




Invacuation, Lockdown and Evacuation Policy

Signed by:

	Headteacher	Date: <u>November 2023</u>
_____	Chair of governors	Date: _____

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Contents

Statement of intent.....	3
Legal framework	4
Definitions	4
Roles and responsibilities	5
Appropriate procedures.....	6
Implementing procedures.....	6
Personal Emergency Evacuation Plan (PEEP).....	7
Communication with parents	7
Actions following incidents	8
Conducting practises.....	8
Monitoring and review	8
Appendix 1 Full lockdown procedure template	9
Appendix 2 Partial lockdown procedure template.....	13
Appendix 3 Invacuation procedure template	17
Appendix 4 Evacuation procedure template	20

Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and Keystone Academy Trust protect the wellbeing and welfare of these people very seriously.

The main priority 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.

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'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Fire Evacuation Plan
- Personal Emergency Evacuation Plan
- Business Continuity Plan
- School Security Policy
- Security Risk Assessment

This policy contains the following school procedure templates:

- Full Lockdown Procedure Appendix 1
- Partial Lockdown Procedure Appendix 2
- Invacuation Procedure Appendix 3
- Evacuation Procedure Appendix 4

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.

When responding to an incident, follow the RUN. HIDE. TELL. principles outlined by the [National Counter Terrorism Security Office](#)

Roles and responsibilities

The governing board 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/Executive Headteacher and health and safety coordinator, to ensure its effectiveness.

The Headteacher/Executive Headteacher will be responsible for:

- Appointing a competent member of staff to lead on school security and the procedures outlined in this policy.
- Ensuring effective and rehearsed emergency procedures are in place at the school and are recorded
- Ensuring all staff members are aware of this policy and receive training on the procedures.
- Ensuring all staff receive training following any changes to the school's emergency procedures.

The health and safety strategic partner 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.
- Review rehearsals of emergency procedures.
- Reviewing the school's emergency procedures following any incident during which they were activated, and at least annually, to ensure the procedures remain effective.

The Headteacher/Executive headteacher will identify a member of staff who will be responsible for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency.

The site team will be responsible for 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.

All members of staff will be responsible for acting in accordance with this policy and associated procedures where required.

Appropriate procedures

The Headteacher/Executive Headteacher will develop a plan to decide which emergency procedure would be implemented under different circumstances.

The evacuation procedure will be implemented in the following circumstances:

- Fire in the school
- Dangerous structural damage to the school where it is safe to exit the premises
- Bomb threat within the school

The invacuation procedures will be implemented in the following circumstances:

- A bomb threat near the school
- Chemical spillages near the school
- Toxic fumes near the school

The partial lockdown procedure will be implemented in the following circumstances:

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

The full lockdown procedure will be implemented in the following circumstances:

- An intruder on the school site

Where a lockdown is required, either a partial lockdown or full lockdown procedure will be implemented, depending on the circumstances. The headteacher/Executive Headteacher will take all factors into consideration when deciding whether to lock down the school partially or fully. Where possible, advice will be sought from the emergency services.

The above lists are not exhaustive and if a different incident occurs, the headteacher/Executive Headteacher and Chief Operations Manager will make a decision on what procedure should be implemented taking into account the circumstances of the situation.

Implementing procedures

When an incident occurs, the headteacher/Executive Headteacher and Chief Operations Manager will make a decision on which emergency procedure should be implemented. They will take account of all the circumstances and seek advice from the emergency services where necessary.

The school will implement one of the following procedures depending on the circumstances:

- Evacuation Procedure
- Invacuation Procedure
- Partial Lockdown Procedure
- Full Lockdown Procedure

All these procedures are made available to staff and visitors via the school office.

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 favourably, 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
- Refuge areas
- 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.

Communication with parents

Arrangements and information regarding the school's invacuation, lockdown and evacuation procedures will be routinely shared with parents via a secure communication method, e.g. a letter home. 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 email 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.

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/Executive 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

Conducting practises

Practises of each emergency procedure will be conducted at least annually. Before a practise takes place, parents will be informed that this is happening.

During a practise, all pupils and staff will be expected to follow the relevant procedure. Any issues or concerns that arise from the practise will be considered by the headteacher/Executive Headteacher and health and safety strategic partner and changes will be made to procedures if necessary.

Monitoring and review

All the procedures outlined in this policy will be tested at least **annually**.

This policy will also be reviewed and evaluated following any incidents which required it to be activated.

The review will be conducted by the health and safety strategic partner, in collaboration with the Chief Operations Manager and the Headteacher.

Appendix 1 Full lockdown procedure template

Gedney Church End Primary Academy

Lockdown procedures are typically followed in response to security threats.

These procedures should involve locking and obstructing all entry points and then taking shelter in a secure location.

