



Glenmere Primary **School**

Invacuation, Lockdown and Evacuation Policy

Date policy last reviewed: _____

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

Last updated: June 2026

Version Control

- Minor adjustments should be indicated by changing the number after the full-stop and will not change the adoption date. Such changes will be noted, and approved by Trustees using the Review History
- More significant adjustments should be indicated by changing to the next whole number (i.e. version 1.12 would move to version 2.0 after a significant change) and would then need to be formally adopted.

Review History

Date	By	Changes Made	Approved by Trustees
24.05.22	David Harding	No changes	
21.05.24	David Harding		
21.05.25	Sam Williams	Updated legislation: - The Terrorism (Protection of Premises) Act 2025 - DfE (2025) 'Protective security and preparedness for education settings' Updated responsibilities. 4.1 Correction on examples of why an invacuation would be used. 4.2 Removed specific alarm sounding for the beginning of an invacuation procedure. 4.4 Removed how staff members will keep in contact during an invacuation as this will be school specific. 4.8 words 'all external' added Removed mention of 'safe rooms' within the invacuation procedure. 4.12 added 5.5 Removed 'A local risk of air pollution' as a reason to partially lockdown as this is covered within invacuation. 5.7 The signal to implement a lockdown is now school specific. 5.8 Removed how the staff will keep in contact (e.g. via 2-way radios) as this is school specific. 5.11 Added words: communal areas that cannot be secured (e.g. 5.15 and 5.17 'Classroom Teachers' replaced with 'Staff members' 5.27 removed 'via text message' 6.8 added the words: are made clear to all staff members	
12.05.26	Keily Stretton	Legal framework: • The Counter Terrorism (Protection of Premises) Act 2025 Updated roles and responsibilities: • security preparedness and awareness • duties of Terrorism (Protection of Premises) Act 2025. Updated communication with parents: written records Sections added: • communicating during an incident • Actions following incidents • Conducting practices	

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Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and OWLS Academy Trust 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.

1. Legal framework

4.1 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 (2015) 'Emergency planning and response'
- DfE (2014) 'Fire safety in new and existing school buildings'
- DfE (2019) 'School and college security'
- National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'
- The Terrorism (Protection of Premises) Act 2025
- The Counter Terrorism (Protection of Premises) Act 2025
- DfE (2025) 'Protective security and preparedness for education settings'

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

- Health and Safety Policy
- Fire Evacuation Plan
- Personal Emergency Evacuation Plan
- Business Continuity Plan

2. Definitions

- 2.1. 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.
- 2.2. 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 necessary to protect people from intruders.
- 2.3. '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.

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 and health and safety coordinator, to ensure its effectiveness.

3.2. The headteacher will be responsible for:

- Promoting the safety and well-being of pupils and staff members
- Appointing a competent member of staff to lead on school security and the procedures outlined in this policy – this will be the health and safety coordinator.
- 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 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.
- 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.
- 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.
- Ensuring the school meets the duties and expectations of the Terrorism (Protection of Premises) Act 2025.

3.3. 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.

3.4. 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.

3.5. 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.

3.6. Nominated staff member will be responsible for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency.

3.7. The site manager will be responsible for ensuring that emergency exits and evacuation points are clearly signposted.

3.8. 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.

4. Implementing procedures

The headteacher and security lead 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 reassuring manner.

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

During the above incidents the fire alarm will sound and all staff and children will evacuate onto the school field.

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
- A threatening intruder on the premises

During the above incidents a member of staff will blow a whistle over and over and children and staff will enter the building and head to their classroom or the nearest room. Once in the room, children and staff will shield themselves under tables, classroom doors will be locked.

If the children are needed to take cover while in the school, all staff have a whistle that they would blow if needed repeatedly and again children and staff will lock themselves down in their rooms.

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
During the above incident, the school gates and doors would all be locked.

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 security lead will make a decision on what procedure should be implemented taking into account the circumstances of the situation.

When an incident occurs, the headteacher and incident lead 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.

Alarm Differentiation:

If a building contains an alarm system associated with hazards other than fire to signal other emergencies, the various hazard alarms need to be distinguishable from each other, particularly where the priority of threats may differ (staff are aware of the school's own alert systems in the event of an incident).

Procedures and policies will be regularly tested to identify where improvements can be made and to enable the school to assess what the wider residual effects of an incident are likely to be. The school will consider involving neighbouring schools, local police, the LA, and other outside agencies in helping evaluate the school's implementation of its procedures. Procedures will be tested in accordance with the Conducting practices section of this policy.

The school is mandated to have lockdown procedures in place to protect pupils and staff from potential threats. The key elements of the school's lockdown procedures are:

- Regular Drills
- Staff Training
- Security Plans
- Communication to pupils and parents
- Lockdown Procedure Templates

- Emergency Planning
- Legal Requirements

In line with the Counter Terrorism (Protection of Premises) Act 2025, the school will consider and plan its response to a terrorist attack. As an educational setting, the school falls under the Standard Tier, which places a duty to implement proportionate protective measures regardless of capacity.

The school will ensure that emergency plans for terror-related threats are fully documented, clearly communicated to staff, and ready to be deployed without delay. The aim of this will be to ensure that all staff are prepared to respond effectively under pressure—for example, by knowing how to initiate a lockdown, trigger an evacuation, and access a reliable system to notify all staff and pupils immediately.

4.3 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 security lead 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.

