

# **HINCKLEY GYMNASTICS CLUB / iFLIP.ORG**

## **NEW COLLEGE LEICESTER and CLARENDON PARK HINCKLEY**

### **Emergency Action Plan (EAP) updated Aug 2025**

#### **EVACUATION, SHELTER OR INVACUATION?**

EVACUATION is to escape from an INTERNAL HAZARD or emergency, Fire , gas, structural issues.

SHELTER is for protection from an external hazard including storm, smoke or local emergency which restricts safe exit but not a direct threat to gain access to the building. This may also be out of control dogs or other animals.

INVACUATION is for protection against an external physical action that may be directed at the building, attacks or attempts to gain access to those within, such as criminal activity close to the building, aggressive or uncontrolled crowds or assailants (individual or group).

## **EMERGENCY EVACUATION**

- **all foreseeable events**

Fire or internal emergency requiring all persons to leave the building.

- **the action employees should take if they discover a fire**

In The Herewoode Academy, use the Fire Alarm buttons sited at the Fire Doors.

In addition, and in other venues, shout “EMERGENCY, please leave the building by the nearest fire exit”. Direct members to safe fire exits.

Evacuate the building to the Assembly points. Call emergency services. Lead staff to check all floors and offices. Do not attempt to fight a fire unless it is clearly contained, and appropriate fire extinguishers are on hand.

- **how people will be warned**

By Fire alarm and by voice in New College  
by voice in Clarendon Park

By voice, all lead staff and all assistant staff. Passed to all class members.

- **how the evacuation is carried out (action on hearing a fire warning)**

Direct members to the nearest safe exit away from the danger. Classes of younger children to be led out in a group. Assistant staff to accompany the lead staff to ensure all is cleared.

- **to include the evacuation of visitors and people with disabilities**

Clarendon upper floor direct external fire escape.

Clarendon lower floor has two direct side exits.

In The Herewoode Academy there are two suitable disability exits to the sides and front of the hall. Wheelchairs should be directed to the front exit. All able bodied to use the nearest safe exit.

- **assembly points**

Clarendon, at the junction of the pathways leading from the main exit right towards the car park and then to the left, assemble in the open field, keeping all pathways and car parks clear for emergency services. Collect registers/iPads for head count.

The Herewoode Academy to the rear assembly area opposite the football fields or to the car park on Glenfield Road.

- **procedures for checking the premises have been evacuated**

Checks should be by voice and visual only if away from the seat of the fire and smoke. Staff should not attempt fire rescue unless their exit is clear.

- **identify escape routes**

**All identified icon and illuminated signs.**

New College Gymnastics centre 3 side fire exits ground floor

Clarendon Park lower floor 2 side exits plus upper floor exit external fire escape.

- **fire fighting equipment**

Displayed and hanging at strategic points near exits and in kitchens.

- **duties and identities of persons with specific responsibilities in the event of a fire**

To ensure that Fire warnings and evacuation is initiated and completed in a timely way.

- **how the fire service are called and by who**

Clarendon lead staff by land line or mobile

The Herewoode Academy by breaking fire glass.

- **Liaison with fire service on arrival**

Clarendon to be met in the car park at the front of the building access from Roston Drive/Outland Drive junction. LE10 0XT. Senior staff.

New College to be met in Glenfield Road car park Leicester LE3 6DN premises officer.

## **SHELTER MEASURES non-invasive external hazards.**

| <b>Action Plan</b>                                                                                                                                                             |          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Sound alert                                                                                                                                                                    | By voice |
| Ensure all students and staff are inside the building                                                                                                                          |          |
| If appropriate, move students away from the incident (e.g. to the other side of the building)                                                                                  |          |
| Ensure fire doors and entrance/exits are closed and secure.                                                                                                                    |          |
| Use the body of the hall and remain on the ground floor.                                                                                                                       |          |
| Do you need the emergency services?                                                                                                                                            |          |
| Contact the DUTY incident MANAGER see below.                                                                                                                                   |          |
| If sheltering from an environmental hazard (e.g. a smoke or chemical spill) ensure all doors and windows are closed and ventilation / air circulation systems are switched off |          |
| Complete roll call for students, staff and visitors. Are any missing or injured?                                                                                               |          |
| Reassure students and keep them calm, if possible return to normal classroom based activities                                                                                  |          |
| Notify parents / carers of the situation and provide advice, instruction and reassurance                                                                                       |          |
| Remain inside until an all-clear has been given, unless emergency service advice if different                                                                                  |          |

**DUTY INCIDENT MANAGERS** in order of distance from the building.

| <b>Role</b>            | <b>Name</b>     | <b>Emergency Contact Number</b> |
|------------------------|-----------------|---------------------------------|
| Duty Incident managers | Tony Ford       | 07538 134469 or 07920 440725    |
|                        | Mitchel Edwards | 07958 611312                    |
|                        | Trevor Low      | 07590 122098                    |
|                        | Ivan Bulyha     | 07710 167113                    |
| Communications Officer | Ivan Bulyha     | 07710 167113                    |
| Parent contact         |                 |                                 |

# Lockdown Measures INVACUATION

Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity such as uncontrolled crowds.

## Signals

|                                      |                       |
|--------------------------------------|-----------------------|
| Alarm or signal for lockdown shelter | LOCKDOWN NOW by voice |
| Signal for stand down / all-clear    | ALL CLEAR by voice    |

## Incident Control Officers & Response Team

| Role                   | Name            | Emergency Contact Number     |
|------------------------|-----------------|------------------------------|
| Duty Incident Managers | Tony Ford       | 07538 134469 or 07920 440725 |
|                        | Mitchel Edwards | 07958 611312                 |
|                        | Trevor Low      | 07590 122098                 |
|                        | Ivan Bulyha     | 07710 167113                 |
| Communications Officer | Ivan Bulyha     | 07710 167113                 |

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

### Rooms most suitable for lockdown

|                                                              |
|--------------------------------------------------------------|
| 1 upper floor Kitchen. Adjacent main staircase. Keypad lock. |
| 2 upper floor Office. Adjacent side staircase. Keypad lock.  |

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

### Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

|                           |
|---------------------------|
| Mobile phones             |
| Instant messaging / email |

**Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.**

|               |                                                   |
|---------------|---------------------------------------------------|
| Name of venue | There is no safe venue within practical distance. |
|---------------|---------------------------------------------------|

**Other useful contacts:**

| Name   | Emergency Contact Number |
|--------|--------------------------|
| POLICE | 999 or 01162 222 222     |
|        |                          |

| Action Plan                                                                                                                                                                      |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Sound Alert - Activate lock-down procedures immediately                                                                                                                          |  |
| Dial 999                                                                                                                                                                         |  |
| Dial Duty Officer as listed below.                                                                                                                                               |  |
| Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)                                       |  |
| Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows                                                                           |  |
| Close windows / blinds                                                                                                                                                           |  |
| Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)                                   |  |
| Hide, sit on the floor under desks, and away from windows                                                                                                                        |  |
| Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder) |  |
| Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access                                                              |  |
| If possible, check for missing / injured students, staff and visitors                                                                                                            |  |
| Keep doors and windows locked shut <b>and remain inside until an all-clear has been given, or unless told to evacuate by the police or emergency services</b>                    |  |

**Incident Control Officers & Response Team**

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