



# Emergency Plan including Invacuation Procedures Policy

Approved by:	The IEB		
Responsible department:	Leadership team		
Last review date:	April 2024	Last reviewed by:	AJM & ST
Last updated:	April 2025	Last updated by:	AJM
Next review due:	Autumn term 2025		

## Invacuation, Lockdown and Evacuation Policy

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## **Statement of Intent**

The safety of pupils, staff members and visitors on the premises is paramount and School take their duty to 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 School will endeavour to take all reasonable actions to ensure the safety of pupils.

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 statutory legislation including, but not limited to, the following:

- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work etc Act 1974
- Regulatory Reform (Fire Safety) Order 2005

This policy has due regard to official guidance including, but not limited to, the following:

- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2015) 'Emergency planning and response'
- DfE (2014) 'Fire safety in new and existing school buildings'
- National Counter Terrorism Security Office (2015) 'developing Dynamic Lockdown Procedures'

## **Definitions**

An 'evacuation' is the orderly removal of pupils, staff members and visitors from the school building; this can be because of a fire or other incident within the building.

The term 'invacuation' refers to the process of making staff members aware of an emergency and moving pupils, staff members and visitors to the most sheltered areas within the building. This procedure is employed if moving outside would increase the risk of harm to people, e.g., toxic fumes in the air.

'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.

## **Roles and responsibilities**

- Staff members will act in accordance with the school's Invacuation, Lockdown and Evacuation Policy at all times.
- It is the principal's responsibility to ensure effective and rehearsed emergency procedures are in place at School.
- The principal is responsible for ensuring that all staff members are aware of the policy and have a copy to assess.

- It is the responsibility of the principal to ensure that new staff members are trained in implementing all the emergency procedures.
- The principal is responsible for recording all evacuation procedures including drills and practices.
- The Senior Leadership Team are responsible for ensuring procedures are understood by all staff members within their department.
- The principal is responsible for raising the alarm of an emergency and will delegate this duty to a designated member of staff to carry out when they are not present at the school.
- The responsibility of informing the relevant external services, such as the police, in the event of an emergency is delegated to a member of staff at the time of the emergency by the principal.
- All staff members are responsible for ensuring pupils, fellow staff members and visitors remain as safe as possible whilst on the school premises.
- It is the responsibility of all staff members to ensure that registers are accurately taken, and the names of missing pupils/visitors are immediately reported to the principal.
- All staff members are responsible for maintaining an orderly manner and encouraging pupils to stay calm during emergency procedures.
- The caretaker is responsible for ensuring that emergency exits are clearly signposted.
- It is the responsibility of the School Business Manager to provide the emergency services with copies of the site plan.
- School office staff are responsible for ensuring that all contractors or external services working within school sign in electronically and acknowledge that they have read the Visitor Agreement which includes the evacuation procedures.
- The Senior Management Team will continuously monitor the situation and keep both the emergency services and fellow colleagues to-to-date.

### **Invacuation procedure**

- The aim of the invacuation procedure is to protect lives by keeping people inside and away from perceived danger.
- If an invacuation is required the office staff will telephone the different key stages to notify the staff that all pupils, staff members and visitors are to remain inside the school building.
- Telephone calls will be made as soon as a concern has been raised. The principal 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.
- Staff members will keep in contact using two-way radios and/or mobile phones to inform each other of any problems experienced while carrying out the procedure, i.e., missing pupils.
- Throughout the procedure, the principal, or another designated member of staff, will continuously keep other staff members updated, where possible, using two-way radios and/or mobile phones.

- 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.
- During an invacuation, pupils, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building and return to their classroom.
- When all personnel are inside, doors and windows are to be securely closed.
- Each class should be invacuated to their classroom and all pupils, staff members and visitors are to be accounted for.
- If the invacuation procedure occurs during a lunchtime, staff members will guide children who are outside into the building via the nearest entrance. Those pupils who are having lunch in the dining room will be instructed to return to their classroom when finished eating.
- Staff members will instruct pupils to stay away from the windows and doors.
- Pupils and staff members are to remain in the school building until the invacuation procedure is finished.
- The response to the crisis will be evaluated and procedures amended where necessary.

### **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 principal 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 principal 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 close proximity of a dangerous dog, or other animal, roaming loose
- 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 signal given for staff members to implement the full lockdown procedure is the ringing of the lockdown alarm which is the fire bell ringing intermittently.

