



Policy for

# Invacuation, Lockdown and Evacuation

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Reviewed by CEO: Summer 2026

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## Statement of intent

All AET policies are written to support our schools and communities. We do this by ensuring they are always in line with our Colleague Values:



Applying these values to everything we do means always acting with integrity, in the interests of others, being honest, open and transparent and putting the safety of our children first.

The safety of pupils, staff members and visitors on the premises is paramount and The Aspire Educational Trust takes its 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.

This policy will be implemented alongside the school's Emergency Plan.

## 1. Legal framework

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

- 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
- The Terrorism (Protection of Premises) Act 2025
- DfE (2014) 'Fire safety in new and existing school buildings'
- DfE (2023) 'School and college security'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2023) 'Emergency planning and response for education, childcare, and children's social care settings'
- DfE (2025) 'Protective security and preparedness for education settings'

## 2. Definitions

The term '**evacuation**' refers to the orderly removal of everyone from the school building; this can be because of a fire or other incident within the building.

The term '**invacuation**' refers to keeping everyone 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 LAC** will be responsible for:

- Ensuring the school meets its responsibility to keep all pupils, staff and visitors safe.
- Familiarising itself with the school's protective security and preparedness plans.
- Monitoring the overall implementation of this policy.
- Reviewing this policy, in conjunction with the Headteacher / Principal and health and safety coordinator, to ensure its effectiveness.

**The Headteacher / Principal** will be responsible for:

- Promoting the safety and wellbeing of pupils and staff members.
- 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.
- Appointing a security lead who will also act as the incident lead when incidents occur.
- Appointing deputy incident leads to cover the absence of the first incident lead.
- Organising security preparedness and awareness training, including training on the RUN HIDE TELL principles.
- Acting as the responsible person for the control of the premises or events taking place on the school premises.
- Notifying the Security Industry Authority (SIA) when they assume or relinquish control of the premises.
- Establishing the appropriate evacuation, invacuation, lockdown and communication protocols.
- Ensuring the school meets the duties and expectations of the Terrorism (Protection of Premises) Act 2025.

**The security lead will be responsible for:**

- Coordinating and overseeing the school's protective security and preparedness work.
- Developing and maintaining policies and plans which promote a good security culture and deter someone intending to cause harm.
- Determining how staff should respond effectively to incidents.
- Ensuring all staff members are aware of their roles and responsibilities in relation to protective security and preparedness and receive appropriate training.
- Liaising with external agencies, e.g. the police and emergency services, to ensure effective communication and collaboration.
- Managing and delegating the response to an incident.
- Working as the incident lead in response to incidents.

**The incident lead and incident lead deputies will be responsible for:**

- Leading the initial response to an incident.
- Liaising with the police to incorporate their advice into an overall response.
- Making fast, clear decisions under pressure.
- Helping individuals to remain calm during an incident, particularly younger pupils.
- Responding appropriately to, and having appropriate emergency procedures for, any safety concerns, e.g. people reported missing.
- Communicating with parents about incidents.
- Leading any responses to media interest.
- Managing resources effectively, including consideration for the wellbeing of staff, pupils and families.

**All staff members are responsible for:**

- Ensuring the safety and wellbeing of pupils during an incident.
- Participating in protective security awareness and preparedness training as part of organised CPD.

- Being vigilant and reporting any suspicious activity to the security lead or appropriate authorities.
- Supporting the security lead in implementing and maintaining plans.
- Being familiar with all incident response plans.
- Providing additional support to those who are particularly vulnerable.
- Being prepared to follow emergency procedures in the event of an incident.
- Their own safety during an incident whilst listening to instructions from the incident lead and emergency services.
- Acting in accordance with this policy and associated procedures where required.
- Miss Crumbleholme will be responsible for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency.

**The Site Manager** will be responsible for ensuring that emergency exits, and evacuation points are clearly signposted.

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.

