



INVACUATION Procedure

An invacuation or lockdown occurs when circumstances dictate that the safety of pupils and staff is better ensured by them being kept inside the building with the doors and windows locked and the blinds/shutters closed. Pupils should be moved away from the windows and doors for prime safety. The reasons for invacuation/lockdown could be as a result of a chemical spillage/weapons crisis/air pollution/nearby fire/criminal activity/weapons crisis/dangerous dog etc.

PROCEDURE

- Remain calm
 - Move slowly
 - Obey instructions
 - Do not provoke an incident
1. If there are children outside, the headteacher, or designated person, will give five short rings of the school bell and ensure that the children enter the school as calmly as possible and return to their own base class. Teachers and staff should return to their base class. SEN children should be met by their SNA once in the school premises.
 2. The office staff will contact the police on 999 and if necessary activate the panic button.
 3. If the children are in the building, the Headteacher or designated persons will quietly inform all staff of the situation.
 4. Depending on the circumstances, staff should ensure pupils remain in the classroom with locked doors and windows. Staff will be instructed as to whether it is necessary to close the shutters, move to a different area or sit down on the floor.
 5. If necessary pupils may need to be evacuated, in a quiet and orderly manner, away from the situation into a safer area defined by staff or police.
 6. Staff should account for all children immediately and inform the office of anyone missing.
 7. Staff should try to keep the children calm.
 8. If necessary, parents/carers should be notified as soon as practicable to do so via the Teacher2Parents messaging service that there is a lockdown situation, they should be given enough information about what will happen so that they are reassured that everything possible is being done to ensure their child's safety:

- they should not contact the school as this will tie up the phone lines;
 - they should not attend school as this could interfere with the emergency services access to school and they may put themselves in danger;
 - they should wait for the school to contact them about when it is safe to collect their children.
9. Pupils will not be released to parents during a lockdown.
 10. If it is found to be necessary to evacuate the building, the fire alarm will be sounded.
 11. School should stay in contact with Emergency Services at all times and follow their instructions.
 12. A lockdown drill should be undertaken at least annually.
 13. Parents should know that there is a Lockdown Plan and that a copy is on the website.
 14. Lockdown information should be displayed in every classroom/area.
 15. School should stay in contact with Emergency Services at all times and follow their instructions.