

Thackley Primary School

Invacuation, Lockdown & Evacuation Policy

February 2020



Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and Thackley Primary School 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. In an emergency, staff members at Thackley Primary School will endeavour to take all reasonable actions in order 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.

1. Legal framework

- 1.1. 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
- 1.2. 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 (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'
 - DfE (2019) 'School and College security'
 - National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'
- 1.3. This policy will be applied in conjunction with the following school policies and procedures:
 - Health and Safety Policy
 - Lockdown Procedure
 - Fire Evacuation Plan
 - Personal Emergency Evacuation Plan

2. Definitions

- 2.1.1. 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.
- 2.1.2. 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 when it is not necessary to protect people from intruders.
- 2.1.3. '**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. Staff members will act in accordance with the school's Invacuation, Lockdown and Evacuation Policy at all times.
- 3.2. It is the Executive Head & Head of School's responsibility to ensure effective emergency procedures are in place at Thackley Primary School.
- 3.3. The Executive Head & Head of School are responsible for ensuring that all staff members are aware of the policy and have a copy to access.
- 3.4. It is the responsibility of the Executive Head & Head of School to ensure that new staff members are trained in implementing all of the emergency procedures.

- 3.5. The Executive Head & Head of School are responsible for recording all Invacuation, Lockdown and Evacuation procedures, including drills and practices, in the Invacuation, Lockdown and Evacuation Record Log (appendix A).
- 3.6. The Executive Head & Head of School are 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.
- 3.7. The responsibility of informing and seeking relevant advice from the relevant external services, such as the police, in the event of an emergency is delegated to Annette Patterson – Head of School.
- 3.8. All staff members are responsible for ensuring pupils, fellow staff members and visitors remain as safe as possible whilst on the school premises.
- 3.9. It is the responsibility of all staff members to ensure that registers are accurately taken and the names of missing pupils are immediately reported to the Executive Head or Head of School.
- 3.10. All staff members are responsible for maintaining an orderly manner and encouraging pupils to stay calm during emergency procedures.
- 3.11. The Site Manager is responsible for ensuring that emergency exits are clearly signposted.
- 3.12. It is the responsibility of the Site Manager to provide the emergency services with copies of the site plan.
- 3.13. The School Business Manager is responsible for ensuring that all contractors or external services working within the school are supplied with a copy of the evacuation procedure when their work initially commences.

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 an emergency situation such as chemical spillages, a fire nearby or air pollution.

- 4.1. The warning siren for Thackley Primary School's invacuation procedure is a fire alarm sound supported by tannoy announcements giving further information and instructions.
- 4.2. The Executive Head & Head of School will sound the alarm as soon as a concern has been raised.
- 4.3. Staff members will keep in contact using mobile phones, the school phones and the school email system in order to inform each other of any problems experienced while carrying out the procedure, e.g. missing pupils.
- 4.4. Throughout the procedure, the Executive Head & Head of School, or another designated member of staff, will continuously keep other staff members updated, where possible, using mobile phones, the school phones and the school email system.
- 4.5. During an invacuation, pupils, staff members and visitors outside the school building will move inside quickly and quietly through the nearest entrance into the building.
- 4.6. 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.
- 4.7. A register will be taken of all pupils, staff and visitors to determine whether anyone is missing or injured.
- 4.8. Main entrances into the school site will be locked if necessary and if safe to do so.
- 4.9. Each class will be taken into their own classroom by their teacher or the adult in charge of them, ensuring that all pupils, staff members and visitors are accounted for, or into the nearest classroom if that is safer to do so.
- 4.10. When the invacuation procedure occurs during lunchtime, or a lesson change over, all staff members will guide pupils towards the nearest classrooms.
- 4.11. Staff members will instruct pupils to stay away from the windows and doors.
- 4.12. Where necessary, pupils will be informed to lie or sit on the floor or under tables.
- 4.13. Pupils and staff members are to remain in their classrooms/positions until told to do so by the emergency services, or the Executive Head or Head of School has given an announcement to declare the risk has gone.
- 4.14. Staff will be responsible for reassuring pupils and keeping them calm during the procedure.
- 4.15. When the invacuation procedure has finished, pupils will return to their timetabled classroom where a register will be taken.
- 4.16. Throughout the invacuation procedure, the school office will keep in contact with the emergency services, ensuring the procedure is being implemented correctly.

