



# Hunsbury Park Primary School

## Invacuation, Lockdown and Evacuation Policy

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## **Statement of intent**

The safety of pupils, staff members and visitors on the premises is paramount and Hunsbury Park Primary School takes their 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

- 1.1. 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 (2022) 'Health and safety: responsibilities and duties for schools'
  - DfE (2022) 'Emergency planning and response for education, childcare, and children's social care settings'
  - DfE (2014) 'Fire safety in new and existing school buildings'
  - DfE (2019) 'School and college security'
  
- 1.2. This policy operates in conjunction with the following school policies and procedures:
  - Emergency Plan
  - Health and Safety Policy
  - Bomb Threat Policy
  - Full Lockdown Procedure
  - Partial Lockdown Procedure
  - Invacuation Procedure
  - Evacuation Procedure
  - Fire Evacuation Plan
  - Personal Emergency Evacuation Plan
  - Business Continuity Plan
  - School Security Policy
  - Security Risk Assessment

## 2. Definitions

- 2.1. The term '**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.
  
- 2.2. The term '**invacuation**' refers to keeping staff, pupils and visitors 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.

- 2.3. 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**

- 3.1. The 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, health and safety coordinator and Amey, to ensure its effectiveness.

- 3.2. 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 site supervisor employed by Amey.
- 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.

- 3.3. The site supervisor and headteacher 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 Evacuation Record Log ([Appendix 1](#)).
  - Reviewing the school's emergency procedures following any incident during which they were activated, and at least annually, to ensure the procedures remain effective.
- 3.4. The headteacher will be responsible for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency.
- 3.5. The site supervisor will be responsible for ensuring that emergency exits and evacuation points are clearly signposted.
- 3.6. 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.
- 3.7. 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 evacuation, lockdown or evacuation, and reporting the names of missing pupils to the headteacher immediately.
  - Informing the headteacher or school office 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.

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

The headteacher and health and safety coordinator will develop a plan to decide which emergency procedure would be implemented under different circumstances.

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 evacuation 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 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 and health and safety coordinator will make a decision on what procedure should be implemented taking into account the circumstances of the situation.

## **5. Implementing procedures**

When an incident occurs, the headteacher and health and safety coordinator will make a decision on which emergency procedure should be implemented. They will take account of all the circumstances and seek advice from the emergency services where necessary.

The school will implement one of the following procedures depending on the circumstances:

- Evacuation Procedure
- Invacuation Procedure
- Partial Lockdown Procedure
- Full Lockdown Procedure

All of these procedures are made available to staff and visitors via the school office.

### **National Emergency Alerts system**

The school will ensure at least one school-owned mobile device is compatible with receiving alerts from the national Emergency Alerts system. This device will always be switched on and will be in possession of a member of staff at all times.

If an alert via the national Emergency Alerts system is received, the headteacher will be alerted as soon as possible. The headteacher and health and safety coordinator will check the current alerts [online](#) to ensure the alert is genuine where necessary.

The relevant emergency procedure will be implemented depending on the nature of the danger.

## **6. Personal Emergency Evacuation Plan (PEEP)**

- 6.1. 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.
- 6.2. 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.
- 6.3. These plans will ensure that no one is discriminated against, or treated less favourably, in the event of an emergency.
- 6.4. 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
- 6.5. 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.
- 6.6. PEEPs will be reviewed on an annual basis in order to ensure that the most up-to-date information is available.
- 6.7. 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.
- 6.8. The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.
- 6.9. PEEPs will be set out in the format demonstrated in [Appendix 2](#).

## **7. Communication with parents**

- 7.1. Arrangements and information regarding the school's invacuation, lockdown and evacuation procedures will be routinely shared with parents / carers via Seesaw/Arbor.
- 7.2. 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.
- 7.3. 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 class Seesaw/Arbor.
- 7.4. Parents 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.

- 7.5. The school will contact parents when it is safe for them to collect their child.
- 7.6. Whilst talking to parents, 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.

## **8. 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 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

## **9. Conducting practises**

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

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

## **10. Monitoring and review**

- 10.1. This policy will be reviewed on an annual basis, or sooner if statutory guidance is released before the review date.
- 10.2. The next scheduled review date is September 2024.
- 10.3. This policy will also be reviewed and evaluated following any incidents which required it to be activated.

The review will be conducted by the health and safety coordinator, in collaboration with the headteacher and the governing board.



# Personal Emergency Evacuation Plan (PEEP)

## PEEP for a pupil at Hunsbury Park Primary School

This section is to be completed by the class teacher or headteacher. If the individual has classes in more than one building, it may be necessary to prepare a separate PEEP for each building.

**Name:** \_\_\_\_\_

**Form and year group:** \_\_\_\_\_

**Building:** \_\_\_\_\_

### Awareness of procedure

\_\_\_\_\_ is informed of a fire evacuation by: (please tick relevant box)

Existing alarm system       Visual alarm system   
Pager device       Other (please specify) \_\_\_\_\_

### Designated assistance

The following people have been appointed to give assistance to name of individual in the event of an emergency:

**Name of designated person:** \_\_\_\_\_

**Contact details of designated person:** \_\_\_\_\_

\_\_\_\_\_

**Name of designated person:** \_\_\_\_\_

**Contact details of designated person:** \_\_\_\_\_

\_\_\_\_\_

**Name of designated person:** \_\_\_\_\_

**Contact details of designated person:** \_\_\_\_\_

\_\_\_\_\_

**Methods of assistance** (e.g. transfer procedures, methods of guidance)

\_\_\_\_\_

\_\_\_\_\_

**Equipment provided** (including means of communication)

\_\_\_\_\_

\_\_\_\_\_

**Personal evacuation procedure** (a step-by-step breakdown from the first alarm sound)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

**Reviews**

**Class teacher / headteacher name:** \_\_\_\_\_

**Class teacher / headteacher signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Individual's name:** \_\_\_\_\_

**Individual's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_