



Meole Brace
C of E Primary School and Nursery

Invacuation, Lockdown and Evacuation Policy

Policy: Invacuation, Lockdown and Evacuation	Date Policy adopted/reviewed: September 2025
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1. Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and Meole Brace C of E Primary School and Nursery takes its duty to protect the wellbeing and welfare of these stakeholders very seriously. The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, beyond school control. 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.

2. Legal framework

2.1 This policy has due regard to all relevant 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 (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 (2023) 'School and college security'
- National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'
- DfE (2023) 'Emergency planning and response for education, childcare, and children's social care settings'

2.2 This policy operates in conjunction with the following school policies and procedures:

- Health and Safety Policy
- Personal Emergency Evacuation Plans (if any are currently in effect)

3. Definitions

3.1 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.

3.2 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.

3.3 '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.

4. Roles and responsibilities

4.1 The Local 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, to ensure its effectiveness.

4.2 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 Caretaker.
- 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.

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

4.4 The Headteacher (or 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.

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

4.6 The Office Co-ordinator 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.

4.7 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.
- Ensuring that registers are accurately taken during an invacuation, lockdown or evacuation, and reporting the names of missing pupils to the Officer Co-ordinator immediately.

- Informing the Officer Co-ordinator 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.

5. Lockdown/Invacuation procedure

- 5.1 The aim of the lockdown/invacuation procedure is to protect lives by keeping people inside away from perceived danger. This procedure will be used in the event of armed intrusion, chemical spillages and air pollution.
- 5.2 The warning siren for the school's Lockdown/Invacuation procedure is the sound of the school bells, located in the KS1 and KS2, corridors ringing continuously for 10 seconds.
- 5.3 The office team, SLT or caretaker will sound the bells as soon as a concern has been raised.
- 5.4 Staff members will keep in contact using MS Teams in each classroom, to inform each other of any problems experienced while carrying out the procedure, e.g. missing pupils.
- 5.5 Throughout the procedure, the Headteacher, and/or another designated member of staff, will continuously keep other staff members updated, where possible, using the staff MS Teams channel or e-mail.
- 5.6 During a lockdown/invacuation, pupils, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building and make their way to their designated area.
- 5.7 When all personnel are inside, doors and windows will be secured and, if sheltering from an environmental hazard, all ventilation and/or circulation systems will be switched off, by the Caretaker.
- 5.8 A register will be taken of all pupils, staff and visitors to determine whether anyone is missing or injured and Class Teachers will report to the school office and SLT that all are accounted for via MS Teams.
- 5.9 Main entrances to the school site will be locked if necessary.
- 5.10 Prior to the procedure, the Headteacher will identify designated 'safe rooms' throughout the school building, which all staff members will be made aware of.
- 5.11 The school's designated 'safe rooms' are as follows:

Team	Designated Room	Designated staff member
Pupils, Teachers and Support Staff	Classrooms	Class Teacher
Administrative Team	School Office/Snug Room	Office Co-ordinator
Caretaker/Cleaning Team	Staffroom	Caretaker
Lunchtime Supervisors	Staffroom	Caretaker
SLT (non-class based)	Ocean Room/HT Office	Headteacher
Kitchen Team	Kitchen	Catering Manager

- 5.12 Where a lockdown / invacuation occurs during lesson time, pupils will be guided towards their designated 'safe room' by their classroom teacher who will ensure that all pupils are accounted for.
- 5.13 When the lockdown / invacuation procedure occurs during lunchtime or break, all staff members will guide pupils back to their designated safe room.
- 5.14 Visitors will be directed to the nearest designated 'safe room'.
- 5.15 Staff members will instruct pupils to stay away from the windows and doors.
- 5.16 Where necessary, pupils will be informed to lie or sit on the floor.
- 5.17 Pupils, staff members and visitors will remain in their designated rooms or positions until told to do so by the emergency services, or the Headteacher declares the risk has gone.
- 5.18 Staff will be responsible for reassuring pupils and keeping them calm during the procedure.
- 5.19 When the lockdown / invacuation procedure has finished, pupils will return to their timetabled classroom where a register will be taken.
- 5.20 Throughout the lockdown / invacuation procedure, a member of SLT will keep in contact with the emergency services, ensuring the procedure is being implemented correctly.
- 5.21 Following an occurrence necessitating the lockdown / invacuation 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.