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

#### **4. Appropriate procedures**

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

When developing procedures, pupils and their specific needs will be considered to inform the most appropriate way to convey safety messages in a positive, age-appropriate and

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 partial lockdown procedure will be implemented in the following circumstances:

- **A civil disturbance in the local community with the potential to pose a risk to the school.**

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

- **An intruder on the school site.**

Where a lockdown is required, either a partial lockdown or full lockdown procedure will be implemented, depending on the circumstances. The Headteacher / Principal will take all factors into consideration when deciding whether to partially or 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 / Principal will make a decision on what procedure should be implemented taking into account the circumstances of the situation.

## **6. RUN HIDE TELL**

All staff will be able to make informed choices when faced with a terrorist incident. Staff members will receive training on, and will familiarise themselves with the [RUN HIDE TELL principles](#) and will use these principles in conjunction with their knowledge of the school site.

For pupils and staff members with SEND, the school will adjust the generic plan to consider the impact of disability and plan holding areas if necessary.

When following the HIDE principles, the incident lead will also activate the school's lockdown

## **7. Communicating during an incident**

Procedures will be planned and communicated to all those who need to be aware of them in advance of incidents, including any code words or signals that may need to be used.

When managing an incident, the school will ensure that procedures are in place to coordinate with staff and those directly involved in the incident, parents, the police and other emergency responders. The school will also plan how it will communicate incidents to the local community and in response to interest from the public and media.

The incident lead will consider how best to communicate to staff and pupils, and will provide clear and concise instructions.

When alerting a threat across the school, the first alert will:

- Be quick to activate.
- Reach the people who need to know.
- Be easily activated by any staff member from various locations.
- Not provide any information on the locations of people on site.
- Not increase the risk of harm to the person who activates the alert.

The communications method used during an incident will:

- Be silent and invisible to someone intending to cause harm.
- Enable two-way communication, both with the incident lead and other staff members.
- Be portable and not dependant on Wi-Fi and wired connections.

When communicating with the police, call handlers will give the police and other emergency responders as much information as possible and cooperate with their instructions.

### **Communication with parents**

The school will promptly communicate to parents about incidents to reassure them that the situation is being handled. Parents will be instructed to stay away from the school site whilst the incident is ongoing.

Arrangements and information regarding the school's invacuation, lockdown and evacuation procedures will be routinely shared with parents via a secure communication method, e.g. a letter 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 **school spider**.

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, the school will 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.

A selection of holding statements will be prepared in advance of an incident to be ready for issue dependent on the type of incident taking place.

### **Mobile phone use**

During an incident, pupils will be instructed **not to use mobile phones** unless directed by staff.

This is to:

- Prevent the spread of misinformation.
- Avoid unnecessary panic.
- Ensure that emergency communication lines remain clear.
- Help safeguard pupil safety by not disclosing locations or sensitive details.

The school will include this guidance in routine safety briefings to pupils.

### **Social media use**

Staff and pupils will be instructed to refrain from posting on social media during an incident. Guidance will include:

- Not sharing any information, images or speculation about the incident.

- Waiting for official communications before commenting.
- Being mindful of the impact on other members of the school community, including families and staff.

Every effort will be taken to maintain the integrity of the incident response, protect personal privacy, and prevent the circulation of unverified or harmful information.

## **8. 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.

For pupils with PEEPs in place, the school will also ensure that personal emergency response plans are made for all other security and safety related incidents.

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.

## **9. Actions following incidents**

The school's plans will be amended appropriately to consider the emotional and mental impact on pupils, parents and staff members following an incident. The school will also consider introducing a strategy that monitors pupils and staff who are primarily affected by the incident.

The school will conduct post-incident evaluations and hold a full debrief where feedback is obtained from all the key people involved. The school will use these post-incident actions to inform what measures need to be taken to support victims and learn from anything that could have been improved should such an incident occur again.

In time, the school will also hold debriefing sessions with neighbouring schools, settings, business, the local community and the police.

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

A written record will be kept of all incidents and drills, including lessons learned and any improvements made to procedures.