- 4.17. 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 Executive Head & Head of School
 - Support will be sought where necessary, such as counsellors
 - Parents/carers and other stakeholders will be informed via letter
 - The response to the crisis will be evaluated and procedures amended where necessary

5. 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 such as armed intrusion, a violent event, close proximity of a dangerous dog, sudden death of a pupil or member of staff, suspicious item or bomb threat.

- 5.1. The Executive Head or Head of School will ensure that all staff members understand when and how this procedure will be implemented.
- 5.2. Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.
- 5.3. The Executive Head or Head of School 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.
- 5.4. 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
- 5.5. 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
- 5.6. The signal given for staff members to implement the lockdown procedure is a fire alarm sound followed by information on the school tannoy system.
- 5.7. Mobile phones, the school phones and the school email system 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.
- 5.8. Lines of communication between staff members will be kept open through the use of mobile phones, the school phones and the school email system; however, unnecessary calls to the school office will not be made as this could delay important communication.
- 5.9. As soon as the alarm has been raised, the Executive Headteacher or the Head of School will ensure that the relevant emergency services are informed and kept up-to-date with the situation.
- 5.10. In the event of Thackley Primary 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, hall or office.
- 5.11. Staff members will ensure that the toilets, hall and playgrounds are cleared of all pupils, staff members and visitors.
- 5.12. 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.
- 5.13. Pupils who are outside the school, or not in classrooms, will be led inside and into a classroom as quickly as possible, unless this will endanger them and others.
- 5.14. Classroom teachers or the adult in charge of the class at the time of the lockdown are responsible for the pupils within their classroom.
- 5.15. When all personnel and pupils are inside, doors and windows are to be securely closed, including fire doors, external doors and internal doors. Furniture can be used to barricade the door.
- 5.16. Classroom teachers or the adult in charge of the class at the time of the lockdown will conduct a register or headcount. Staff will notify the school office immediately of any pupils not accounted for via mobile phones or the school phone, and an immediate search will be instigated by the Head of School or Executive Head, where appropriate.

- 5.17. Once all personnel and pupils are inside, the Senior Leadership Team (SLT) will conduct an on-going and dynamic risk assessment based on advice from the emergency services.
- 5.18. All pupils, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.
- 5.19. If it is considered necessary to leave the school site, staff will lead pupils and visitors to the pre-arranged alternative place of safety, Idle Primary School.
- 5.20. Pupils may be asked to hide or disperse if this will improve their safety.
- 5.21. Pupils may be instructed to take cover under their tables where possible.
- 5.22. 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.
- 5.23. 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 monitors or Interactive Whiteboards 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 all people to stay as quiet as possible**
 - **All mobile phones to be kept on silent, and vibration turned off**
- 5.24. All personnel will remain inside until an 'all clear' signal has been given, either via mobile phones, the school phone and the school email system or by the SLT, or unless told to evacuate by the emergency services.
- 5.25. If someone is taken hostage on the premises, the school may seek to evacuate the rest of the site.
- 5.26. Parents/carers will be notified as soon as it is practicable to do so via the text messaging service. This may be after the lockdown has been ended.
- 5.27. Pupils will not be released to parents/carers during a lockdown.
- 5.28. In order to ensure the effective implementation of the lockdown procedure, ~~a lockdown drill will be undertaken at least once a year.~~ a review of the procedure will be undertaken with all staff at least once a year.

