery needs have been met, be sure to document your observations and actions in a timely and thorough manner.
- Familiarise students with the incident plan, as applicable and incident procedures. Students need to be trained in how to respond in an incident situation. One of the best ways to teach them is through practice/drills. Remind students that while it is unlikely that we would ever activate the incident plan but by practicing it we can always be ready just in case.
- Periodically remind students of signals and codes so incident situations will be less stressful.
- Discuss possible incident situations (accidents, terrorism, severe weather, etc.) with students. Include in the discussion how students should respond to these situations.
- Remind students to remain calm and quiet. Although drills are serious, students should not be frightened.
- Explain to students amber and red alerts and evacuation/fire drill procedures.
- Students should be reminded that in a red alert situation they are to go to the nearest safe room with a staff member even if that room is not their regular classroom.
- Remind students that for their own safety it is important for the school to be able to account for them. Therefore, teachers will need to take registration (again).
- Explain to students that there are limited outside phone lines, so, in a red alert situation, they won't be able to call a parent. However, their parents will be informed of the situation by the school when it is safe to do so.
- Remind students that school is one of the safest places for them to be. It is unlikely that an incident will occur at school but if it does you will be ready.

In College emergencies include:

- A deliberate act of violence against staff or students.
- A school fire or major incident in a laboratory or workshop.
- An intruder on site.
- A serious accident of any sort involving death or mutilation.
- Threat of terrorist action or bomb hoax.
- Any medical condition affecting large numbers of students or staff.
- Cyber-attack that disables college systems and the computer and telephone network

Out-of-College or our immediate community emergencies include:

- deaths or injuries on school journeys;
- a traffic accident involving staff or students
- The death of a student or member of staff from natural causes
- Civil disturbance or terrorism.
- Severe weather.

The following procedures are designed to deal with the problems in the early stages.
It is assumed in what follows that our first duty is to support and help students, parents and staff involved. We are also concerned to ensure that the handling of the disaster does not result in damage to the college which will in turn impact negatively cause on all students and staff in the long term.

It is essential that everybody knows:
- the roles to be performed by each person;
- the communications strategy; and
- the basic principles we will follow with the students and parents.

Roles and Responsibilities

In term time, other things being equal, the crisis will be managed by a team that will include:
- the Trust CEO and Chair of the Trust board/Vice Chair
- the Trust Director of Secondary Education
- the Chair of the local governing board;
- the Interim Head of School
- the Vice Principal;
- the Trust CFO and premises staff; and
- other relevant staff, depending on the situation.

The Interim Head of School if not disabled or incapacitated in the disaster or if offsite the Secondary Director of Education, will be the first contact for the media. It is probable that as things develop the Trust CEO/Chair of the Trust board will need to make a statement and written statements may be issued by others.

The CEO sill liaise with Trust communications advisors will be responsible for arranging the necessary communications network including allocating duties to other staff for issuing statements etc. They will also be responsible with the Trust CFO and school's Assistant Business Manager for checking with insurers etc. to make sure that we do not make mistakes at that stage of the crisis.

The exact roles of others will have to be decided at the time as any crisis will undoubtedly have its own particular character and need a different reaction but among the roles needed will be:

- contact with parents;
- support for staff directly involved; and
- liaison with remainder of staff and students;

- finding assistance for the school e.g. legal etc; and
- liaison with relevant authorities e.g. police/Foreign Office /Health and Safety Executive, Diocese.

Out of Term, the **first** thing for the person in charge on site to do will be to contact as many members of the Emergency Team as possible.

Precautionary Rules for Trips off Site

When a disaster occurs off site it is critical to know quickly who has been involved, therefore:

- all trip leaders will make sure that there is a list in the college office with the names of all students and a contact number/s for parent/s; and
- every member of staff on the trip (not only the leader) will keep with them at all times a list of students on the trip. This may be the only starting point for identifying students if the leader is incapacitated or dead.

It is also vital that information is passed to the college as soon as possible so that support can be given to the staff on the ground and parents and that accurate information can be given to the media etc.

All the staff on a trip will:

- know how an alarm is to be raised; and
- will have to hand a number to contact to report any disaster. This will not be the college number in case the media jam the phone lines. (Any such number must be kept absolutely confidential).

As soon as the injured etc. are properly looked after and in the hands of competent assistance then communicating the news is the priority.

