Invacuation, Lockdown and Evacuation Policy

Reviewed: November 2021

Next Review:

Version Control

Version	Date	Author	Rationale
1			Original
1.1	November 2021		Reviewed

Contents:

Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and Christ Church Academy takes 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 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.

Signed by:

	Headteacher	Date:
	Chair of governors	Date:

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance 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
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2015) 'Emergency planning and response'
- DfE (2014) 'Fire safety in new and existing school buildings'
- **[Updated]** DfE (2019) 'School and college security'
- National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'

1.2. This policy operates in conjunction with the following school policies and procedures:

- **Health and Safety Policy**
- **Adverse Weather Policy**
- **Full Lockdown Procedure**
- **Partial Lockdown Procedure**
- **Fire Evacuation Plan**
- **Business Continuity Plan**

2. Definitions

2.1. An 'evacuation' is 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.

2.2. 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, and remaining in one place. when it is not necessary to protect people from intruders.

2.3. '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.

3. Roles and responsibilities

3.1. 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** and **Business Manager** to ensure its effectiveness.

3.2. 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 Business Manager.

- Ensuring effective and rehearsed emergency procedures are in place at the school.

- Ensuring all staff members are aware of this policy and can access a copy.

- Ensuring that new staff members receive training on the school's emergency procedures as part of their induction.

- 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.

3.3. The **Business Manager** 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, in the Every compliance system

- Reviewing the school's emergency procedures following any incident during which they were activated, and at least **annually**, to ensure the procedures remain effective.

3.4. **Business Manager** will be responsible for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency.

3.5. The **site manager** will be responsible for ensuring that emergency exits and evacuation points are clearly signposted.

3.6. **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.

3.7. All members of staff will be responsible for:

- Acting in accordance with this policy at all times.

- Ensuring pupils, fellow staff members and visitors remain as safe as possible whilst on the school premises.

- Ensuing that registers are accurately taken during an invacuation, lockdown or evacuation, and reporting the names of missing pupils to the **headteacher** immediately.

- Informing the **school office** of any pupils 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

4.1. 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. **FAO of Staff. The Invacuation process involves moving all staff and children to their respective designated safe area, if this increases the safety of all staff and children**

4.2. The Tannoy announcement for the school's invacuation procedure is "Invacuation" "Invacuation" "Invacuation"

4.3. The **headteacher** will sound the alarm as soon as a concern has been raised.

4.4. Staff should star lock all doors in the surrounding area as soon as possible.

4.5. Staff members will keep in contact using **mobile phones** if possible to inform each other of any problems experienced while carrying out the procedure, e.g. missing pupils.

4.6. Throughout the procedure, the **headteacher**, or another designated member of staff, will continuously keep other staff members updated, where possible, using **mobile phones**.

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

4.8. 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.

4.9. When all personnel are inside, doors and windows will be securely locked and, if sheltering from an environmental hazard, all ventilation and/or air circulation systems will be switched off.

4.10. **[New]** A register will be taken of all pupils, staff and visitors to determine whether anyone is missing or injured.

4.11. Main entrances into the school site will be locked if necessary.

4.12. Prior to the procedure, the **headteacher** will identify designated 'safe rooms' throughout the school building, which all staff members will be made aware of.

4.13. The school's designated 'safe rooms' are as follows:

Area of school	Designated room number	Designated staff member for that room
Office Corridor inc Head/ Ass Heads & BM	Reprographics room	Leanne Grimshaw
Nurture	Nurture quiet Room	Katy Bellwood
Nurture plus	Sensory Room	Chantelle Mavor
Reception	Meeting Room	Wendy Goodall
Nursery	Blue Room	Jade Outram
KS2	KS2 shared area	Jaime Clarke
KS1	KS2 shared area	Charlotte Lea
Kitchen staff	Kitchen office	Wendy Sparks
Jellybeans	Library	Jellybeans staff
Site Staff inc. cleaners & SM	Caretaker office	Nathan Wilson

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

4.15. When the invacuation procedure occurs during lunchtime, or a lesson change over, all staff members will guide pupils towards the nearest designated 'safe room'.

4.16. Visitors will be directed to the nearest designated 'safe room'.

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

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

4.19. 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.

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

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

4.22. Throughout the invacuation procedure, the **school office** will keep in contact with the emergency services, ensuring the procedure is being implemented correctly.

4.23. 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

- 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

5. Lockdown procedure

5.1. 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. **FAO of staff. During a Lockdown procedure staff and the children should not move to another area of the school unless instructed to do so.**

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

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

5.4. 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.

5.5. 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

5.6. 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

5.7. The Tannoy announcement for staff members to implement the lockdown procedure is "Lockdown" "Lockdown" "Lockdown"

5.8. Staff will be informed of the type of lockdown procedure that will be implemented and made aware that it is not a drill via **a public address system and internal messaging system**.

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

5.10. As soon as the alarm has been raised, the **school office staff** will ensure that the relevant emergency services are informed and kept up-to-date with the situation.

5.11. In the event of the school implementing the lockdown procedure, pupils will be instructed to remain in their classroom.

5.12. Staff members will ensure that the toilets, canteen and playgrounds are cleared of all pupils, staff members and visitors.

5.13. 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.

5.14. 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. They should then take shelter in the nearest classroom/ area inside the school.

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

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

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

5.18. **Classroom teachers** If say to do so will conduct a register or headcount. Staff will notify the school office immediately of any pupils not accounted for via **mobile phones**, and an immediate search will be instigated, where appropriate.