## **10. Conducting practices**

Practices of each emergency procedure will be conducted at least **annually**. Before a practice takes place, parents will be informed that this is happening.

During a practice, all pupils and staff will be expected to follow the relevant procedure. Any issues or concerns that arise from the practice will be considered by the headteacher and the security lead and changes will be made to procedures if necessary.

Consideration will be given to pupils with SEND when conducting practices. PEEPs will be followed and amended if practices highlight issues implementing these plans.

# **Invacuation procedures**

The purpose of an invacuation is to keep staff, pupils and visitors inside the school building in order to ensure their safety from an internal or external incident which has the potential to pose a threat to their safety and wellbeing if they left the building. Examples of incidents that would warrant an invacuation include nearby bomb threats, toxic fumes and chemical spillages, and criminal activity.

Schools are not required by law to have invacuation procedures in place; however, schools should seriously consider developing clear invacuation procedures that can be easily implemented if a situation arises where invacuation is necessary. These procedures should be practiced to ensure they are effective and understood by staff and pupils.

This template outlines the procedure that schools could follow when initiating an invacuation; however, schools should cater this procedure to their specific needs.

Schools should also consult the emergency services in their local area as they are best placed to give further advice.

**Name of school: Sandbach Primary Academy**

**Invacuation procedures**

<b>Incident control officers and response team for the School</b>		
<b>Responsibility</b>	<b>Nominated person</b>	<b>Emergency contact number</b>
Incident control officer	Emily Crumbleholme	<u>01270918922</u>
Deputy incident control officer	Lesley Greenwood	<u>01270918922</u>
Communications officer	Anne White	<u>01270918922</u>
<b>Incident control officers and response team for the Trust</b>		
<b>Responsibility</b>	<b>Nominated person</b>	<b>Emergency contact number</b>
Incident control officer		
Deputy incident control officer		
Communications officer		

<b>Signals</b>	
Invacuation signal	<u>alarm</u>
Escalation to partial lockdown signal	<u>Shouting and whistle</u>
Escalation to full lockdown signal	<u>Alarm</u>
Evacuation signal	<u>Alarm</u>
All-clear signal	<u>Verbal</u>

<b>Other arrangements</b>	
Most suitable invacuation areas	<u>Classrooms and areas with a secure door</u>
Communication arrangements	<u>School spider</u>

Invacuation procedure
Initial implementation
The school is made aware of an incident that requires the invacuation procedure to be implemented.
If a situation warranting invacuation is brought to the attention of the school by an alert through the national Emergency Alerts system, the staff member(s) who received the alert informs the <b>Headteacher / Principal</b> or a member of the incident response team.
The <b>Headteacher / Principal</b> makes the decision to implement the invacuation procedure.
The invacuation signal is given.
The <b>SLT</b> uses <b>two-way radios</b> or <b>mobile phones</b> to ensure all staff members are aware of the incident, understand that the invacuation procedure is being implemented, and know that this is not a practice.
The <b>Site Manager</b> is contacted to ensure they are aware of the implementation of the invacuation.
The <b>Headteacher / Principal</b> contacts the relevant emergency services to alert them of the incident and they are kept up to date, as necessary.
Parents are informed via <b>the school's parent messaging system</b> that an invacuation is taking place.
Immediate action
All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building.
The <b>Headteacher / Principal</b> and <b>Site Manager</b> check outdoor areas and ensure all staff, pupils and visitors are inside the school building.
All external doors and windows are locked and remain locked until the 'all-clear' signal is given, or unless otherwise instructed by the <b>Headteacher / Principal</b> or emergency services.
In the event of an air pollution issue, all air vents are closed by the <b>Site Manager</b> .
The <b>Headteacher / Principal</b> alerts staff members <b>via two-way radio</b> that the building is secure.
Once the building is secure, staff conduct a register or headcount of their area. Staff notify the <b>Headteacher / Principal</b> immediately if any pupils, members of staff or visitors are not

accounted for via **two-way radio** or **mobile phone**, and an immediate search is instigated where appropriate.

