

Safa Vision

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم لمواجهة المستقبل

Emergency Management and Controlled Evacuation Procedure (Non-Fire Emergency - Dual Site: Hope and Mainsite) 2026 - 2027

1. Purpose

This procedure outlines the response to non-fire emergencies (e.g. external threat, environmental hazard, local incident), where:

- It is safer to remain indoors, and/or
- A controlled relocation between sites is required, and/or
- A managed emergency collection of students is necessary

This is NOT a fire evacuation procedure

- Fire = immediate evacuation to external assembly points
- This procedure = controlled internal holding, phased movement, and supervised dismissal

2. Key Principles

- Students remain inside and supervised wherever possible
- Movement is controlled and minimised
- Clear accountability at all times
- Calm, orderly, and well-communicated response

3. Roles & Responsibilities

Principal / SLT

- Overall decision-making
- Liaison with emergency services
- Authorises movement between sites and emergency dismissal
- Approves staff release

Site Coordinators

- Oversee implementation on each site
- Ensure registers and reporting are completed

Teachers / Form Tutors

- Remain with students at all times
- Take and report registers
- Maintain calm and order

Admin Team

- Manage communication with parents
- Maintain student records and sign-out processes

Support / Facilities Staff

- Assist with supervision and site safety as directed

4. Communication

Clear, timely, and controlled communication is essential to ensure safety, reduce anxiety, and maintain order during any non-fire emergency.

Internal Communication (Staff & Students)

- All instructions will be issued by the Principal / SLT.
- Staff must follow official instructions only and avoid sharing unverified information.
- Communication channels may include:
 - Walkie-talkies / speaker system (where available)
 - Internal messaging systems (e.g. Teams / email)
 - Direct verbal briefings via Site Coordinators or SLT
- Teachers must:
 - Provide calm, clear instructions to students
 - Avoid speculation or sharing unnecessary details
 - Maintain a reassuring and controlled environment

Student Communication Expectations

- Students must not use mobile phones to contact parents unless explicitly instructed.
- Students should remain calm, follow staff instructions, and avoid spreading misinformation.

Parent Communication

- All communication with parents will be managed centrally by the Admin Team, as outlined in roles and responsibilities
- Parents will be informed via:
 - SMS / Parent Isams
 - Email
- Communication will include:
 - Nature of the situation (where appropriate)
 - Reassurance of student safety
 - Clear instructions (e.g. collection procedures if required)
- Parents should not come to the school unless instructed to do so.

External Communication

- Only the Principal or a designated member of SLT will communicate with:
 - Emergency services
 - External agencies
 - Media (if required)
- No other staff should provide statements or share information externally.

Key Principles

- Communication must be:
 - Accurate
 - Timely
 - Consistent
 - Controlled
- Reducing panic and maintaining trust is a priority at all times.

5. Main Site Procedure (If Safe to Remain)

Immediate Action

- Students remain in or return to their form classrooms
- Teachers take immediate register
- Movement around school ceases
- Doors secured if required

In Class Expectations

- Students remain seated and calm
- No corridor movement unless directed by SLT
- Await further instruction

Accountability

- Registers taken promptly
- Any missing students reported immediately

6. Hope Campus Procedure (If Remaining On Site)

- Students remain in a safe indoor space with their teacher
- Immediate register taken
- Await further instruction

7. Movement Between Sites

Movement between sites will only occur if authorised by the Principal / SLT.

A. Hope → Main Site (If Hope is Unsafe)

On Arrival at Main Site:

- All Hope students relocate to the **Sports Hall**
- Students remain grouped by class
- Registers re-taken immediately

B. Main Site → Hope (If Main Site is Unsafe)

Students will be relocated to Hope and distributed by phase as follows:

Allocation at Hope Site

- **EYFS** → Sixth Form Common Room
- **Primary (KS1 & KS2)** → Designated Primary Space at Hope
- **KS3 (Years 7–9)** → New Top Floor of the Hope Building
- **KS4 & KS5 (Years 10–13)** → Form Classrooms

Movement Process (Both Directions)

1. Students remain in class groups with their teacher
2. Movement occurs in phased order:
 - EYFS
 - Primary
 - KS3
 - KS4–5
3. Staff positioned:
 - Lead (front)
 - Support (middle)
 - Sweep (rear)
4. Use **designated safe route** between sites
5. On arrival:
 - Students go directly to **allocated locations**
 - Registers taken immediately
 - Any concerns reported to SLT

8. Organisation on Each Site After Relocation

Main Site

- Main Site students remain in **form classrooms**
- Hope students located in **Sports Hall**

Hope Site

- Students remain in **allocated phase areas**
- No mixing between groups
- Staff maintain full supervision

9. Emergency Collection (Controlled Dismissal)

Decision

- Made by Principal / SLT only

Parent Communication

Parents will be informed via:

- SMS / school app
- Email
- Website (if appropriate)

Instructions will include:

- Where to collect (single site)
- Collection process
- Clear expectations

Collection Locations

- If based at **Main Site**:
 - Main Site students → designated form classes
 - Hope students → Sports Hall
- If based at **Hope Site**:
 - Students collected from their allocated zones

Order of Dismissal

To ensure safety and avoid congestion:

1. Relocated group (if applicable)
2. EYFS
3. Primary
4. Secondary

(May be adjusted by SLT depending on context)

Collection Process

- Parents queue in controlled areas
- ID verification required
- Students released only when authorised

Staff record:

- Student name
- Collecting adult
- Time of collection

10. Students Not Collected

- Remain supervised by staff
- Held in safe designated area Endeavour (FS - Year 6) and Challenger (Year 7 - 9)
Purple Stairs and Hope Reception/Sixth Form Common Area (Year 10 - 13)
- Continued contact with parents

11. Visitors & Staff Accountability

- Visitors accounted for via sign-in records
- Staff accounted for by line managers / teams

12. Staff Release Procedure

Principles

- Staff remain on site until students are safely dismissed or transferred
- A minimum safe supervision level is maintained at all times
- Staff release is controlled and authorised by SLT only

Order of Staff Release

1. Non-Student-Facing Staff

- Admin staff (once communication and sign-out systems are complete)
- Site / facilities staff (once no longer required for safety/site management)

2. Teaching Staff (Phased)

Staff may only leave once:

- All students in their care have been collected **or**
- Students have been formally handed over to members of the leadership team.