6. Evacuation Procedure

- 6.1 The 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, 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. The primary evacuation point is the KS2 playground.
- 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 will be advised of evacuation procedures as part of their induction training.

- 6.5 The designated fire warden for the school is Andrew Breeze, Caretaker.
- 6.6 The school has undertaken the appropriate fire awareness and fire warden training that meets the fire authority's regulations.
- 6.7 The Headteacher will ensure that all staff members are aware of the designated evacuation points. A map of the school site and the route to the designated evacuation point is displayed in each room.
- 6.8 A secondary evacuation point has been pre-arranged and is the school playing field.
- 6.9 The secondary evacuation point will be used in the event that the primary evacuation point on the school site is not safe.
- 6.10 The signal for the evacuation procedure to be implemented is the continuous two-tone sound of the fire alarm.
- 6.11 When the alarm is sounded, pupils and visitors will immediately stop what they are doing and make their way to the nearest fire exit.
- 6.12 Staff members will direct pupils to the nearest safe exit.
- 6.13 Staff members will be responsible for ensuring that exits are never obstructed or blocked.
- 6.14 Fire Wardens 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 year groups at the designated evacuation point, a register and headcount will be taken.
- 6.18 Any missing pupil, staff member or visitor will be reported to the designated fire warden, 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 headteacher or emergency services.
- 6.21 The emergency services are alerted, as soon as the alarm is raised.
- 6.22 Information for the emergency services, such as the location of gas shut off valves and on-site chemicals, is located in the emergency grab bag. Further information will be provided by the Caretaker.

6.23 An emergency grab bag is located in the school office and will be taken to the assembly point by a member of the admin team. It will contain each child's emergency contact details, a first aid kit, details of Premises layout, paper copy of emergency plan.

6.24 If required, parents will be contacted in order to collect their children. This will be done using the school's parent messaging system.

6.25 All evacuations are recorded in the Fire Register.

7. Personal Emergency Evacuation Plans (PEEPs)

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

7.3 These plans will 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 PEEPs 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, their 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 The secondary evacuation point will be used in the event that the primary evacuation points on the school site are not safe.

8. Fires

8.1 In the event of a fire, the school will invoke the evacuation procedure.

8.2 Under no circumstance will entrances to the school and emergency exits be blocked or obstructed.

8.3 Emergency lighting will be activated and appropriately used where necessary.

8.4 It is the responsibility of the Caretaker to ensure that exits are clearly marked.

8.5 The Caretaker will be 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 Headteacher will delegate the role of designated fire warden to the Caretaker who will take a lead role in the evacuation of the building.

8.8 If an evacuation procedure, or similar, is implemented due to the risk of a fire, these events will be recorded in the Fire Register.

9. Bomb threats

9.1 In the event of the 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.

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 the school's evacuation, lockdown and evacuation procedures will be routinely shared with parents/carers via the school communication systems.

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.

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 The 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. 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 and pupils.
- Support will be sought where necessary, e.g. from counselling services.
- Parents/carers and other stakeholders will be informed via e-mail service.
- The response to the crisis will be evaluated and procedures amended where necessary.

12. Conducting practices

Practices of each emergency procedure will be conducted at least annually. When an invacuation/lockdown practice takes place, parents/carers will be informed, before the child returns home.

During a practise, all pupils and staff will be expected to follow the relevant procedures. Any issues or concerns that arise from the practice will be considered by the Headteacher and Health and Safety link governor and changes will be made to procedures if necessary.

13. Monitoring and review

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

13.2 The next scheduled review is September 2026

13.3 This policy will also be reviewed following any incidents requiring its activation.