Once that has been done the priority of those on the ground becomes to look after students and each other. Dealing with the media, with parents and all other issues then becomes the job of the Disaster Team.

Immediate Action in the Case of Disaster

The CEO and Chair of the Trust board and Chair of the local board will be contacted immediately or in their absence, the Vice Chair. Failing either, The Trust Director of Secondary Education and local governing board member will be contacted. They will be asked to join the team at the college.

- the police will be contacted immediately to ask for help in controlling access to the college;
- the LA and Diocese will be contacted and asked what resources they can make available;
- the Disaster Team will convene at an appropriate Headquarters;
- roles will be allotted;
- if the disaster is abroad then a contact will be opened up to authorities in the foreign country through the appropriate embassy or the Foreign Office and arrangements made to get a senior member of staff and someone familiar with the language (if possible) out to the scene of the disaster as a matter of urgency to take charge from the staff involved;
- parents will be contacted by mobile phone.
- depending on the situation, Headquarters will either be in the college meeting room or another suitable building on or near the School depending on the circumstances; and
- if children are off-site parents should be reunited with them as fast as possible. It is the duty of the CEO in liaison with the Interim Head of School if required to determine in the circumstances whether it may be helpful for parents to view the accident site so they can share the situation with their children.

Communicating with Parents

Only nominated members of staff/the trust board/local governing board have the authority to contact parents. Such persons, when answering or contacting parents will have a written list of known facts issued by the CEO and Interim Head of School (or their delegated representative). The nominated person will only

- say what is known for a fact;
- say how parents will be updated as information becomes more complete;
- say how parents should contact hospitals etc; and
- check whether any help is needed with transport.

While the college's main responsibility is to parents whose children are involved, there will be other parents who, for one reason or another, will want to know what has happened from us. Depending on the circumstances it may be appropriate to:

- send an account that is written via Edulink;
- post information on the college web-site; or
- use the media to communicate with parents.

The Interim Head of School (or delegated representative) will make the decision with the Trust CEO and Chair of the Trust board.

Communicating with Students

If the disaster occurs during term time a lot again will depend on whether information is available while students are in college.

The first priority will be to make sure that students know what is true.

The second priority will be, as appropriate, for the college community to share its shock and/or grief.

The procedure will be:
Students will be given information, in tutor groups by selected staff or through an assembly, the plain facts no speculation; and absolutely honest responses to questions that cannot be answered.

Normally the college will use the following strategy:

- hold an assembly to give out information;
- return students to tutor group bases; and
- selected staff to go around the tutor groups and answer questions.

If a disaster occurs during the holiday there may have to be special arrangements to allow families, friends and others to come into the college, and for an appropriate member of staff to be available to inform and support. This will be determined by the Interim Head of School and CEO (or nominated representative) and put into place by the Disaster Team.

Communicating with the Media

Media interest will seem intrusive and unhelpful. It is important to realise, however, that their interest is legitimate. Used properly the media can help to communicate important messages to parents and the community. It is important to do everything to be helpful short of compromising the essential interests of the school/college. The Interim Head of School or CEO will explain to the press what is happening but will stress that students' and parents' interests must come first for us. They will ask for the press's

co-operation in achieving this aim. (The Interim Head of School, CEO and Disaster Team will liaise with the Diocese and LA at all times in carrying out their role.)

- All statements to the media will be made after discussion with the Interim Head of School and CEO (or representative). In ideal circumstances one of them will be the press officer. If they are not able to be present the Chair of the Trust board or Chair of the local board with assume this role. The Vice Principal will cover the Interim Head of School's absence for the day to day running of the school;
- the Trust CEO or Chair of the Trust board will make a statement at the earliest but appropriate moment;
- the local governing board, Trust board and staff will refer all questions to the CEO (or delegated representative) and must refuse to make any comment or react to any statement put to them by the media.

The media will normally not be invited onto the college site and if they do arrive at the school site uninvited, they should be referred to the Interim Head of School, who will normally ask them to leave, and will explain why. The assistance of the police could be sought if necessary.

It is the responsibility of the Interim Head of School in consultation with the CEO and the Disaster team to determine whether a press conference should be arranged in a place away from the children. If there are signs of devastation on the college site, it may be inevitable that they will have to be allowed to take pictures but the Disaster Team will attempt to ensure that these do not add to the grief of parents and others.