6. Evacuation procedure

- 6.1. Thackley Primary 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 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.
- 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 are advised of evacuation procedures as part of their induction training.
- 6.5. The designated fire warden for the school is **Dave Brook – Site Manager**.
- 6.6. Thackley Primary School has undertaken the appropriate fire awareness and fire warden training that meets the fire authority's regulations.
- 6.7. The Executive Head & Head of School 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 displayed in every room.
- 6.9. A secondary evacuation point has been prearranged and is located at Idle Primary School. This will be used in the event that the primary evacuation points on the school site are not safe.
- 6.10. The signal for the evacuation procedure to be implemented is the continuous sound of the fire alarm.
- 6.11. 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.
- 6.12. Staff members will direct pupils to the nearest or safest exit.
- 6.13. It is staff members' responsibility to ensure that exits are never obstructed or blocked.
- 6.14. Staff members will ensure that there are no pupils left in the toilets, changing rooms, corridors or school hall, etc.
- 6.15. Pupils will walk in an orderly and quiet manner to the designated evacuation point.

- 6.16. Staff members will be aware of any pupils under their care who have a Personal Emergency Evacuation Plan (PEEP).
- 6.17. When pupils are lined up in their classes at their designated evacuation points a register and headcount will be taken.
- 6.18. Any missing pupil, staff member or visitor will be reported to the Executive Headteacher or Head of School, 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.
- 6.19. Missing personnel and pupils will be immediately searched for if it is safe to do so.
- 6.20. 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 Executive Head & Head of School or emergency services.
- 6.21. The school office staff will call the emergency services as soon as the alarm is raised and they have safely exited the building.
- 6.22. Information for the emergency services, such as location of gas shut off valves and on-site chemicals, is located within the schools evacuation plan.
- 6.23. If required, parents/carers will be contacted in order to collect their children. This will be done using the school's text messaging service.

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 Thackley Primary School to implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise.
- 7.3. These plans 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. A PEEP 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, a 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 B](#).

8. Fires

- 8.1. In the event of a fire, Thackley Primary 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 is installed.
- 8.4. It is the responsibility of the site manager to ensure that exits are clearly marked.
- 8.5. The site manager is 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. The Executive Head & Head of School will delegate the role of designated fire warden.
- 8.8. If an evacuation procedure, or similar, is implemented due to the risk of a fire, these events will be recorded in the Evacuation Record Log.

9. Bomb threats

- 9.1. In the event of Thackley Primary School or a nearby area receiving a bomb threat, the Executive Head or Head of School will decide which procedure to use by taking into consideration which poses the least risk.
- 9.2. The school will immediately contact the emergency services after receiving a threat and will carefully follow their instructions.
- 9.3. The emergency services will still be contacted if the threat is believed to be a hoax.

10. Communication with parents/carers

- 10.1. Arrangements and information regarding Thackley Primary School's invacuation, lockdown and evacuation procedures will be routinely shared with parents/carers via the school website.
- 10.2. 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 is practicable. This may be once the situation has been resolved.
- 10.3. 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.
- 10.4. Thackley Primary School will contact parents/carers when it is safe for them to collect their child.
- 10.5. 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.

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, which is January 2021.
- 11.2. The review will be conducted by the Executive Head & Head of School in collaboration with the governing body.

Appendix A – Invacuation, Lockdown and 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
25/06/2016 10:20am	Fire drill	Signed by Executive Head & Head of School	18 minutes	Confusion amongst the EYFS class	EYFS pupils will undergo further drills as practice	None

Appendix B – Personal Emergency Evacuation Plan



PEEP for a pupil at Thackley Primary School

This section is to be completed by the **class teacher** or **Executive Head/Head of School**.

Name: _____

Class and year group: _____

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 **name of individual** 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 account, from the first alarm sound)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Reviews

Class teacher/Executive Head/Head of School

name: _____

signature: _____

Date: _____

Individual's name: _____

Individual's signature: _____

Date: _____