Release order:

1. Staff with no remaining students
2. KS4–5 staff (Years 10–13)
3. KS3 staff
4. Primary staff
5. EYFS staff

3. Final Staff (Last to Leave)

- SLT
- Administration - Supporting communication with parents.
- First Aiders (if required) - Middle Leaders
- ERT lead overseeing final sign-out

Handover Protocol

Staff may only leave when:

- Student responsibility is formally transferred or completed
- Confirmed by SLT / Admin

Final Site Check

Before closure:

- All students accounted for
- All areas checked
- Registers and sign-out logs complete

Key Rule

No staff member leaves site without **explicit SLT approval**

13. Critical Distinction from Fire Evacuation

Fire Evacuation	This Procedure
Immediate evacuation	Remain inside if safe
External assembly points	Classrooms / Sports Hall / Indoor zones
Fastest exit route	Controlled, phased movement
No delay	Managed and supervised response

14. Training & Review

- Staff briefed annually
- Scenario-based (non-fire) drills conducted
- Procedures reviewed following drills or incidents

15. Other policies linked to this document:

- Emergency Response Policy
- Fire Evacuation Policy
- Child Protection and Safeguarding Policy
- Emergency Communication Policy
- Business Continuity Plan

Emergency Management Quick Reference Guide

Hope & Main Site

THIS IS NOT A FIRE EVACUATION



Stay inside if safe



Follow controlled instructions



Do NOT evacuate unless directed

IF ON MAIN SITE (SAFE)



Students remain in form classrooms



Take immediate register



No movement around school



Await SLT instruction

IF ON HOPE SITE (SAFE)



Keep students in safe indoor space



Take immediate register



Await SLT instruction

IF RELOCATION IS REQUIRED

Hope → Main Site

- Move in phases (EYFS → Primary → KS3 → KS4/5)
- On arrival:
 - → ALL students to Sports Hall
 - → Re-register immediately

Main Site → Hope

Go directly to allocated areas:

- EYFS → Sixth Form Common Room
- Primary → The Space - second floor
- KS3 → Top Floor (Hope Building)
- KS4/5 → Form Classrooms

Re-register immediately on arrival

Parent Communication

Dear Parents and Guardians,

Important: Emergency Evacuation Procedures and Parent Guidance

At Safa Community School, the safety and wellbeing of our students is always our highest priority. We would like to take this opportunity to outline how we manage emergency situations that may require a controlled evacuation or internal safety procedures.

In the event of a **non-fire emergency** (such as an external threat or local incident), the school may implement a **controlled evacuation or lockdown procedure**. In such situations:

- Students will **remain safely supervised indoors wherever possible**
- Movement across the school will be **strictly controlled and minimised**
- Staff will ensure **full accountability of all students at all times**
- Any relocation between sites will be **carefully managed and supervised**

Communication with Parents

- All communication will be sent centrally via **SMS and email**
- Messages will include:
 - A brief outline of the situation (where appropriate)
 - Reassurance regarding student safety
 - Clear instructions, including collection procedures if required
- We kindly ask that **parents do not come to the school unless explicitly instructed**, as this is essential to maintain safety and order.

Emergency Collection (if required)

If a controlled dismissal is necessary:

- Parents will be informed of the **designated collection point**
- A structured process will be in place, including:
 - Queuing systems/Order of dismissals
 - ID verification
 - Phased student release to avoid congestion

Our priority during any emergency is to ensure a **calm, orderly, and well-managed response**, minimising risk and maintaining clear communication with all stakeholders.

We appreciate your cooperation and support in helping us maintain a safe environment for all students.

If you have any questions, please do not hesitate to contact the school.

Kind regards,

Principal

Safa Community School

Emergency Collection Email

Dear Parents and Guardians,

Urgent: Emergency Student Collection Instructions

Due to the current situation, the school is implementing a **controlled emergency collection of students**.

All students are safe and supervised. As a precaution, we are now beginning a structured dismissal process.

Please follow the instructions below carefully:

- **Collection Location:** [Insert Site – Main Site / Hope Campus]
- **Arrival Time:** Please arrive promptly but do not rush to the school
- **Entry Point:** [Insert specific gate/area]
- **Collection Process:**
 - Parents must queue in designated areas
 - **Photo ID is required** for student release
 - Students will be released in a **phased order** to ensure safety and avoid congestion

We kindly ask that you:

- Do **not arrive before receiving this message**
- Follow all staff instructions on arrival
- Be patient as we prioritise a safe and orderly process

If you are unable to collect your child, please inform the school immediately.

Thank you for your cooperation and support.

Kind regards,
Safa Community School

Emergency Collection SMS

Safa Community School: Emergency collection in place. All students are safe. Collect from [Main Site/Hope]. Bring ID. Follow staff instructions. Check email for details. Do NOT come earlier than instructed.