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

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

5.21. If it is considered necessary to leave the school site, staff will lead pupils and visitors to the pre-arranged alternative place of safety, Windhill Community Centre

5.22. Pupils may be asked to hide or disperse if this will improve their safety.

5.23. Pupils are instructed to take cover under their tables where possible.

5.24. 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.

5.25. 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.

5.26. 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 electronical 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
- Activating retractable security bollards at access points to the school to prevent unauthorised vehicles from accessing the site

5.27. All personnel will remain inside until an 'all clear' signal has been given, either via **public address and internal messaging systems** or by the **SLT**, 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.

5.28. Parents will be notified as soon as it is practicable to do so via the **text messaging server**.

5.29. Pupils will not be released to parents during a lockdown.

5.30. If it is necessary to evacuate the building, **a continuous ring of the fire alarm will be sounded**.

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

5.32. In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken at least **once** a year.

6. Evacuation procedure

6.1. 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.

6.2. 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.

6.3. 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.

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

6.5. The designated fire warden for the school is **the Business Manager**

6.6. The school has undertaken the appropriate fire awareness and fire warden training that meets the fire authority's regulations.

6.7. The **headteacher** will ensure that all staff members are aware of the designated evacuation points.

6.8. The designated evacuation points for the different year groups are as follows:

Year group	Designated leader	Primary evacuation point
All Children & staff	**Headteacher**	**Playground**
All staff & children	Headteacher	Windhill Community Centre (should the playground be a risk to staff and children)

6.9. A secondary evacuation point has been prearranged and is located at **Windhill Community Centre**

6.10. The secondary evacuation point will be used in the event that the primary evacuation points on the school site are not safe.

6.11. The signal for the evacuation procedure to be implemented is the **continuous sound of the fire alarm**.

6.12. 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.

6.13. Staff members will direct pupils to the nearest safe exit.

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

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

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

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

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

6.19. Any missing pupil, staff member or visitor will be reported to the designated fire warden, 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.

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

6.21. 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.

6.22. The **school office staff** will call the emergency services as soon as the alarm is raised and they have safely exited the building.

6.23. Information for the emergency services, such as the location of gas shut off valves and on-site chemicals, is located **within the school's evacuation plan**.

6.24. If required, parents will be contacted in order to collect their children. This will be done using the school's **text messaging server**.

6.25. All evacuations will be recorded using the Every System

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

7. Personal Emergency Evacuation Plan (PEEP)

7.1. 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.

7.2. 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.

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

7.4. 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

7.5. 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.

7.6. PEEPs will be reviewed on an annual basis in order to ensure that the most up-to-date information is available.

7.7. 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.

7.8. The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.

7.9. PEEPs will be set out in the format demonstrated in Appendix 2.

8. Fires

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

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

8.3. Emergency lighting will be installed and appropriately used where necessary.

8.4. It is the responsibility of the **site manager** to ensure that exits are clearly marked.

8.5. The **site manager** will be responsible for ensuring every room is equipped with the necessary fire safety equipment.

8.6. All staff members will act as 'fire wardens' in the event of a fire.

8.7. If an evacuation procedure, or similar, is implemented due to the risk of a fire, these events will be recorded in the **Every System**

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

9. Bomb threats

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

9.2. The school will act in accordance with the **Evacuation policy** in order to ensure the welfare of pupils, staff members and visitors.

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

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

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

10. Communication with parents

10.1. Arrangements and information regarding the school's invacuation, lockdown and evacuation procedures will be routinely shared with parents via the **newsletter or the school website**.

10.2. 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.

10.3. Parents 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.

10.4. The school will contact parents when it is safe for them to collect their child.

10.5. 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.

11. Monitoring and review

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

11.2. The next scheduled review date is **1/11/2022**

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

11.4. The review will be conducted by the **Business Manager** in collaboration with the **headteacher** and the **governing board**.

Evacuation Record Log

Date and time of evacuation	Reason for evacuation	Confirmation of taking registers	Time it took to evacuate	Problems which delayed the evacuation	Further actions to improve the procedure	Any other relevant information
10/04/2019 10:20am	Fire drill	Signed by headteacher	18 minutes	Confusion amongst the EYFS class	EYFS pupils will undergo further practice drills	None

Personal Emergency Evacuation Plan (PEEP)

PEEP for a pupil at Christ Church academy

This section is to be completed by the **teacher or head teacher.** If the individual has classes in more than one building, it may be necessary to prepare a separate PEEP for each building.

Name: _____

Form and year group: _____

Building: _____

Awareness of procedure

_____ is informed of a fire evacuation by: (please tick relevant box)

Existing alarm system ☐   Visual alarm system ☐

Pager device ☐   Other (please specify) _____

Designated assistance

The following people have been appointed to give assistance to **………………………………** in the event of an emergency:

Name of designated person: _____

Contact details of designated person: _____

_____

Name of designated person: _____

Contact details of designated person: _____

_____

Name of designated person: _____

Contact details of designated person: _____

_____

Methods of assistance (e.g. transfer procedures, methods of guidance)

_____

_____

Equipment provided (including means of communication)

_____

_____

Personal evacuation procedure (a step-by-step breakdown from the first alarm sound)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

Reviews

Headteacher name: _____

Headteacher signature: _____

Date: _____

Individual's name: _____

Individual's signature: _____

Date: _____