### During the invacuation

All staff, pupils and visitors remain in the school building – free movement is permitted, unless otherwise stated by the **Headteacher / Principal** or emergency services.

Pupils are not released to their parents during the invacuation – pupils with mobile phones are advised to contact their parents to inform them they are safe but will not be let out of the school building until the all-clear signal has been given.

**Office staff** answer telephone calls from parents and inform them pupils will not be released while the invacuation is in place.

The **Headteacher / Principal** keeps in contact with the relevant emergency services to assess the best course of action in respect of the threat or incident.

If it is necessary to escalate the invacuation to a lockdown, the relevant signal is given.

If it is necessary to evacuate the building, the evacuation signal is sounded.

The invacuation only ends once the all-clear signal has been delivered.

### Further action after the lockdown

Parents are fully informed of the incident **via letter**.

The **SLT** reviews the invacuation procedure for its effectiveness and make changes as necessary.

## **Invacuation, lockdown and evacuation checklist and procedures**

Schools need to ensure that they have pre-emptive measures in place to ensure that any potential danger to pupils, staff members and visitors is mitigated if they may be subject to harm.

This resource provides a checklist of pre-emptive measures and the procedures to follow when enforcing an invacuation, lockdown or evacuation as an emergency response.

The invacuation, lockdown and evacuation checklist provide a range of actions which should be checked on a regular basis by the appropriate person – there is space to check, sign off and date the action, and to add any additional comments.

Schools should ensure that this template reflects their circumstances and that any amendments are made to fit school-specific emergency planning.

The procedure lists should be always on-hand; these lists provide a concise overview of the actions that should be taken when responding to an emergency which requires an invacuation, lockdown or evacuation. As with the checklist, these lists should be amended where required.

This resource has been created in line with our Invacuation, Lockdown and Evacuation Policy and relevant government guidance.

### **IMPORTANT – SITE MAPS**

Please note that the following checklist should be accompanied with a site map, outlining all the places that are clearly identified on the checklist. These site maps should be shared with the children, staff, parents, and any other visitors and contractors in school.

## Invacuation, lockdown and evacuation checklist

Invacuation, lockdown and evacuation checklist					
Action	In place? (tick)	Checked by	Signed	Date	Additional comments
General					
Has the <b>Invacuation, Lockdown and Evacuation Policy</b> been implemented?	<input type="checkbox"/>				
Has a competent member of staff been appointed to lead on school security?	<input type="checkbox"/>				
Have emergency procedures been put in place?	<input type="checkbox"/>				
Have all staff members received training on the school's emergency procedures?	<input type="checkbox"/>				

**Invacuation, lockdown and evacuation checklist**

<b>Action</b>	<b>In place? (tick)</b>	<b>Checked by</b>	<b>Signed</b>	<b>Date</b>	<b>Additional comments</b>
Are all staff members aware of the schools <b>Invacuation, Lockdown and Evacuation Policy</b> ?	<input type="checkbox"/>				
Has the likelihood of the occurrence of a security-related incident been assessed?	<input type="checkbox"/>				
Have emergency procedures been rehearsed?	<input type="checkbox"/>				
Is an <b>Evacuation Record Log</b> in place to record all evacuation procedures, including drills and practices?	<input type="checkbox"/>				
Are all emergency procedures reviewed following any incident requiring their activation?	<input type="checkbox"/>				

**Invacuation, lockdown and evacuation checklist**

<b>Action</b>	<b>In place? (tick)</b>	<b>Checked by</b>	<b>Signed</b>	<b>Date</b>	<b>Additional comments</b>
Are emergency exits and evacuation points clearly signposted?	<input type="checkbox"/>				
Are school site plans available for the use of emergency services?	<input type="checkbox"/>				
Are contractors and external services working within the school supplied with a copy of the school's emergency procedures?	<input type="checkbox"/>				
Are registers accurately taken during an invacuation, lockdown or evacuation?	<input type="checkbox"/>				
Following a register, are the names of missing pupils reported immediately?	<input type="checkbox"/>				

