

## INVACUATION AND LOCKDOWN POLICY & PROCEDURES



## **Rationale**

The safety of pupils, staff members and visitors on the premises is paramount and Great Meols Primary School takes our 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.

## **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 evacuation procedure is covered in our fire evacuation procedure.

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.

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.

The evacuation procedure will be implemented in the included (not exhaustively) 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 included (not exhaustively) circumstances:

- **A bomb threat near the school (in communication with emergency services)**
- **Chemical spillages near the school**
- **Toxic fumes near the school**

The partial lockdown procedure will be implemented in the included (not exhaustively) circumstances:

- **A civil disturbance in the local community with the potential to pose a risk to the school**
- **A loose dog on the school premises**

The full lockdown procedure will be implemented in the included (not exhaustively) circumstances:

- **An intruder on the school site**

## **Procedures**

<b>Responsibility</b>	<b>Nominated person</b>
Make decision and initiate auditory signal	<b>Headteacher or Business Manager</b>
Initial contact with the emergency services	<b>Headteacher and/or Business Manager</b>
Securing the site by locking external doors	<b>Site Manager and Deputy Headteacher</b>
Pupil control	<b>Teachers and Teaching Assistants</b>
Communication with parents	<b>Business Manager or Office Staff</b>

<b>Signals</b>	
Lockdown and invacuation signal	<b>x5 - 5 second ringing of school bell</b>
All-clear signal	<b>x1 - 20 second ringing of school bell</b>

<b>Other arrangements</b>	
'Safe areas'	<b>Classrooms</b>
Outdoor evacuation area	<b>Fire Assembly point on field</b>
Off-site evacuation area	<b>St John's Church</b>
Communication arrangements	<b>Mobile phones Chat function on Gmail</b>

## Overview of Main Actions

- a) The Headteacher and Deputy Headteacher will be notified and, together with the Business Manager, they will meet in the Headteacher's office (if able to).
- b) The most senior person in the school will take charge. Contact will be made to the police to inform decision making whilst the below steps are actioned.
- c) The auditory signal will activate the staff to move pupils to the nearest safe area to their immediate location, if possible:
  - **Classrooms** - stay in rooms
  - **Year 2** – go to Year 1 classrooms (2D to 1T and 2KP to 1J)
  - **Playground** - back into the school/classroom
  - **Playing field** - back into the school/classroom
  - **Sports Hall/Hall** – remain in this space
  - **Kitchen** – remain in the kitchen
  - **Admin** – 2 x staff to FS1 and 2 x staff to FS2 classrooms
  - **Caretakers/Cleaners** – go to nearest safe place
  - **Acorns** – in the music room and library
  - **Headteacher's Office** – headteacher to remain in office and, if safe to do so, is joined by deputy headteacher and site manager.
- d) Staff to lock external doors within the room they are located in. Deputy headteacher and site manager to sweep school locking any further external doors.
- e) A message will be sent (via Gmail chat) to indicate the level of lockdown or invacuation and the reason why.
- f) Staff follow procedure for full lockdown, partial lockdown or invacuation as indicated.
- g) If there is no longer a threat, an 'all clear' message is indicated by sounding the auditory signal.

### **Actions taken for an invacuation**

In addition to the main actions, staff will:

- a) Close windows and external doors.
- b) If not in usual classroom space, support children to return their classroom.
- c) Remain in the safe space as much as possible.
- d) Ensure the children remain in the safe space as much as possible. However, children can leave the safe space to go to the toilet or receive first aid.
- e) Remain in contact with the person in charge for updates and further instructions.
- f) Continue with the normal school day but ensure children stay within the school building at all times.

### **Actions taken for a partial lockdown**

In addition to the main actions, staff will:

- a) Close windows and external doors.
- b) Ensure children stay away from windows.
- c) Remain in the safe space as much as possible.
- d) Ensure the children remain in the safe space as much as possible. However, children can leave the safe space to go to the toilet or receive first aid.
- e) Remain in contact with the person in charge for updates and further instructions.
- f) Support the children to keep calm and quiet.

### **Actions taken for full lockdown**

In addition to the main actions, staff will:

- a) Close windows.
- b) Initiate 'Hide' actions as follows –
  - Where possible stay away from external windows.
  - Where possible lock or block doors.
  - Take cover under tables.
  - Stay quiet.
- c) Stay in their location and ensure that they remain in contact with the person in charge for updates and further instructions.
- d) Support the children to keep calm and quiet.
- e) If faced with an intruder approaching the classroom, react to the situation by choosing whether to run or hide.

### **Post Event**

- a) Parents and Chair of Governors will be notified as soon as it is practical.
- b) The Head teacher will organise a de-brief with relevant parties.