



Invacuation Policy

Approved by: Full Governing Body
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Signed by:

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Introduction

All schools should consider the need for robust and tested school Lockdown procedures. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).

An intruder on the school site (with the potential to pose a risk to staff and pupils).

A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud, etc.) or chemical, biological or radiological contaminants.

A major fire in the vicinity of the school.

Dynamic Lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of Lockdown is to prevent people moving into danger areas and preventing injury or harm on site (or part of). It is recognised that due to their nature some sites may not be able to physically achieve lockdown

Lockdown Procedure: Kingsway Primary School

- Following receipt of Information / Intelligence regarding a threat to persons on site at the school.
- The headteacher and/or staff to assess information and source. Quickly assess if threat is viable.
- Ring 999
- Secure Perimeter
- Secure Main Entrance, consider use of Shutters and Internal Blinds
- Set up operations room in main office, and inform staff that school is going into lockdown.
- Communication is key, assemble Incident Team in office to spread lockdown decision by:
 - separate audible alarm
 - phone message from Main Office to all areas with phone
 - verbally on corridors
- Text to all staff members mobile telephones
- Message to all PC's via TEAMS.
- Identify team member to record all decisions taken. (Including list of numbers on site and locations at time of incident)
- Consider implementing a command and control strategy using the Gold, Silver and Bronze system. ***Practice of roles essential for live incident***
- **GOLD** is in overall control of the organisation's resources at the incident and will formulate the strategy for dealing with the incident. (**Head Teacher, SLT including Office Manager**)
- **SILVER** manages tactical implementation following the strategic direction given by Gold and makes it into sets of actions that are completed by Bronze (**Administration staff in Main Office**)
- **BRONZE** directly controls an organisation's resources at the incident and will be found with their staff working at the scene (**Teachers, T.A, Lunchtime staff, Site Manager**)

Staff Areas of Responsibility.

On receipt of the command to 'Lockdown' whether via text message, word of mouth or through the Lockdown Communications System, the first priority for staff and pupils is to ensure they are out of harm's way and safe.

School office

To be used as control room during incident

Close Shutters/blinds

Ensure doors are locked.

Main Building

Lock all external doors.

All doors into classrooms - lock doors and
close blinds where they are fitted

Mobile Classroom

All external doors into classrooms, lock internal door, close
blinds

Individuals should remain in the part of the building in which they are situated, move to the closest secure area and where possible, lock or barricade the doors to that area. This should be the classroom they are presently in.

The second priority is to assess whether anyone is injured and the severity of injuries. Take appropriate measures to assist the injured without compromising the safety of yourself or others.

Staff to sweep all areas to be locked down, instructing all persons to get into the nearest available safe rooms in that Zone.

Staff in those rooms should endeavour to keep students calm. Speed is paramount. Having done the sweep, staff in that area should ensure doors, windows, and shutters (if applicable) in that area are engaged. Then remain in their classroom until further notice.

Lock the doors and windows into the room. If it is not possible to lock them, place furniture and equipment in front of them to barricade them.

Use whatever means possible to try to restrict entry to the room including:

- placing furniture and equipment in front of the door
- closing blinds in all rooms
- covering any glass panels in the doors and any windows if possible
- move away from doors and windows. Get down and stay close to the floor
- conceal yourself and students under furniture if possible
- remain quiet so that any exterior threat will believe that the room is unoccupied
- turn off any lights where possible. Staying still will help to keep the lights off where classrooms are equipped with motion sensors that activate lighting
- turn off any audio/visual equipment that would indicate the room was in use.

Throughout the lockdown, the following processes should be adhered to:

Follow the instruction of senior staff and the Police or other emergency workers. Do not respond to requests to open the door unless you are sure that it is facilities staff or emergency response personnel and you have heard the agreed code word being used.

Do not contact the school office unless you have information relating to the situation, or it is linked and felt useful.

Staff are to keep their mobile phones on but switched to silent/vibrate.

Disregard the fire alarm system unless otherwise informed.

Staff, pupils and any other occupants are to remain in the secure location until notified through the Communication System (including safe password) that the Lockdown has ended, and you are notified by appropriate personnel on what actions to take.

Outside a Building

Not all pupils and staff will be inside the building when an incident occurs. If you are outside the building and receive the command to Lockdown through any element of the Communication System, follow the steps outlined below:

On this particular site the safest option is to bring children in and Lockdown if in outside play areas. However, if there are

Staff and pupils outside main footprint of the school, the following procedure applies:

- **DO NOT ENTER ANY BUILDINGS ON THE SITE**
- move as far away from the buildings as possible and seek cover / shelter
- co-operate with emergency response officials if required to do so
- leave the site if possible in a safe, calm and orderly manner from nearest / safest exit
- do not congregate on street near gates, reception etc. Keep moving out of area
- update Main office re location status and numbers
- go to predetermined safe point (George H Carnell)

Actions during 'Lockdown'

During the incident, staff in the school office need to control the situation as professionally as possible, they will:

- stay on the line and continue to provide information as requested by the 999-emergency operator
- describe to the emergency services the situation based on the information provided in the initial phone call received from the observer/reporter of the incident
- identify whether anyone is injured and the severity of the injuries
- document of times and events relating to the incident presented to the Police on their arrival

Arrival of Emergency Personnel

The police are responsible for responding to and investigating major Incidents. During a major incident, the police will assume command and control of the response and investigation.

Once the police or other emergency personnel arrive on the scene, they have ultimate command of the incident. Staff, students and other occupants must provide full co-operation and follow police direction. The police will control access to and exit from the school site and its buildings.

Remember

Staff, students and other occupants need to be aware that any part of the site may contain crime scene evidence. They should avoid unnecessary tampering with or disturbing evidence. All objects should be left exactly as they are to protect the crime scene for police investigations. Staff should discourage others from disturbing potential evidence and the area should be isolated.

Lifting Lockdown

Lockdown will be lifted as soon as it is safe to do so. The lifting Lockdown will be sanctioned by the Police (if they have been in control) or by the Headteacher.

When it is safe to do so, a message will be sent as per initial warning methods and using the agreed safe password.

At an appropriate time, post incident, a debrief should be arranged. This should include all parties involved, including if relevant, the emergency services, and any other agencies affected.

Training your staff

Due to the fast-moving nature of incidents that require lockdown it is important that all staff can act quickly and effectively.

Ensure all staff are familiar with principles of "Stay Safe"
<https://www.gov.uk/government/publications/stay-safe-film>

Ensure staff know what is expected of them, their roles and responsibilities.

Check staff understanding.

Regularly test and exercise plans with staff.

Regularly refresh training.

Debrief all inputs/training and exercises which provides an excellent learning tool for future scenarios.