Students will be kept away from the media and the importance of this will be explained to the students.

No addresses will be given to the media.

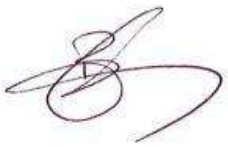
On no account should unauthorised persons speak to the media other than to help re-route calls.

Ofsted

If the disaster/ emergency has arisen on the college site or is linked to college practices/policies/student behaviour it is likely that a no notice Ofsted inspection will take place within a few weeks of the incident. In the event of a serious incident e.g. major fight involving students in the local area the no notice Ofsted visit may take place days after the incident.

Therefore, following the serious incident the Interim Head of School will appoint 2 members of their senior team along with a member of the admin team to ensure all Ofsted paperwork is ready and that the Ofsted action plan is ready to be implemented in the case of a no-notice inspection. The Trust CEO will arrange support from the Trust school improvement team to check the plan and paperwork to support the school to prepare.

This policy will be kept under regular review in the light of developments and best practice.



Signed: **Date: 24/09/26**

Chair of the local governing board

Review date: July 2027

ST MICHAEL'S CATHOLIC COLLEGE
FIRE DRILL & EMERGENCY EVACUATION PROCEDURE

Consideration has been given to the age of the pupils attending the college and as to whether there are any children with special needs.

The fire routine is based on a critical sequence of events, these being:

ALARM OPERATION
Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point. If possible, they should inform any member of SLT on the site of the fire.

CALLING THE FIRE BRIGADE
All outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Brigade by the quickest means available. The **responsible person** for calling the Fire Brigade is **Mrs Shaw** as she is office based and has a telephone readily available.

However, any member of staff on discovering a fire can call the Fire Brigade by dialling 999.

EVACUATION
- On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to our predetermined **Muster Point,** which is outside Wrayburn House on the grass area on Bevington Street – see map
- **Mrs Shaw** and **Mrs Stevens** to collect the **Attendance Registers** and bring to the muster point and distribute to Form Tutors on arrival
- **The member of Admin team on reception duty** to print out the **Staff and visitor log in** information from the Inventry system sheets and bring to the muster point to check attendance on arrival at the muster point and report any missing persons to the **Ms Nottage** or **Mr Kelly.**
- **Mrs Ferguson** to bring the emergency bag to the muster point, which contains staff list and staff and students next of kin contact details.
- **Premises staff** to await the confirmation call from the fire service
- **Designated Premises staff and support staff** to unlock the back gate, 6th form gate on Sugar Lane and front gate.
- Specific arrangements have been made for pupils and staff with disabilities to ensure that they are assisted during evacuation.
- No running is to be permitted to avoid panic.
- On staircases everyone must descend in single file. **Overtaking of classes or individuals must not be permitted.**
- Anyone who is not in class when the fire alarm sounds must go immediately to the muster point.
- **Staff will accompany and closely supervise their class as they make their way to the muster points**
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, or, in the case of a fire evacuation drill Ms Nottage or the designated member of the senior leadership team in charge.

EXITS
Staff and pupils should exit the building using the nearest marked Fire Exit then proceed to the nearest main exit. To ease the evacuation of the building please use the nearest fire exit according to your location on site. Electronic doors in the main building by the main reception MUST NOT be used to evacuate the building.

STAFFING
Each floor has a fire marshal:

Main Building

- **Ground Floor:** Ms Hoang and Ms Golsinda
- **First Floor:** Mrs Laurence, Mr Hurley and Mr Richards
- **Second Floor:** Mrs D Carr, Ms Reid and Mr Brady

New Building:

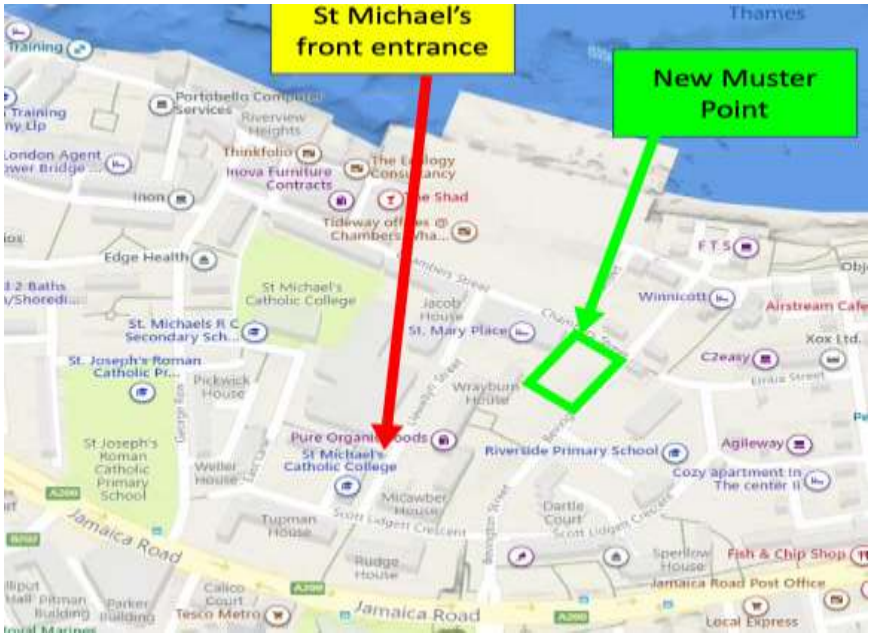
- **Ground Floor:** Mr Jeffrey,
- **First Floor:** Mr Pillai and when on 1st floor –Mrs Weatherly and Mr Ferguson,
- **Second Floor:** Mr Bourke and when on 2nd floor -Ms Yon, Mr Roach
- **Third Floor:** Ms Lee- Kearns and when on 3rd floor Ms Osei and Mr Williams

The role of the fire marshal is to ascertain that all floors/buildings have been cleared.

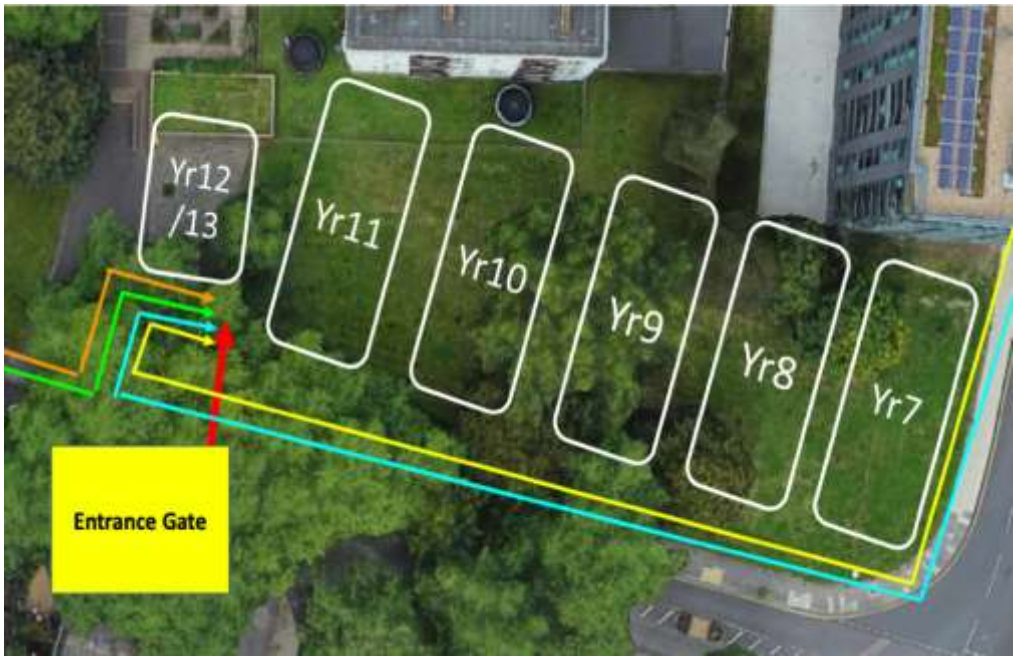
- Staff teaching at the time are responsible for the safe evacuation of pupils in their class
- Staff who are not teaching at the time are to assist in supervising the evacuation:
- Report to the nearest Fire Exit or Staircase and ensure pupils leave in an orderly fashion
- Admin Staff – ensure all Registers, Late Lists and Visitor Logs are taken and distributed to staff for the roll call at the muster point

MUSTER POINT
In 2026-7 our Muster Point remains as the grass area ground to the front of Wrayburn House on Bevington Street (see map).