Lockdown procedures
Action
Do not raise the fire alarm – inform the office and staff members verbally that a lockdown is taking place and briefly explain why.
Ensure the emergency services are called.
Ensure all pupils, staff and visitors are inside the building if there are any pupils, staff members or visitors outside, immediately escort them inside.
If required, inform all pupils to hide or disperse.
Staff ensure that all access points are locked or obstructed and that all blinds and curtains are drawn.
Keep still and quiet.
Remain inside and await further instruction from the emergency services.

Incident control officers and response team		
Role	Nominated person	Emergency contact number
Incident control officer		
Deputy incident control officer		
Communications officer		

Signals	
Full lockdown signal	<u>Via walkie talkie</u>

All-clear signal	<u>Via walkie talkie</u>
Evacuation signal	<u>Continuous bell</u>

Other arrangements		
Safe areas		
Outdoor safe area		
Evacuation point		
Pre-arranged alternative place of safety if required to leave the site	Venue name	St Mary Magdalene Church.
	Venue type	<u>Church</u>
	Point of contact	
	Contact number	
Useful information about the alternative place of safety	<u>Always open while school is in session</u>	
Communication arrangements		

Full lockdown procedure
Initial implementation
The school is made aware of the incident that requires the full lockdown procedure to be implemented.
The headteacher/Executive Headteacher makes the decision to implement the full lockdown procedure.
The full lockdown signal is given.
<u>SLT</u> uses <u>walkie talkies to</u> ensure all staff members are aware of the incident that has occurred and the type of lockdown procedure to be implemented, and that the lockdown is not a practice.
The site staff are contacted to ensure they are aware of the implementation of the full lockdown.

The Headteacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.

Parents are informed via [the school's parent messaging system](#) that a full lockdown is taking place.

Immediate action

All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building, unless it is unsafe to do so, and staff ensure all doors are securely locked.

If it is not safe for people outside to return indoors, they will be directed to a safe evacuation point.

Retractable security bollards are triggered at all access points so that unauthorised vehicles are blocked.

Any lifts are disabled without returning to the ground floor.

The ventilation systems are turned off to prevent the spread of contaminants, e.g. sarin.

Staff, pupils and visitors that remain outside during the lockdown hide in the designated outdoor safe area until the emergency services arrive.

Staff escort pupils and visitors to the nearest safe area.

Caretaker checks outdoor areas and ensure all pupils, staff and visitors are inside the school building.

When everyone is inside, all external doors and windows are locked, and blinds and/or curtains closed; doors and windows remain locked until the 'all-clear' signal is given or unless otherwise instructed by the headteacher/Executive Headteacher or emergency services.

Caretaker checks all external doors and windows are locked.

All internal doors to safe areas are locked and any windows on doors are covered.

Access points to safe areas are blocked off by moving furniture to obstruct doorways.

Lights in all safe areas are turned off.

Once the building and safe rooms are secure, **one** staff member per safe area conducts a register or headcount. Staff notify the headteacher if any pupils, members of staff or visitors are not accounted for via [walkie talkies](#), and an immediate search is instigated by the headteacher/Executive Headteacher, where appropriate and safe to do so.

During the full lockdown

Verbal communication is kept to essential communication. All mobile phones are turned onto silent and communication devices are not used if it would be unsafe to do so, e.g. if usage would lead to the location being revealed.

Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight, e.g. under a desk.

All staff, pupils and visitors remain in their safe area unless otherwise stated by the headteacher/Executive Headteacher or emergency services.

The headteacher/Executive Headteacher keeps in contact with Trust senior leaders to inform of full lockdown.

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

If possible, the headteacher/Executive Headteacher will check for missing or injured pupils, staff or visitors.

Pupils and visitors are kept calm during the lockdown.

No pupil is released to their parents during the lockdown.

An automated answer machine message informs callers that a full lockdown procedure is in place.

The headteacher/Executive Headteacher keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.

The headteacher/Executive Headteacher sounds the evacuation signal if it is necessary to evacuate the building.

The rest of the building is evacuated to the designated evacuation point if someone is taken hostage on the school site.

The full lockdown only ends once the all-clear signal has been delivered.

Further action after the lockdown

Parents are informed of the incident via a [letter](#).

Trust and School Senior leaders review the full lockdown procedure for its effectiveness and make changes as necessary.

Appendix 2 Partial lockdown procedure template

Gedney Church End Primary Academy

Partial lockdown procedures are typically followed in response to security threats.

These procedures should involve locking and obstructing all entry points and then taking shelter in a secure location.