- Two-way radios and/or mobile phones will be used to make staff members aware of the incident that has occurred and inform them of the type of lockdown procedure which is to be implemented.
- Lines of communication between staff members will be kept open using either two-way radios and/or mobile phones; however, unnecessary calls will not be made as this could delay important communication.
- As soon as the alarm has been raised, and where possible, the school office staff will ensure that the relevant emergency services are informed and kept up-to-date with the situation.
- 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 secure room.
- Staff members will ensure that the toilets, dining halls and playgrounds are all cleared of all pupils, staff members and visitors.
- 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 and pupils remain outside during the implementation of a full lockdown, they will hide in the designated safe area (portacabin/use the far exit onto the trading estate) to remove themselves away from the school premises.
- Classroom teachers are responsible for the pupils within their classrooms.
- When all personnel and pupils are inside, the door and windows will be securely locked, including fire doors, external doors, and internal doors. If internal doors cannot be locked, they are to be barricaded to stop access to the room.
- Classroom teachers will conduct a register or headcount. If a child is found to be unaccounted for then the relevant senior member of staff will be contacted by mobile phone and a decision made if it is safe to look for the child.
- Once all personnel and pupils are inside, the Senior Leadership Team 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 to the school building.
- Pupils may be asked to hide or disperse if this will improve their safety.
- Pupils are instructed to take cover under their tables where possible.
- In the event of a partial lockdown, movement by pupils 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, windows/air vents etc will be closed, where possible, as an additional precaution.
- In the event of a full lockdown, once all pupils have been accounted for, the following actions will be carried out by staff members to increase protection:
  - Blocking off access points by moving furniture to obstruct doorways etc
  - Drawing all curtains/blinds
  - Turning off all lights and electronic 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 and doors, where practicable
- All staff will remain inside until the 'all clear' signal (lockdown alarm silenced) has been given by a member of senior staff or unless told to evacuate by the emergency services.
  - If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.
  - Pupils will NOT be released to parents during a lockdown.
  - If it is necessary to evacuate the building the continuous fire alarm will be sounded.
  - In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken at least once a year during the spring term.

### **Evacuation procedure**

- School will carry out evacuation drills at least once a term to ensure pupils and staff members fully understand what is involved in the procedure and that it is implemented effectively.
- In an emergency situation, 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.
- All staff members will have a copy of the evacuation procedure and clear instructions regarding the fire evacuation procedure will be displayed in every classroom.
- New staff members are advised of evacuation procedures as part of their induction training.
- The principal will ensure that all staff members are aware of the designated evacuation points.
- The signal for the evacuation procedure to be implemented is the continuous sound of the fire alarm.
- When the alarm is sounded pupils and visitors will be directed to the nearest or safest exit.
- It is staff members' responsibility to ensure that exits are never obstructed or blocked.
- Staff members/fire marshals will ensure that there are no pupils left in the toilets, 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 / headcount will be taken.
- Any missing pupil, staff member or visitor will be reported to the designated person.
- Missing staff and pupils will be immediately searched for if it is safe to do so.

- Under no circumstances will any member of staff, pupil or visitor re-enter the building during the evacuation procedure, unless the 'all clear' is given by the principal or the emergency services.
- In the event of the fire alarm been sounded the emergency service are automatically contacted by the school's security company unless instructed otherwise by the school.
- If required, parents/carers will be contacted in order to collect their children. This will be done by the school's text messaging service.
- All evacuations will be recorded using the Evacuation Record Log.

### **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 school to implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise.
- These plans 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.
- A PEEP will be reviewed on an annual basis 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, a 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.

### **Fires**

In the event of a fire, school will invoke the evacuation procedure.

Under no circumstances will entrances to the school and emergency exits be blocked or obstructed.

Emergency lighting will be installed and appropriately used where necessary.

It is the responsibility of the caretaker to ensure that exits are clearly marked.



The caretaker is responsible for ensuring every room is equipped with the necessary fire safety equipment.

If the evacuation procedure, or similar, is implemented due to the risk of a fire, these events will be recorded in the evacuation log.

### **Bomb threats.**

In the event of school or a nearby area receiving a bomb threat, the principal will decide which procedure to use by taking into consideration which poses the least risk.

The school will immediately contact the emergency services after receiving a threat and will carefully follow their instructions.

The emergency services will still be contacted if the threat is believed to be a hoax.

### **Communication with parents/carers**

In the event of any of the procedures taking place due to a real emergency, parents/carers will be informed of any developments as soon as practicable.

Parents/carers will be informed not to ring 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.

School will contact parents/carers when it is safe for them to collect their child.

Whilst talking to parents/carers, 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.

### **Monitoring and Review**

This policy will be reviewed on an annual basis, or sooner, if statutory guidance is released before the review date in September 2023.

The review will be conducted by the School Business Manager.