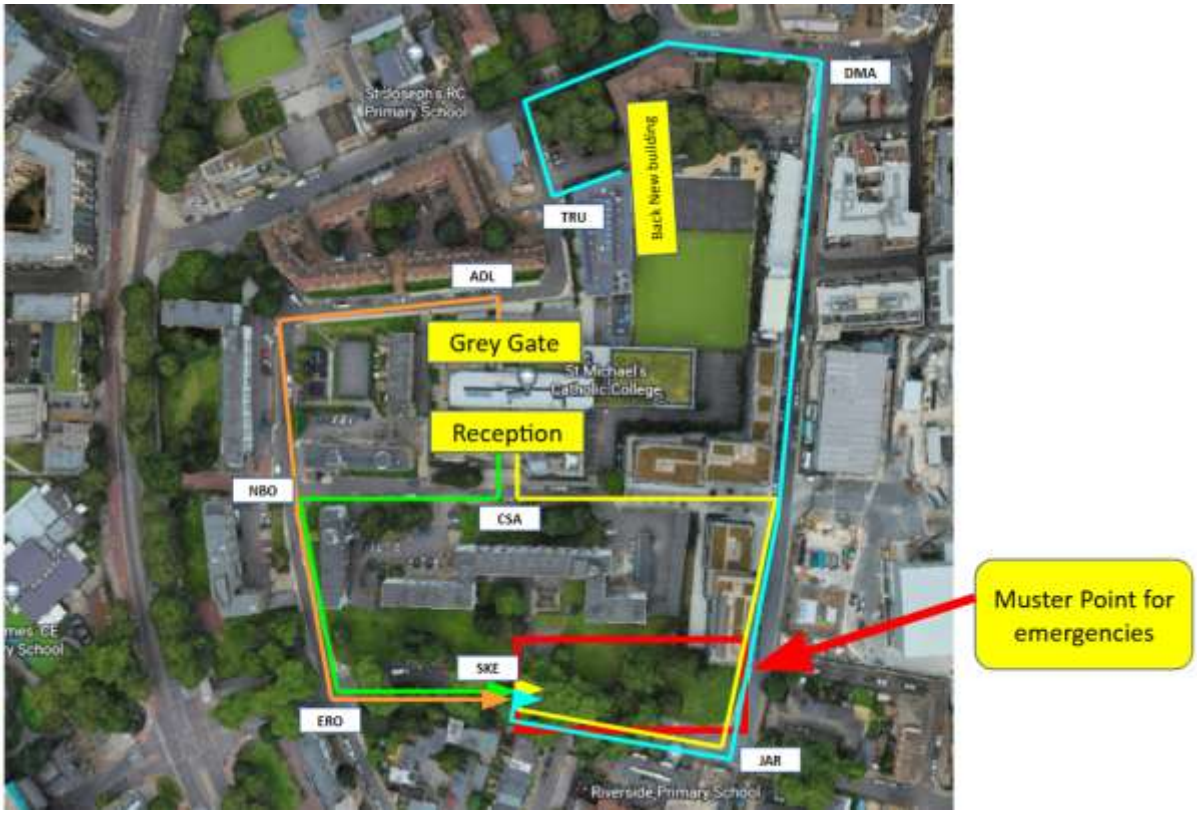
SLT and Mrs Ferguson will be informed of the gate code to access the grass area to the front of Wrayburn House.



YEAR GROUP DESIGNATED LINE UP PLACES



EXIT ROUTES AND DESIGNATED SLT SUPERVISION POINTS



ROLL CALL AT MUSTER POINT

- On arrival Ms Nottage/or in her absence Mr Kelly to be responsible for the roll call.
- Form Tutors are to collect their registers from the Admin Team and check attendance and report any absences to the L/L who will report to the senior person in charge
- Admin Team to check all Visitors and Staff have been evacuated using the inventory list and report any absences to Ms Nottage/or in her absence Mr Kelly
- Kitchen staff are to report attendance to Ms Nottage/or in her absence Mr Kelly

ANY MISSING PERSONS TO BE REPORTED IMMEDIATELY
TO MS NOTTAGE/ MR KELLY WHO WILL IN TURN NOTIFY THE FIRE BRIGADE

RETURN TO THE BUILDING

- On confirmation that it is safe to return to college
- Support staff and Kitchen staff to return to college
- Ms Nottage or Mr Kelly to dismiss pupils and staff class by class
- Form Tutors to accompany their pupils back to the main building in silence

Fire Precautions

The college has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment.

