Invacuation, Lockdown and Evacuation Policy

Statement of intent:
At Burley Oaks Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Burley Oaks Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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 Burley Oaks 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.

This policy should be read in conjunction with the Critical Incident Plan

Agreed by the Resources Committee of Governors: November 2025 Renewal date: November 2026

Chair of Governors **Date 21st November 2025**

Headteacher **Date 21st November 2025**

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a) Evacuation Record Log
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1. Legal framework

1.1. This policy has due regard to statutory 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 (2021) 'Health and safety: responsibilities and duties for schools'
- DfE (2019) 'School and College Security'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2022) 'Emergency planning and response for education, childcare, and children's social care settings'
- DfE (2014) 'Fire safety in new and existing school buildings'
- National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'

1.2. This policy will be applied in conjunction with the following school policies and procedures:

- Critical Incident Plan
- Health and Safety Policy
- Bomb Threat Policy
- Fire Evacuation Plan
- Lockdown Plan
- Invacuation and Evacuations Plans
- Personal Emergency Evacuation Plan
- Adverse Weather Plan
- Business Continuity Plan
- School Security Policy

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 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 health and safety coordinator, 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 health and safety coordinator, Jenni Warbrick.
- 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 health and safety coordinator 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 Evacuation Record Log (Appendix 1).
- 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. The 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 registers are accurately taken during an invacuation, lockdown or evacuation, and reporting the names of missing pupils to the headteacher immediately.
- Informing the headteacher or 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 – with and without lockdown

4.1. An invacuation (with or without lockdown) may be deemed the most appropriate course of action if an incident occurs inside or outside your establishment's buildings/grounds and which renders an evacuation unsafe.

4.2. Invacuation may be appropriate in many circumstances, for example:

- if air pollutants are present due to a nearby fire or chemical release.
- if there is an intrusion in the grounds (person or dangerous animal)

4.3. Invacuation **with lockdown** may be appropriate in many circumstances, for example:

- if an aggrieved and/or intoxicated person is trying to obtain access
- if an armed intruder is on site.

4.4. Burley Oaks Primary School's designated 'safe rooms' are as follows:

Area of school	Designated room number	Designated staff member for that room
All	Classrooms	Class teacher
Office	Office	Jenni Warbrick
All	Hall/Staff/music rooms	CL/AG

4.5. 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.

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

4.7. The headteacher will take all factors into consideration when deciding whether to call an invcauation with or without lockdown. Where possible, advice will be sought from the emergency services.

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

4.9. Once inside the building, **follow the process below** depending on whether the invacuation involves a lockdown or not.

4.10. 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

4.11. 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. See the Critical Incident Plan.

4.12. If it is considered necessary to leave the school site, staff will lead pupils and visitors to the pre-arranged alternative place of safety, Burley & Woodhead Primary school.

4.13. All personnel will remain inside until an ‘all clear’ signal has been given, either via two-way radio, mobile phones or by the SLT, or unless told to evacuate by the emergency services.

4.14. If it is necessary to evacuate the building, a continuous sounding of the fire alarm will be instigated.

4.15. Parents will be informed of developments as required to reassure them and ensure no additional risks complicate a situation further. Parents are likely to be informed to remain away from school grounds. During a lockdown or invacuation no one will be permitted to enter the building.

PROCEDURE FOR INVACUATION (INCLUDING LOCKDOWN)

UPON HEARING THE SIGNAL, TAKE THE FOLLOWING ACTION:

GO IN - STAY IN - TUNE IN

<table>
<tr><th>INVACUATION</th><th>INVACUATION WITH LOCKDOWN</th></tr>
<tr><td colspan="2">Warning Message: “Invacuation Procedure Alert – move inside” – repeated three times
(Given via tannoy and 2-way radios)
GO IN Move quickly and quietly. Ensure all staff/pupils/contractors/visitors are safely inside the school building.</td></tr>
<tr><td>Close entrance points (e.g. doors, windows) to prevent the animal/pollutant etc entering the building.
If possible close off ventilation and air conditioning systems (if pollutant related invac).</td><td>Lock and secure entrance points (for example - doors, windows) to prevent the intruder/violent person etc entering the building.
If school building cannot be accessed, find nearest safe space e.g. forest school/wooded area</td></tr>
<tr><td>• Teaching staff and pupils to return to their class room
• Visitors to head to the main office
• Take register of pupils, staff & visitors
• Report attendance to office
• Continue business as usual</td><td>Go to a designated safe area.
• Close doors and windows en-route
• Block access points (for example - move furniture to obstruct doorways)
• Sit/lie on the floor, under tables or against a solid wall
• Take silent register of pupils
• Keep out of sight
• Keep silent and calm
• Draw curtains/blinds
• Turn off lights
• Stay away from windows and doors
• Put mobile phones on silent.</td></tr>
<tr><td colspan="2">Office team: Dial 999 – Ask for appropriate Emergency Service(s)</td></tr>
<tr><td colspan="2">Ensure that staff/pupils/students/service users/visitors are aware of an exit point in case evacuation becomes necessary (for example - fire, instruction from emergency services)</td></tr>
<tr><td colspan="2">If possible, account for all staff/pupils/students/service users/visitors without putting yourself at risk, report those unaccounted for to the Emergency Services</td></tr>
<tr><td colspan="2">STAY IN - Remain in the designated safe/lockdown area until the all-clear signal is given, or told to evacuate by the Emergency Services.
TUNE IN - If possible, and appropriate: stay off own mobile phones and establish minimal internal communication via 2-way radios.</td></tr>
</table>

Designated Safe Areas: Classrooms, Hall, Meeting/Music/Staff rooms

5. Bomb threats

5.1. In the event of Burley Oaks Primary 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.

5.2. The person taking the call will use the **Bomb Threat questionnaire** (Appendix A)

5.3. Burley Oaks Primary School will act in accordance with the **Critical Incident Flowchart (Appendix B)** in order to ensure the welfare of pupils, staff members and visitors.

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

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

5.6. Nothing electrical, including mobile phones, should be used if there is a threat of a bomb as this could trigger the device.

6. Evacuation procedure

6.1. The evacuation process will be implemented in the following circumstances, (but not limited to):

- a fire within school,
- dangerous structural damage where it is safe to exit
- bomb threat within school.

5.2 The full details of the evacuation procedure can be found in the Fire Safety Policy (to avoid duplication of this procedure)

5.3 Associated information on PEEP's (Personal Emergency Evacuation Plan) can also be found in the Fire Safety Policy.

7. National Emergency Alerts system

7.1. The government's Emergency Alerts system was launched in 2023.

7.2. The school will ensure at least one school-owned mobile device is compatible with receiving alerts from the national Emergency Alerts system. This device will always be switched on and will be in possession of a member of staff at all times.

7.3. If an alert via the national Emergency Alerts system is received, the headteacher will be alerted as soon as possible. The headteacher and health and safety coordinator will check the current alerts online to ensure the alert is genuine where necessary.

7.4. The relevant emergency procedure will be implemented depending on the nature of the danger.

8. Training

8.1 Staff training will take place as appropriate and not less than every two years.

9. Communication with parents/carers

9.1. Arrangements and information regarding Burley Oaks Primary School's invacuation, lockdown and evacuation procedures will be routinely shared with parents/carers via the school website.

9.2. 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.

9.3. 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.

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

9.5. 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.

10. Actions following incidents

10.1. Following an occurrence necessitating the implementation of an emergency procedure, the following actions will be taken:

10.1.1. A follow-up talk with staff members and pupils will be delivered by the headteacher

10.1.2. Support will be sought where necessary, for example, from counselling services

10.1.3. Parents and other stakeholders will be informed via email

10.1.4. The response to the crisis will be evaluated and procedures amended where necessary

11. Conducting Practices

11.1. School must conduct an Evacuation drill once a term

11.2. School must conduct an Invacuation drill at least once a year

11.3. School should conduct a Lockdown drill at least once a year

11.4. 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 and health and safety coordinate and changes will be made to procedures if necessary.

12. Monitoring and review

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

12.2 The review will be conducted by the Health and Safety coordinator in collaboration with the Head teacher and the governing body.

12.3 The next scheduled review date is November 2026.

Appendix A –

Bomb Threat Questionnaire Check Sheet

Time

Where?