**Invacuation, lockdown and evacuation checklist**

Action	In place? (tick)	Checked by	Signed	Date	Additional comments
Are contingency plans in place to help restore normality following an incident?	<input type="checkbox"/>				
Are staff members able to keep in contact using <b>two-way radios or mobile phones</b> ?	<input type="checkbox"/>				
Are all doors and windows able to be securely locked?	<input type="checkbox"/>				
Do new staff members receive training and advice for invacuation, lockdown and evacuation procedures as part of their induction?	<input type="checkbox"/>				
<b>Invacuation</b>					
Are all pupils, staff members and visitors made aware of when an invacuation procedure will be used?	<input type="checkbox"/>				

### Invacuation, lockdown and evacuation checklist

Action	In place? (tick)	Checked by	Signed	Date	Additional comments
Are staff members aware of how to inform others that invacuation procedures are taking place?	<input type="checkbox"/>				
For the purposes of sheltering from environmental hazards, are all ventilation and air circulation systems able to be turned off?	<input type="checkbox"/>				
Are staff, pupils and visitors situated outside able to be immediately escorted safely inside?	<input type="checkbox"/>				
Have designated 'safe rooms' been identified throughout the school and are all staff members aware of where these rooms are?	<input type="checkbox"/>				
Have safe rooms been assigned a designated staff member?	<input type="checkbox"/>				

**Invacuation, lockdown and evacuation checklist**

<b>Action</b>	<b>In place? (tick)</b>	<b>Checked by</b>	<b>Signed</b>	<b>Date</b>	<b>Additional comments</b>
Are pupils aware that they need to stay away from windows and doors?	<input type="checkbox"/>				
Do all pupils, staff members, and visitors understand what to do during and following an invacuation?	<input type="checkbox"/>				
Are procedures in place to inform parents and other relevant stakeholders following an invacuation?	<input type="checkbox"/>				
<b>Lockdown</b>					
Do staff members know when and how a lockdown procedure should be implemented?	<input type="checkbox"/>				
Is there a system in place to communicate when a lockdown is taking place?	<input type="checkbox"/>				

### Invacuation, lockdown and evacuation checklist

Action	In place? (tick)	Checked by	Signed	Date	Additional comments
Have suitable rooms been identified for sheltering?	<input type="checkbox"/>				
Are items which could be used as weapons securely locked away when not in use?	<input type="checkbox"/>				
Are staff, pupils and visitors situated outside able to be immediately escorted safely inside if it is safe to do so?	<input type="checkbox"/>				
Have escape points been identified should the threat enter the school building(s)?	<input type="checkbox"/>				
Has an alternative point of safety been identified?	<input type="checkbox"/>				

**Invacuation, lockdown and evacuation checklist**

<b>Action</b>	<b>In place? (tick)</b>	<b>Checked by</b>	<b>Signed</b>	<b>Date</b>	<b>Additional comments</b>
Are pupils aware that they need to stay away from windows and doors?	<input type="checkbox"/>				
Are objects able to be used to obstruct entry points?	<input type="checkbox"/>				
Are procedures in place to inform parents and other relevant stakeholders as soon as possible following a lockdown?	<input type="checkbox"/>				
Is a lockdown drill undertaken <b>annually</b> ?	<input type="checkbox"/>				
<b>Evacuation</b>					
Are evacuation drills carried out <b>once a term</b> ?	<input type="checkbox"/>				

**Invacuation, lockdown and evacuation checklist**

<b>Action</b>	<b>In place? (tick)</b>	<b>Checked by</b>	<b>Signed</b>	<b>Date</b>	<b>Additional comments</b>
Do all staff members have a copy of the evacuation procedure?	<input type="checkbox"/>				
Are fire evacuation procedures displayed throughout the school?	<input type="checkbox"/>				
Has a designated fire warden been appointed?	<input type="checkbox"/>				
Has the school undertaken the appropriate fire awareness and fire warden training that meets the fire authority's regulations?	<input type="checkbox"/>				
Are all staff members aware of the designated evacuation points?	<input type="checkbox"/>				