Procedures

Procedures in the event of fire have been prepared and circulated to all staff. Fire risk assessment is a requirement under the Fire Precautions (Workplace) Regulations 1999. Notices giving instructions in the event of fire are displayed by all Fire Alarm Call Points and in each classroom.

Fire Drill

A fire drill will be held twice a year and relevant details recorded in the Fire Log.

Testing

The Fire Alarm will be tested weekly, using a different call point each time in rotation, and the findings recorded in the Fire Log.

PPE

PPE is provided as necessary to staff requiring it to carry out duties in a manner that is safe and appropriate and does not pose a risk to themselves or others.

ONSITE EMERGENCY PROCEDURES INCLUDING LOCKDOWN AND EVACUATION

AMBER ALERT PROCEDURE

An Amber alert is an incident where a student or member of staff is ill or injured on site and therefore we need the corridors to remain partially or fully clear and to stop movement across the college.

When an incident occurs JNO (in her absence CSA) will raise the AMBER alert and the following should take place:

1. SSH/DCA/VFE to send all staff an Amber alert text message and email (both shown below).

2. JNO (in her absence CSA) and the college nurse will remain with the ill/injured person and call the emergency services.

3. SLT (if teaching a sixth form class put students with the nearest class) & Leader of Learning/Deputy not teaching to report to the main reception to receive instructions from TRU (in her absence CSA).

4. Staff must keep students calm and in classrooms (email SLT & Leader of Learning/Deputy if you have a student with a medical concern or a genuine need for the toilet).

5. When the incident has been resolved SLT & Leader of Learning/Deputy will inform staff and reopen part or all corridors.

AMBER ALERT TEXT MESSAGE

Please follow amber alert procedures and check your college email.

AMBER ALERT EMAIL

We are currently dealing with an amber alert situation e.g. treating an ill/injured student or member of staff which requires the corridors to be kept clear. Please remain in your classroom or office and you will be notified once the matter has been dealt with.

As this is an amber alert it means there is no threat to your safety, however, you must not allow a student to leave a classroom under any circumstances.

RED ALERT PROCEDURE

A red alert is an incident where there is a threat to students and members of staff, we therefore need to go into 'Lockdown' mode**. The red alert procedure is the only time that staff, students and visitors should ignore the fire alarm if it goes off**. If evacuation is required an EVACUATE message will be sent to all computers and staff mobiles and staff should ensure they and students follow the usual procedures for evacuation of the college.

When an incident occurs JNO (in her absence CSA) will raise the RED alert and the following should take place:

1. SSH/DCA/VFE to send all staff a Red alert text message and email (both shown below).
2. JNO (in her absence CSA) to call the emergency services.
3. All staff follow the procedures in the Red alert message.
4. If the incident has been resolved and doesn't require evacuation SLT will inform staff.

RED ALERT TEXT MESSAGE

Please follow red alert procedures and check your college email.

RED ALERT MESSAGE

We are currently dealing with a red alert situation which means there is an **IMMEDIATE** threat to the safety of students and staff.

Please remain in your classroom or office and take the following measures to keep yourself and others with you safe:

- CLOSE WINDOWS
- TURN OFF LIGHTS
- MOVE STUDENTS AND/OR YOURSELF AWAY FROM WINDOWS AND THE MAIN DOOR AND SIT UNDER THE DESKS.
- REMIND STUDENTS NOT TO USE THEIR PHONES AT ALL, AS THIS COULD PUT THEM AND OTHERS AT RISK.
- REMAIN WHERE YOU ARE UNTIL YOU RECEIVE FURTHER INSTRUCTIONS
- DO NOT ATTEMPT TO CONTACT THE OFFICE OR ANYONE BY TELEPHONE AS THIS COULD BLOCK PHONE LINES AND PUT YOURSELF AND OTHERS AT RISK.