When?

Why?

What type of bomb

What colour is the bomb

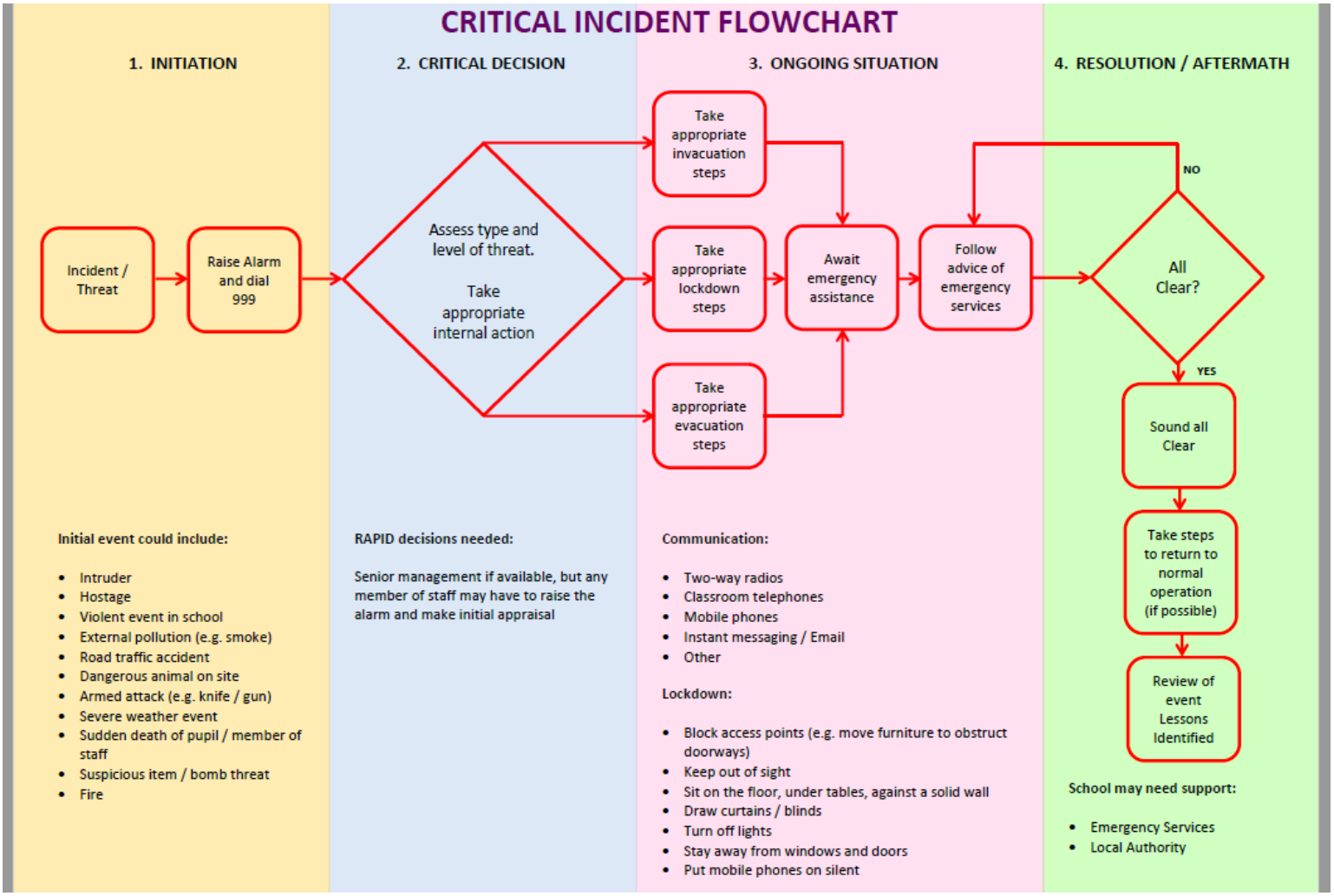
Is there a CODEWORD?

Words used

Does the Person sound: Angry? Calm?

Accent? Stammer? Male/female?

Background noise?

Appendix B – Critical Incident Flowchart

This chart is posted in all phase shared areas in school.