



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 Colham Manor 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.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- DfE (2014) 'Fire safety in new and existing school buildings'

- DfE (2019) 'School and college security'
- DfE (2021) 'Health and safety: responsibilities and duties for schools' •
- DfE (2021) 'Emergency planning and response'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Bomb Threat Policy
- Full Lockdown Procedure
- Invacuation Procedure
- Evacuation Procedure
- Fire Evacuation Plan
- Personal Emergency Evacuation Plan
- Business Continuity Plan
- School Security Policy
- Security Risk Assessment

2. 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 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, e.g. toxic fumes in the air.

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.

3. Roles and responsibilities

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.

The headteacher will be responsible for:

- Appointing a competent member of staff to lead on school security and the procedures outlined in this policy.
- Ensuring effective and rehearsed emergency procedures are in place at the school.
- Ensuring all staff members are aware of this policy and receive training on the procedures.
- Ensuring all staff receive training following any changes to the school's emergency procedures.

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

The Headteacher (Deputy Headteacher in their absence) will be responsible for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency.

The premises team will be responsible for ensuring that emergency exits and evacuation points are clearly signposted.

School reception administration 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.

All members of staff will be responsible for acting in accordance with this policy and associated procedures where required.

4. Appropriate procedures

The headteacher will develop a plan to decide which emergency procedure would be implemented under different circumstances.

The evacuation procedure will be implemented in the following 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 following circumstances:

- A bomb threat near the school
- Chemical spillages near the school
- Toxic fumes near the school

The full lockdown procedure will be implemented in the following circumstances:

- An intruder on the school site

Where a lockdown is required, a full lockdown procedure will be implemented. The headteacher will take all factors into consideration when deciding whether to fully lock down the school. Where possible, advice will be sought from the emergency services.

The above lists are not exhaustive and if a different incident occurs, the headteacher will decide on what procedure should be implemented considering the circumstances of the situation.

5. Implementing procedures

When an incident occurs, the headteacher will decide on which emergency procedure should be implemented. They will take account of all the circumstances and seek advice from the emergency services where necessary.

The school will implement one of the following procedures depending on the circumstances:

- Evacuation Procedure
- Invacuation Procedure
- Full Lockdown Procedure

All of these procedures are made available to staff and visitors via the school reception admin team and shared on google drive.

6. 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 the school to implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise.

These plans will 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.

PEEPs will be reviewed on an annual basis in order 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, their 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.

7. Communication with parents

Arrangements and information regarding the school's invacuation, lockdown and evacuation procedures will be shared with parents via a secure communication method, e.g. an email/text home. The school will be mindful to not share information regarding the school's procedures in a way that would mean third parties unrelated to the school would be able to access them.

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 via the parent messaging system.

Parents will be informed not to call 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. The school will contact parents when it is safe for them to collect their child.

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.

8. Actions following incidents

Following an occurrence necessitating the implementation of an emergency 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

10. Monitoring and review

All of the procedures outlined in this policy will be tested at least annually.

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

The next scheduled review date is March 2024

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

The review will be conducted by the Headteacher in collaboration with the governing board.