Health and Safety Contacts
Name: Ms Nottage
Title: Interim Head of School

Emergency: 07809485505

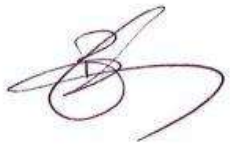
Persons designated to act in the Key Manager's absence:
Name: Mr Kelly
Title: Assistant Principal
Emergency: 07468915122

Health and Safety Representative:
Name: Mr William Gale
Title: Premises Manager
Emergency: 07973439738

Southwark Health & Safety Service Tel: 020 7525 2000

Appendix 1 Building Maps
Appendix 2 Internal H&S Report Form
Appendix 3 HS 1 – Accident Report Form
Appendix 4 HS 2 – LBS Accident/Incident Report
Appendix 5 HS 3 - Accident Report Form for Pupils

July 2026



Signed **Date: 24/09/26**

Chair of the Local Governing Board.

Reviewed by CBR

Review Date: July 2027

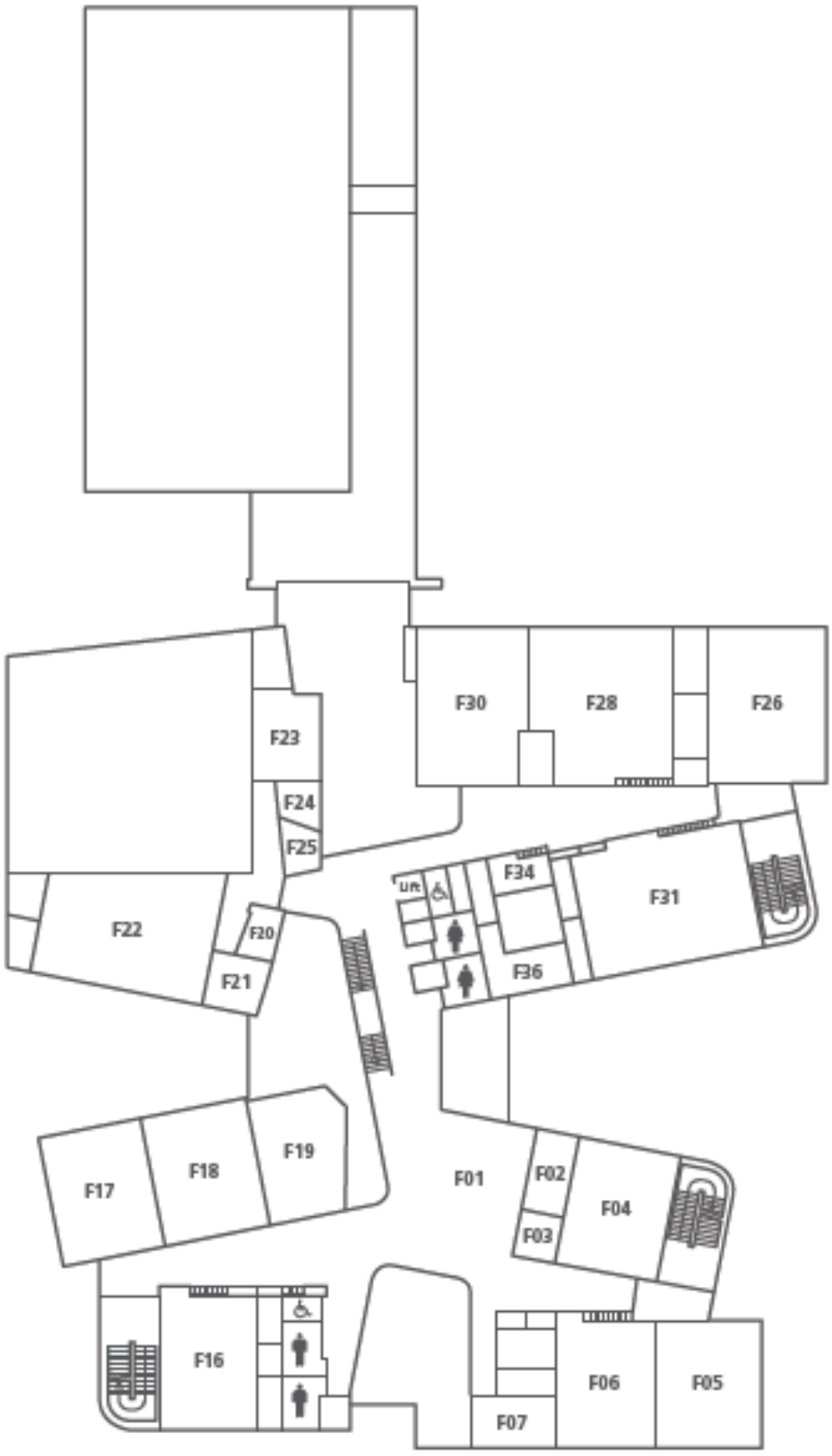
APPENDIX 1 – Building Maps

‘Maria’ Building

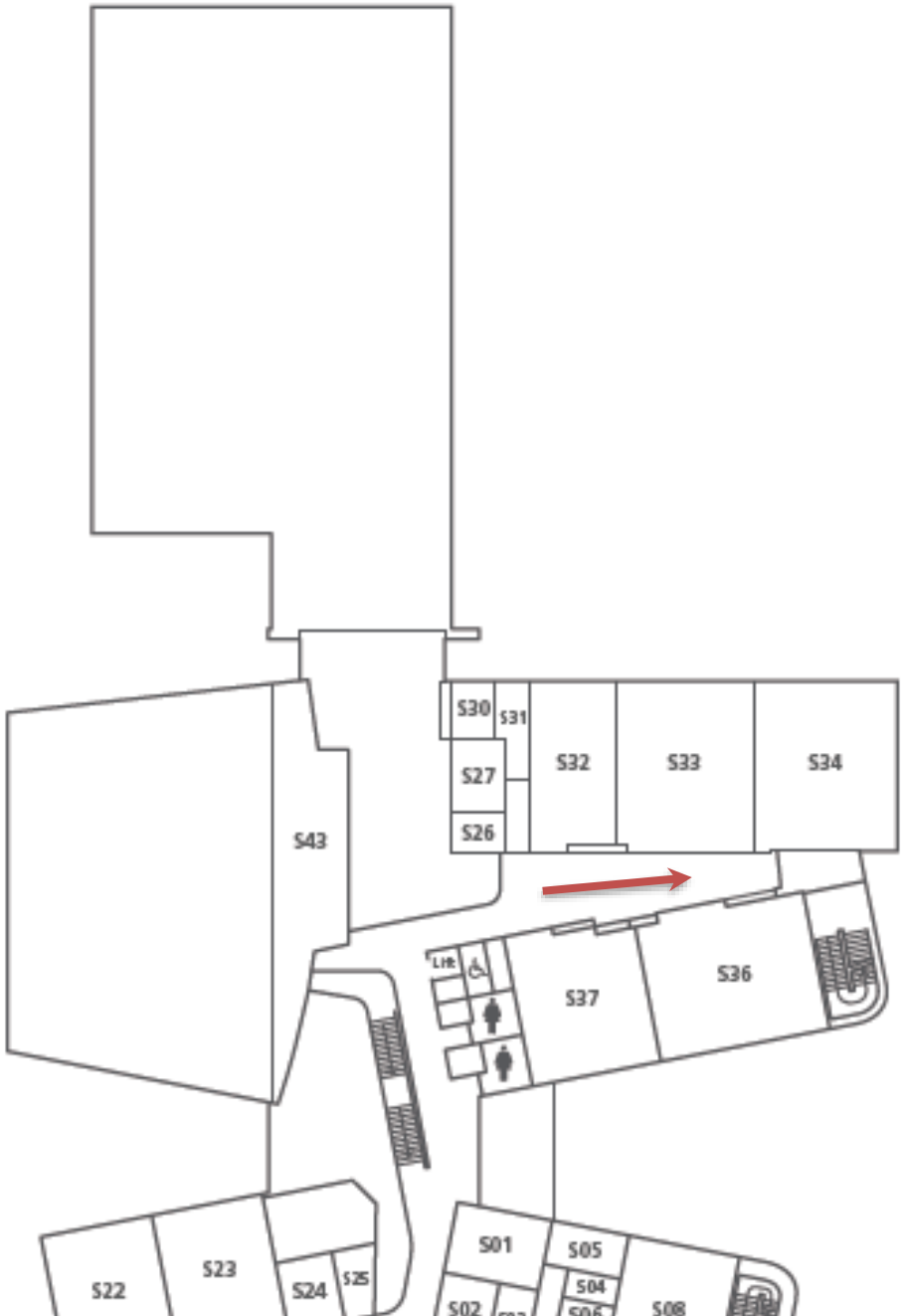
Ground floor



First floor


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Second floor



h Appendices

Franciscus Building (+ 6th form)




NS13
NS5
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