**Invacuation, lockdown and evacuation checklist**

<b>Action</b>	<b>In place? (tick)</b>	<b>Checked by</b>	<b>Signed</b>	<b>Date</b>	<b>Additional comments</b>
Has a secondary evacuation point been prearranged?	<input type="checkbox"/>				
Are all fire alarms tested and checked regularly?	<input type="checkbox"/>				
Are staff members aware of their responsibility to ensure that exits are never obstructed?	<input type="checkbox"/>				
Are staff members aware of anyone who has a Personal Emergency Evacuation Plan (PEEP)?	<input type="checkbox"/>				
Does the school's evacuation plan provide details of the locations of gas shut off valves and on-site chemicals?	<input type="checkbox"/>				

Invacuation, lockdown and evacuation checklist					
Action	In place? (tick)	Checked by	Signed	Date	Additional comments
Is an emergency evacuation pack available which contains each pupil's emergency contact details, a first aid kit and a mobile phone?	<input type="checkbox"/>				
Are PEEPs in place for all pupils, staff members and visitors who may need help in evacuating the premises?	<input type="checkbox"/>				
Are PEEPs reviewed on an annual basis?	<input type="checkbox"/>				
Are PEEPs reviewed when there is a change in the individual's health, emergency procedures or if an alteration is made to the premises?	<input type="checkbox"/>				

## Invacuation, lockdown and evacuation checklists

[The below procedures should be understood and led by the health and safety coordinator. Ensure that any amendments are made to suit your school's specific emergency evacuation, invacuation and lockdown procedures]

## When responding to an incident, follow the **RUN. HIDE. TELL.** principles outlined by the National Counter Terrorism Security Office.

### Invacuation

Invacuation procedures are used when pupils, staff and visitors need to be moved to the most sheltered areas within the school premises. Invacuation procedures are necessary to reduce the risk of harm to people, e.g. if there are toxic fumes in the air.

Invacuation procedures
Action
<b>Do not</b> raise the fire alarm – inform the office and staff members verbally that an invacuation is taking place and briefly explain why.
Ensure the emergency services are called.
Ensure all pupils, staff and visitors are inside the building, if there are any pupils, staff members or visitors outside, immediately escort them inside.
Shut and lock all external doors and windows as necessary.
Complete headcounts and registers of all pupils, staff members and visitors and inform the office if anyone is unaccounted for.
Remain inside and await further instruction from the emergency services.

## Lockdown

Lockdown procedures are typically followed in response to security threats. These procedures should involve locking and obstructing all entry points and then taking shelter in a secure location.

Lockdown procedures
Action
<b>Do not</b> raise the fire alarm – inform the office and staff members verbally that a lockdown is taking place and briefly explain why.
Ensure the emergency services are called.
Ensure all pupils, staff and visitors are inside the building if there are any pupils, staff members or visitors outside, immediately escort them inside.
If required, inform all pupils to hide or disperse.
Staff ensure that all access points are locked or obstructed and that all blinds and curtains are drawn.
Keep still and quiet.
Remain inside and await further instruction from the emergency services.

## Evacuation

Evacuation procedures should be followed when pupils, staff and visitors need to be removed from the school building(s) in an orderly fashion; this can be as a result of a fire or other incident within the school building.

**Evacuation procedures**

**Action**

Raise the fire alarm.

Call the emergency services.

Give clear orders to all staff, pupils and visitors to evacuate the premises via the nearest exit in an orderly fashion.

Move quickly to the fire assembly point.

Close doors upon evacuating the building.

Complete headcounts and register checks of all pupils, staff and visitors.

Inform the senior member of staff of the headcount.

Follow advice from the emergency services.