

# ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



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## INVACUATION POLICY

**DATE OF POLICY:** 2026

**REVIEW DATE:** 2027

### RATIONALE

School recognises that, within its Emergency Procedures, a plan needs to be made to help combat a threat to children and staff which occurs whilst they are outside of the school building, but in the school grounds.

This policy sets out the school's response to such an emergency but recognises that it is impossible to legislate for every possible scenario so as to protect 100% of the children and staff 100% of the time.

The policy, therefore, will be kept under review to reflect changing circumstances and experience and advice from relevant agencies. The policy applies at all times of the day and will therefore be shared with all staff and regular visitors.

The policy should be implemented in conjunction with the Emergency Planning, School Security Policy and Health and Safety Policy.

Staff, children and visitors will be encouraged to treat any emergency with the utmost calm and follow the guidelines with common sense, through practise and discussion.

### THREATS

There are a number of possible situations which could be seen as a threat and therefore demand a response. For example:-

- An animal wandering into the school grounds.
- A stranger who enters or attempts to enter the school grounds.
- An object thrown into the school grounds from outside.
- The collapse of a tree, wall or fence etc.
- A road traffic accident outside the school.
- The Air Ambulance landing on the school field.
- A neighbouring building being on fire.
- An accident or incident or child/staff member becoming seriously unwell within the grounds and it not being possible to move them into the building.

However, this list is not exhaustive.

## RESPONSE

Whenever a group of children is outside they will always be under adult supervision.

In the event of a threat arising it is the responsibility of the adult(s) with them to get the children into the building as quickly and as sensibly as possible through one of the designated entrances. A member of the SLT should be notified immediately.

In the event of an invacuation the Headteacher or their designated representative will be responsible for and co-ordinate the event.

## RAISING THE ALARM

Children and adults will be brought into school on hearing the sound of an air-horn. From there an assessment will be made and the appropriate emergency services contacted. Advice from those services will be taken.

Where the risk is identified by a member of staff outside of the school building then the whistle should be blown as is done at the end of break times. **A messenger should be sent to the school office with the ID badge of the staff member raising the alarm and the message 'invacuation'**. In the case of an intruder an agreed phrase (XXXXXXX) will be given as a message.

The SLT and administration team will notify staff who are in the school building of the invacuation (the air horn may not be heard); close and lock all doors and windows. The school is classed on 'lock down' until further instruction is given by the Headteacher or in their absence their nominated deputy(see lockdown procedure).

On hearing the alarm the children will form their class lines and then be brought into the building. Each classroom has a walkie talkie, which must be set to channel 3 at all times, and through which instructions will be given.

All visitors should report to the school office.

During the school day and at break times, the staff supervising the children will bring the children into the school hall, where they will form their class lines and be met by their class teacher who will take a headcount and then register check. Any children or adults unaccounted for should be reported to the Headteacher or their designated representative.

At lunch time the children will form their class lines under the supervision of the Welfare Assistants. Staff will then collect the children, take a head count and take them to their class rooms where they will do a register check and unless otherwise instructed should continue with normal teaching or activities. Children who are eating lunch will remain in the school hall until further instruction and it is therefore possible that classes will be split and necessitate the need for class teachers to check the children from their class that are in the hall – the co-ordinator will assist with this dependent on the situation. Any children or adults unaccounted for should be reported to the Headteacher or their designated representative immediately. Visitors must make their way to the inner entrance hall unless otherwise instructed by a member of the senior leadership team.

When the situation is given the Headteacher or their nominated deputy will give an agreed message to inform classes.

## ENTRANCES

To ensure the school building is secure from strangers who may wander in at any time, we also need to ensure that entrances are locked once children and adults are safely in the building, but can be accessed for emergency evacuation.

Each class teacher should ensure that all external classroom doors are locked from the inside using the door catch and not a key, so that they can easily be accessed if evacuation is necessary.

Following evacuation the SLT/administration team will ensure that external doors in public areas are safely secured. Teachers are responsible for ensuring their classroom doors are locked and senior key stage leaders are also responsible for ensuring that their corridor doors are locked. Nobody must be admitted to the building until the 'all clear' has been given by the Headteacher or their designated representative.

## EVACUATION

We acknowledge that in a changing situation, depending on the advice of the emergency services, it may be necessary to re-evacuate the building. The notification for this to take place will be given by the sounding of the fire alarm. The school evacuation procedure should be followed and further instruction will be given by the Headteacher or their designated representative, or the emergency services. A code of 'XXXXXXXXXXXX' will be provide via the walkie talkie to inform everyone that the emergency has ended.

## POST-INVACUATION

Once an invacuation has concluded, a debrief will occur to assess the effectiveness of the actions taken. Staff must inform the debriefer (headteacher od SLT) of any incident, noting any issues encountered during the invacuation.

## TRAINING AND DRILLS

Invacuation drills will be conducted termly to ensure that all staff and pupils are familiar with the procedures. Training for staff will be held annually, supplemented by additional training sessions when necessary. Feedback will be sought from staff and pupils after each drill to improve our invacuation plans.

## MONITORING AND REVIEW

This policy will be reviewed annually or sooner if legislation or best practices change. Any updates will be communicated to all staff and stakeholders promptly.