Partial Lockdown procedures		
Action		
Do not raise the fire alarm – inform the office and staff members verbally that a lockdown is taking place and briefly explain why.		
Ensure the emergency services are called.		
Ensure all pupils, staff and visitors are inside the building if there are any pupils, staff members or visitors outside, immediately escort them inside.		
If required, inform all pupils to hide or disperse.		
Staff ensure that all access points are locked or obstructed and that all blinds and curtains are drawn.		
Keep still and quiet.		
Remain inside and await further instruction from the emergency services.		
Incident control officers and response team		
Responsibility	Nominated person	Emergency contact number
Incident control officer		
Deputy incident control officer		
Communications officer		
Signals		
Partial lockdown signal	<u>Via walkie talkies</u>	
Escalation to full lockdown signal	<u>Via walkie talkies</u>	
All-clear signal	<u>Via walkie talkies</u>	

Evacuation signal	<u>Continuous bell</u>
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Other arrangements		
Safe areas		
Pre-arranged alternative place of safety if required to leave the site –	Venue name	St Mary Magdalene Church.
	Venue type	<u>Church</u>
	Point of contact	
	Contact number	
Useful information about the alternative place of safety	<u>Always open while school is in session.</u>	
Communication arrangements		

Partial lockdown procedure
Initial implementation
The school is made aware of an incident that requires the partial lockdown procedure to be implemented.
The headteacher/Executive Headteacher_makes the decision to implement the partial lockdown procedure.
The partial lockdown signal is given.
<u>SLT</u> uses <u>walkie talkies</u> to ensure all staff members are aware of the incident that has occurred and of the type of lockdown procedure to be implemented, and that the lockdown is not a practice.
The site staff are contacted to ensure they are aware of the implementation of the partial lockdown.
Office Admin contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.

Parents are informed via [the school's parent messaging system](#) that a partial lockdown is taking place.

Immediate action

All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building and staff ensure doors are secure.

Pupils, staff and visitors go to the designated safe areas.

Caretaker check outdoor areas and ensure all staff, pupils and visitors are inside the school building.

All external doors and windows are locked and remain locked until the 'all-clear' signal is given, or unless otherwise instructed by the headteacher/Executive Headteacher or emergency services.

Caretaker checks all external doors and windows are locked.

If the incident or potential threat involves an explosion, all windows, blinds and/or curtains are closed.

In the event of an air pollution issue, all air vents are closed by the caretaker

The headteacher alerts staff members [via walkie talkies](#) that the building is secure.

Once the building is secure, **one** staff member per safe area conducts a register or headcount. Staff notify the headteacher/Executive Headteacher immediately if any pupils, members of staff or visitors are not accounted for via [walkie talkies](#) and an immediate search is instigated where appropriate.

During the partial lockdown

All staff, pupils and visitors remain in the school building – free movement is permitted, unless otherwise stated by the headteacher/Executive Headteacher or emergency services.

Pupils and visitors are kept calm during the partial lockdown.

Pupils are not released to their parents during the partial lockdown – pupils with mobile phones are advised to contact their parents to inform them they are safe, but will not be let out of the school building until the all-clear signal has been given.

Admin staff answer telephone calls from parents and inform them pupils will not be released while the partial lockdown is in place.

The headteacher/Executive Headteacher keeps in contact with the relevant emergency services to assess the best course of action in respect of the threat or incident.

The headteacher/Executive Headteacher keeps in contact with Trust senior leaders to inform of partial lockdown.

If it is necessary to escalate the partial lockdown to a full lockdown, the full lockdown signal is sounded and the Full Lockdown Procedure is followed.

If it is necessary to evacuate the building, the evacuation signal is sounded and the Evacuation Procedure is followed.

The partial lockdown only ends once the all-clear signal has been delivered.

Further action after the lockdown

Parents are fully informed of the incident [via letter](#).

Trust and School Senior leaders review the partial lockdown procedure for its effectiveness and make changes as necessary.

Appendix 3 Invacuation procedure template

Gedney Church End Primary Academy

Invacuation procedures are used when pupils, staff and visitors need to be moved to the most sheltered areas within the school premises. Invacuation procedures are necessary to reduce the risk of harm to people, e.g. if there are toxic fumes in the air.

Invacuation procedures		
Action		
Do not raise the fire alarm – inform the office and staff members verbally that an invacuation is taking place and briefly explain why.		
Ensure the emergency services are called.		
Ensure all pupils, staff and visitors are inside the building, if there are any pupils, staff members or visitors outside, immediately escort them inside.		
Shut and lock all external doors and windows as necessary.		
Complete headcounts and registers of all pupils, staff members and visitors and inform the office if anyone is unaccounted for.		
Remain inside and await further instruction from the emergency services.		
Incident control officers and response team		
Responsibility	Nominated person	Emergency contact number
Incident control officer		
Deputy incident control officer		
Communications officer		
Signals		
Invacuation signal	<u>Via walkie talkies</u>	
Escalation to partial lockdown signal	<u>Via walkie talkies</u>	
Escalation to full lockdown signal	<u>Via walkie talkies</u>	
Evacuation signal	<u>Continuous bell</u>	

All-clear signal	Via walkie talkies
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Other arrangements	
Most suitable invacuation areas	
Communication arrangements	

Invacuation procedure	
Initial implementation	
The school is made aware of an incident that requires the invacuation procedure to be implemented.	
The headteacher/Executive Headteacher makes the decision to implement the invacuation procedure.	
The invacuation signal is given.	
The SLT uses walkie talkies to ensure all staff members are aware of the incident, understand that the invacuation procedure is being implemented, and know that this is not a practice.	
The site staff are contacted to ensure they are aware of the implementation of the invacuation.	
The Headteacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.	
Parents are informed via the school's parent messaging system that an invacuation is taking place.	
Immediate action	
All outdoor activity is ceased immediately; pupils, staff and visitors to return inside the school building.	
Caretaker checks outdoor areas and ensure all staff, pupils and visitors are inside the school building.	

All external doors and windows are locked and remain locked until the 'all-clear' signal is given, or unless otherwise instructed by the headteacher/Executive Headteacher or emergency services.

Caretaker checks all external doors and windows are locked.

In the event of an air pollution issue, all air vents are closed by the the caretaker

The headteacher alerts staff members via walkie talkies that the building is secure.

Once the building is secure, staff conduct a register or headcount of their area. Staff notify the headteacher/Executive Headteacher immediately if any pupils, members of staff or visitors are not accounted for via walkie talkies and an immediate search is instigated where appropriate.

During the invacuation

All staff, pupils and visitors remain in the school building – free movement is permitted, unless otherwise stated by the headteacher/Executive Headteacher or emergency services.

Pupils are not released to their parents during the invacuation – pupils with mobile phones are advised to contact their parents to inform them they are safe, but will not be let out of the school building until the all-clear signal has been given.

Admin staff answer telephone calls from parents and inform them pupils will not be released while the invacuation is in place.

The headteacher/Executive Headteacher keeps in contact with the relevant emergency services to assess the best course of action in respect of the threat or incident.

The headteacher/Executive Headteacher keeps in contact with Trust senior leaders to inform of the invacuation.

If it is necessary to escalate the invacuation to a lockdown, the relevant signal is given.

If it is necessary to evacuate the building, the evacuation signal is sounded.

The invacuation only ends once the all-clear signal has been delivered.

Further action after the lockdown

Parents are fully informed of the incident via letter.

Trust and school senior leaders review the invacuation procedure for its effectiveness and make changes as necessary.

Appendix 4 Evacuation procedure template

Gedney Church End Primary Academy

Evacuation procedures should be followed when pupils, staff and visitors need to be removed from the school building(s) in an orderly fashion; this can be as a result of a fire or other incident within the school building.

Evacuation procedures
Action
Raise the fire alarm.
Call the emergency services.
Give clear orders to all staff, pupils and visitors to evacuate the premises via the nearest exit in an orderly fashion.
Move quickly to the fire assembly point.
Close doors upon evacuating the building.
Complete headcounts and register checks of all pupils, staff and visitors.
Inform the senior member of staff of the headcount.
Follow advice from the emergency services.

Incident control officers and response team		
Responsibility	Nominated person	Emergency contact number
Incident control officer	Headteacher	01406 362383
Deputy incident control officer	N/A	
Communications officer	Headteacher	01406 362383

Signals	
Evacuation signal	Continuous Bell

All-clear signal	Intermittent Bell
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Other arrangements	
Evacuation assembly points	Playground
Communication arrangements	Walkie Talkies

Evacuation procedure
Initial implementation
A member of staff nearest to the incident that requires an evacuation informs the headteacher/Executive Headteacher, who raises the alarm. If the incident is a fire in the school, the nearest staff member triggers the fire alarm.
The evacuation signal is given.
The headteacher uses <u>the school's announcement system</u> to ensure all staff, pupils and visitors are aware the evacuation is not a practice.
Parents are informed via <u>the school's parent messaging system</u> that an evacuation is taking place.
Immediate action
The Headteacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.
Staff managing pupils and/or visitors take them through the nearest exit.
Staff, pupils and visitors only take important belongings with them, e.g. medication, if it is safe to do so.
Staff escort pupils and visitors to the nearest assembly point.
At the assembly point, one staff member per group conducts a register. Staff notify the headteacher/Executive Headteacher, immediately if any pupils, members of staff or visitors are not accounted for via <u>walkie talkies</u> , and an immediate search is instigated where appropriate.
Staff members keep the groups they are responsible for calm during the evacuation.

Office admin monitors the main access points of the building to make sure no one re-enters the premises.

The evacuation only ends once the all-clear signal has been delivered.

Further action after the evacuation

Parents are fully informed of the incident [via letter](#).

Trust and school senior leaders review the evacuation procedure for its effectiveness and make changes as necessary.