GLEaN Hub

Gnosall Library, Environment & Nurture

Charity Registration No 1175263

INVACUATION PROCEDURE

Version 1.1

The policy will be promoted and implemented throughout the academy. The Academy Council will review the policy annually, unless there are significant legislative changes in the interim period.

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Date created:	August 2025
Author:	Patricia Alker
Ratified by:	Robert G. Alker
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Revision History:

Version:	Date:	Author:	Reason for Change:
V.1	06.08.2025	Patricia Alker	New Policy
V.1.1	19.08.2025	Patricia Alker	Page 4 Signals

Invacuation Procedure

Invacuation requires volunteers and visitors to seek shelter within the library/youth club building. This may be required for a variety of reasons, including a reported incident/disturbance within the village, an intruder on the Grosvenor site, or a health and safety concern such as a fire in the vicinity of the library or warning of gas leak/smoke plume etc.

On hearing of an incident, volunteers should direct visitors to remain within the library and youth club, close/lock/bolt doors and windows. A volunteer must telephone the parish office to warn of the incident and inform them our invacuation procedure has been activated, if the warning did not come from them.

If the invacuation continues over the length of a library session, volunteers and visitors should remain within the library until 'all clear' is given, or there appears to be no apparent danger.

Invacuation can occur for a variety of reasons, and it is important to always note volunteers are empowered to make sensible and proportionate decisions based on a given situation as it unfolds. We recognise that decisions will always aim to put the safety of volunteers and visitors first.

Intruder Alert

If an intruder enters the premises the following procedure applies:

- Phone the police immediately on 999 indicating an immediate operational response to an intruder is required, if possible.
- Press the SOS Alarm
- If possible, immediately exit through the fire door
- Do not attempt to interact with the intruder

Volunteers' responsibilities

Volunteer at desk	• Respond to invacuation alert. • Communicate with GPC to commence external and internal door lockdown as they also may be in danger • Inform Emergency Services • Note the incident for future reference, when clear

Signals:

Lockdown signal(s)	• Word of mouth • Telephone
All clear signal	• The all clear will use the code phrase "Be kind" to ensure GPC, volunteers and visitors know the 'all clear' is coming from a genuine source.
Evacuation signal	• Telephone and verbal • Run, Hide, Tell

Invacuation / Lockdown:

Assembly points	• Remain in the building, preferably in the library itself. (more secure)
Entrance and exit points	• All volunteers to close windows and lock and bolt doors, if safe to do so.

Steps to increase protection from danger	• Close and lock all windows and doors • Position volunteer/visitors away from sightlines from external doors and windows (if in Youth Club) • Turn off lights (if Youth Club) • Ensure mobile phones and electronic devices are on silent and/or turned off.
Internal communication	• Telephone and verbal

Appendix 1: **INVACUATION CHECKLIST/LOG**

NAME:	
DATE:	
TIME:	
REASON FOR INVACUATION:	

PRINT NAME:	SIGNED:	DATED: