



Mutual respect Ambition for all Nurture

Invacuation, Lockdown & Evacuation Policy

Policy Document Version Control

Responsibility for Policy:	<i>Headteacher</i>
Policy approval/date:	<i>May 2025</i>
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Related Policies:	<ul style="list-style-type: none">• <i>Health and Safety Policy</i>• <i>Fire Evacuation Plan</i>• <i>Personal Emergency Evacuation Plan</i>• <i>Business Continuity Plan</i>• <i>Security Risk Assessment</i>
Minor Revisions:	<i>Removal of related policies as now above.</i> <i>Changed 'Site Manager' to 'Premises Officer'</i> <i>Replace 'Head of School' with 'Headteacher' to future proof</i>
Major changes	
Full re-write	

Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and The Rowan Learning Trust takes its duty to protect the wellbeing and welfare of these people very seriously.

The main priority of Whitley Village Primary School is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the school. In an emergency, staff members at the school will endeavour to take all reasonable actions in order to ensure the safety of pupils and visitors.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

2. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to the following

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- DfE (2014) 'Fire safety in new and existing school buildings'
- DfE (2019) 'School and college security'
- DfE (2021) 'Health and safety: responsibilities and duties for schools'
- DfE (2021) 'Emergency planning and response'

3. Definitions

The term '**evacuation**' refers to the orderly removal of pupils, staff members and visitors from the school building; this can be as a result of a fire or other incident within the building.

The term '**invacuation**' refers to keeping staff, pupils and visitors inside the school building to ensure their safety from an internal or external incident which has the potential to pose a threat to their safety and wellbeing, e.g. toxic fumes in the air.

The term '**lockdown**' refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security threat.

1. Roles and responsibilities

The **Local Governing Body** will be responsible for:

- Ensuring the school meets its responsibility to keep all pupils, staff and visitors safe.
- Monitoring the overall implementation of this policy.
- Reviewing this policy, in conjunction with the Headteacher to ensure its effectiveness.

The **Headteacher** will be responsible for:

- Appointing a competent member of staff to lead on school security and the procedures outlined in this policy – this will be the **Headteacher**.
- Ensuring effective and rehearsed emergency procedures are in place at the school.
- Ensuring all staff members are aware of this policy, have access to a copy, receive training on the procedures and any changes to the school's emergency procedures.
- Ensuring all staff receive training following any changes to the school's emergency procedures.
- Raising the alarm in an emergency and delegating this duty to a designated member of staff to carry out when they are not present at the school.
- Informing and seeking advice from the relevant external services, such as the police, in the event of an emergency and informing the Trust Executive Team.

The **Premises Officer** will be responsible for:

- Identifying the likelihood of a security-related incident occurring that would result in activating this policy, and assessing the level of impact of these incidents.
- Developing the school's invacuation, lockdown and evacuation procedures, in conjunction with the **Headteacher**.
- Delivering training to all staff members on the emergency procedures outlined in this policy.
- Leading rehearsals of emergency procedures.
- Recording all evacuation procedures, including drills and practices.
- Reviewing the school's emergency procedures following any incident during which they were activated, and at least **annually**, to ensure the procedures remain effective.
- Checking and ensuring that emergency exits and evacuation points are clearly signposted.

School office staff will be responsible for:

- Providing the emergency services with copies of the school's site plan.
- Ensuring that all contractors or external services working within the school are supplied with a copy of the school's emergency procedures.
- Continuously monitoring any emergency situations and keeping both the emergency services and fellow colleagues up-to-date, by word of mouth or mobile phone.

All members of staff will be responsible for;

- Acting in accordance with this policy and associated procedures at all times.
- Ensuring pupils, fellow staff members and visitors remain as safe as possible whilst on the school premises.
- Ensuring that registers are accurately taken during an invacuation, lockdown or evacuation, and reporting the names of missing pupils to the Headteacher immediately.
- Informing the **Headteacher or school office** of any pupils or students missing from the classroom when the alarm was raised.
- Maintaining an orderly manner and encouraging pupils to stay calm during emergency procedures.

4. Invacuation procedure

The aim of the invacuation procedure is to protect lives by keeping people inside away from perceived danger. This procedure will be used in the event of armed intrusion, chemical spillages and air pollution.

The warning siren for the school's invacuation procedure is the sound of the school bell being rung for pupils to stop and listen and then again quickly for them to line up and go straight into school.

The **Headteacher** will sound the alarm as soon as a concern has been raised and contact the emergency services as appropriate.

If Staff are off site (with children) they should be informed of the situation as soon as possible (mobile phone). Office staff have records of groups going off site.

Staff members will keep in contact to inform each other of any problems experienced while carrying out the procedure, e.g. missing pupils.

Throughout the procedure, the **Headteacher** will continuously keep other staff members updated, where possible.

During an invacuation, pupils, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building.

If staff are in buildings adjacent to where pupils or other staff members are outside, they will signal to the class to come inside immediately.

When all personnel are inside, windows and doors will be closed and, if sheltering from an environmental hazard, all ventilation and/or air circulation systems will be switched off (Class 4?)

A register will be taken of all pupils, students, staff and visitors to determine whether anyone is missing or injured.

Prior to the procedure, the **Headteacher** will identify designated 'safe rooms' throughout the school building, which all staff members will be made aware of. These will depend on the risk presented at the time of the invacuation.

Where an invacuation occurs during lesson time, pupils will be guided towards their designated 'safe room', as advised by the **Headteacher** or by their **classroom teacher** who will ensure that all pupils are accounted for.

When the invacuation procedure occurs during lunchtime all staff members will guide pupils/ towards the nearest designated 'safe room'. Visitors will be directed to the nearest designated 'safe room'.

Safe rooms will be determined by any specifics of the situation, but are likely to be;

- Classrooms or Classroom 4, upstairs

Staff members will instruct pupils to stay away from the windows and doors.

Where necessary, pupils will be informed to lie or sit on the floor.

Pupils, staff members and visitors will remain in their designated rooms or positions until told to do so by the emergency services, or the **Headteacher** has given an announcement to declare the risk has gone. This will be done by switching of the alarm and announcing 'all clear'.

Staff will be responsible for reassuring pupils and keeping them calm during the procedure.

When the invacuation procedure has finished, pupils will return to their classroom where a register will be taken.

Throughout the invacuation procedure, the **school office** will keep in contact with the emergency services, ensuring the procedure is being implemented correctly and update the Trust Executive Team. Any press enquiries during this time must be directed to the Trust Press Officer.

Following an occurrence necessitating the invacuation procedure, the following actions will be taken:

- A follow up talk with staff members and pupils will be delivered by the **Headteacher**
- Support will be sought where necessary, for example, from counselling services/Critical Incident Team
- Parents and other stakeholders will be informed
- The response to the crisis will be evaluated and procedures amended where necessary
- The school's **Business Continuity Plan** will be activated to help restore normality following an incident

1. Lockdown procedure

This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors.

The **Headteacher** will ensure that all staff members understand when and how this procedure will be implemented.

Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.

The **Headteacher** will take all factors into consideration when deciding whether to partially or fully lockdown the school. Where possible, advice will be sought from the emergency services.

The partial lockdown procedure is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:

- A local risk of air pollution
- A civil disturbance in the local community with the potential to pose a risk to the school

The full lockdown procedure will be used in the event of, but not limited to, the following:

- An intruder on the school site
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog, or other animal, roaming loose

The signal given for staff members to implement the lockdown procedure is the pulsed electronic tone produced by the fire alarm system (different to the fire alarm tone itself, to be demonstrated at regular intervals).

The Lockdown alarm is activated by pressing the blue call point located in the Admin Office.

Staff will be informed of the type of lockdown procedure that will be implemented and made aware that it is not a drill via verbal instruction from Management.

Lines of communication between staff members will be kept open however, unnecessary calls to the school office will not be made as this could delay important communication.

As soon as the alarm has been raised, **school office staff** will ensure that the relevant emergency services are

informed and kept up-to-date with the situation. When able, they will also update the Trust Executive Team.

In the event of the school implementing the lockdown procedure, pupils will be instructed to remain in their classroom, or will be guided to the nearest suitable room, e.g. classroom, hall

Staff members will ensure that the toilets, hall and playgrounds are cleared of all pupils, staff members and visitors. Staff have a responsibility to ensure that any items that could be used as weapons, e.g. kitchen utensils or sports equipment, are kept securely locked away when not in use.

Pupils who are outside the school, or not in classrooms, will be led inside as quickly as possible, unless this will endanger them and others.

If staff members, pupils or visitors remain outside during the implementation of a full lockdown, they will hide in a designated safe area until the emergency services have arrived.

Classroom teachers will be responsible for the pupils within their classroom.

When all personnel and pupils are inside, doors and windows will be securely locked, including fire doors, external doors, internal doors can be wedged from inside.

- Any windows should be covered from inside by closing blinds, covering with paper etc. Exit doors should be closed and locked. The entrance door by the intruder alarm panel should be locked with the key. Kitchen staff should be informed to lock the exit door during lockdown (training)

Classroom teachers will conduct a register or headcount. Staff will notify the school office immediately of any pupils not accounted for and an immediate search will be instigated, where appropriate.

Once all personnel and pupils are inside, the **Headteacher** will conduct an on-going and dynamic risk assessment based on advice from the emergency services.

All pupils, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.

If it is considered necessary to leave the school site, staff will lead pupils and visitors to the pre-arranged alternative place of safety, Whitley Village Hall.

Pupils may be asked to hide or disperse if this will improve their safety. Pupils may be instructed to take cover under their tables where possible.

In the event of a partial lockdown, movement may be permitted within the building, dependent upon the circumstances, but this will be supervised by a staff member.

In the event of an air pollution issue or a chemical, biological, radiological or nuclear (CBRN) attack, air vents will be closed, where possible, as an additional precaution. (Classroom 4)

In the event of a full lockdown, once all pupils have been accounted for, the following actions will be carried out by staff members in order to increase protection:

- Blocking off access points by moving furniture to obstruct doorways etc
- Drawing all curtains and blinds
- Turning off all lights and electrical monitors expressing light
- Instructing all pupils to either sit on the floor, under a table or against a wall
- Ensuring all people are kept out of sight and away from windows or doors
- Instructing people to stay as quiet as possible

All personnel will remain inside until an 'all clear' signal has been given by the **Headteacher**, this will be

done by switching off the alarm and announcing 'all clear' (unless told to evacuate by the emergency services).

Parents will be notified as soon as it is practicable to do so via text message.

Pupils will not be released to parents during a lockdown, this includes a lockdown ongoing at the usual 'home time' for children.

If it is necessary to evacuate the building, **the fire bell will be sounded.**

The school's **Business Continuity Plan** will be activated to help restore normality following an incident.

In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken **once** a year with STAFF ONLY, so as not to cause unnecessary trauma and anxiety for the children.

5. Evacuation procedure

The school will carry out evacuation drills at least **once a term** in order to ensure pupils and staff members fully understand what is involved in the procedure and that it is implemented effectively.

In an emergency, such as a fire, the school's evacuation procedure will be implemented with the priority of getting everyone out of the school safely and calling the emergency services.

New staff members will be advised of evacuation procedures as part of their induction training.

The school has undertaken the appropriate fire awareness and fire warden training that meets regulations.

The signal for the evacuation procedure to be implemented is the fire alarm tone.

When the alarm is sounded, pupils and visitors will immediately stop what they are doing, stand still and wait for further instructions to be given by a staff member.

Staff members will direct pupils to the nearest safe exit.

Staff members will be responsible for ensuring that exits are never obstructed or blocked.

Staff members will ensure that there are no pupils left in the toilets, changing rooms, corridors or school hall, etc.

Pupils will walk in an orderly and quiet manner to the designated evacuation point.

Staff members will be aware of any pupils under their care who have a **Personal Emergency Evacuation Plan (PEEP)**.

When pupils are lined up in their year groups at their designated evacuation points, a register and headcount will be taken.

Any missing pupil, staff member or visitor will be reported to the **Headteacher**, detailing their name, the date/time and where they were last seen, and any other relevant information about the person, e.g. any medical conditions.

Missing personnel and pupils will be immediately searched for if it is safe to do so.

Under no circumstances will any staff member, pupil or visitor re-enter the building during the evacuation procedure, unless the 'all clear' is given by the **Headteacher** or emergency services.

The **school office staff** will call the emergency services as soon as the alarm is raised and they have safely exited the building. (Ordinarily, when the fire alarm activates, the arrangement is for the monitoring station to call members of school staff to establish the need for emergency services)

Information for the emergency services, such as the location of fuel oil shut off valves and on- site chemicals, is located in the porch and at the main entrance out facing window.

All evacuations will be recorded using the **Evacuation Record Log**.

The school's **Business Continuity Plan** will be activated to help restore normality following an incident.

1. Personal Emergency Evacuation Plan (PEEP)

Where a member of staff, pupil or visitor has a disability which may result in them needing help in evacuating the premises, a PEEP will be put in place.

The purpose of a PEEP is to enable the school to implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise.

These plans will ensure that no one is discriminated against, or treated less favorably, in the event of an emergency.

A PEEP will identify the following:

- Any specific needs of the individual
- Responsibilities of staff members
- Specific evacuation routes, where applicable
- Any specific evacuation procedure requirements

Where possible, pupils with PEEPs in place will exit the premises using the same route as the rest of their class, unless otherwise stated within their plan.

PEEPs will be reviewed on an annual basis in order to ensure that the most up-to-date information is available. When there is a change in the individual's health, a change of procedure, or an alteration made to the premises, their PEEP will be reviewed and amended to reflect these changes. The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.

2. Communication with parents

Arrangements and information regarding the school's evacuation, lockdown and evacuation procedures will be routinely shared with parents via the school website. The school will be mindful to not share information regarding the school's procedures in a way that would mean third parties unrelated to the school would be able to access them.

In the event of any of the procedures taking place due to a real emergency, parents will be informed of any developments as soon as is practicable via the parent messaging system.

Parents will be informed not to call or come to the school as this could interfere with the work of the emergency services and may result in putting themselves and others in danger. The school will contact parents when it is safe for them to collect their child.

Whilst talking to parents, it is important for the school to reassure them that they understand their concern for their child's welfare, and that the school is doing everything possible to ensure the safety and wellbeing of all pupils.

1. Actions following incidents

Following an occurrence necessitating the implementation of an emergency procedure, the following actions will be taken:

- A follow-up talk with staff members and pupils will be delivered by the headteacher
- Support will be sought where necessary, for example, from counselling services
- Parents and other stakeholders will be informed via letter
- The response to the crisis will be evaluated and procedures amended where necessary
- The school's Business Continuity Plan will be activated to help restore normality following an incident

2. Conducting practices

Practices of each emergency procedure will be conducted at least annually, although the lockdown will be with STAFF ONLY.

During a practice, staff will be expected to follow the relevant procedure. Any issues or concerns that arise from the practice will be considered by the headteacher and health and safety coordinator and changes will be made to procedures if necessary.