5. Invacuation Procedure

- 5.1. The aim of the invacuation procedure is to protect lives by keeping people inside away from perceived danger. For example, this procedure will be used in the event of external fire, chemical spillages and air pollution.
- 5.2. The warning system will be implemented in each school to begin the invacuation procedure.
- 5.3. The headteacher, or another designated member of staff, will sound the alarm as soon as a concern has been raised.
- 5.4. Staff members will keep in contact to inform each other of any problems experienced while carrying out the procedure, e.g. missing pupils.
- 5.5. Throughout the procedure, the headteacher, or another designated member of staff, will continuously keep other staff members updated, where possible.
- 5.6. During an invacuation, pupils, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building.

- 5.7. If staff are in buildings adjacent to where pupils or other staff members are outside, they will signal to the class to come inside immediately.
- 5.8. When all personnel are inside, all external doors and windows will be securely locked and, if sheltering from an environmental hazard, all ventilation and/or air circulation systems will be switched off.
- 5.9. A register will be taken of all pupils, staff and visitors to determine whether anyone is missing or injured.
- 5.10. Main entrances into the school site will be locked if necessary.
- 5.11. Staff will be responsible for reassuring pupils and keeping them calm during the procedure.
- 5.12. When the evacuation procedure has finished, staff members will be communicated with.
- 5.13. Following an occurrence necessitating the evacuation procedure, the following actions may 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

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 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 procedures.

7. Personal Emergency Evacuation Plan (PEEP) *(see appendix for example form for PEEP)*

- 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. 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.
- 7.7. PEEPs will be reviewed on an annual basis in order to ensure that the most up-to-date information is available.
- 7.8. 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.
- 7.9. The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.

8. Fires

- 8.1. In the event of a fire, the school will invoke the evacuation procedure.
- 8.2. Under no circumstances will entrances to the school and emergency exits be blocked or obstructed.
- 8.3. Emergency lighting will be installed and appropriately used where necessary.
- 8.4. It is the responsibility of the site manager to ensure that exits are clearly marked.
- 8.5. The site manager 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. This individual will undergo extra training and 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 Evacuation Record Log.

- 8.9. The school's Business Continuity Plan will be activated to help restore normality following an incident.

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.
- 9.4. The school's Business Continuity Plan will be activated to help restore normality following an incident.

10. Communicating during an incident

10.1 Communication methods will be planned in advance of incidents, including any code words or signals that may need to be used.

10.2 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.

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

10.4 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.

10.5 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.

10.6 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.

11.Communication with parents

11.1 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.

11.2 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.

11.3 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 the parent messaging system.

11.4 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.

11.5 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.

11.6 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.

12.Actions following incidents

12.1 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.

12.2 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.

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

12.4 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

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

13.Conducting practises

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

13.2 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 the security lead and changes will be made to procedures if necessary.

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

14. Monitoring and review

14.1. All of the procedures outlined in this policy will be tested at least annually.

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

14.3. The next scheduled review date is June 2027

14.4. This policy will also be reviewed and evaluated following any incidents which required it to be activated.

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

Appendices:

1. Lockdown procedure

- 1.1. This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors.
- 1.2. The headteacher will ensure that all staff members understand when and how this procedure will be implemented.
- 1.3. Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.
- 1.4. The headteacher will take all factors into consideration when deciding whether to partially or fully lockdown the school. Where possible, advice will be sought from the emergency services.
- 1.5. The partial lockdown procedure is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:
 - A civil disturbance in the local community with the potential to pose a risk to the school
- 1.6. The full lockdown procedure will be used in the event of, but not limited to, the following:
 - An intruder on the school site
 - A major fire in the vicinity of the school
 - The close proximity of a dangerous dog, or other animal, roaming loose
- 1.7. The signal given for staff members to implement the lockdown procedure is specific to each school and this is covered within the policy specific to Glenmere
- 1.8. Lines of communication between staff members will be kept open however, unnecessary calls to the school office will not be made as this could delay important communication.
- 1.9. As soon as the alarm has been raised, the school office staff will ensure that the relevant emergency services are informed and kept up-to-date with the situation.
- 1.10. In the event of the school implementing the lockdown procedure, pupils will be instructed to remain in their classroom, or will be guided to the nearest suitable room, e.g. classroom, hall, sports hall or office.
- 1.11. Staff members will ensure that the communal areas that cannot be secured (e.g. toilets, canteen and playgrounds) are cleared of all pupils, staff members and visitors.

- 1.12. Staff have a responsibility to ensure that any items that could be used as weapons, e.g. kitchen utensils or sports equipment, are kept securely locked away when not in use.
- 1.13. Pupils who are outside the school, or not in classrooms, will be led inside as quickly as possible, unless this will endanger them and others.
- 1.14. If staff members, pupils or visitors remain outside during the implementation of a full lockdown, they will hide in a designated safe area, description of safe area, until the emergency services have arrived.
- 1.15. Staff members will be responsible for the pupils within their classroom.
- 1.16. When all personnel and pupils are inside, doors and windows will be securely locked, including fire doors, external doors and internal doors.
- 1.17. Staff will conduct a register or headcount. Staff will notify the school office immediately of any pupils not accounted for via two-way radios or mobile phones, and an immediate search will be instigated, where appropriate.
- 1.18. Once all personnel and pupils are inside, the SLT will conduct an on-going and dynamic risk assessment based on advice from the emergency services.
- 1.19. All pupils, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.
- 1.20. If it is considered necessary to leave the school site, staff will lead pupils and visitors to the pre-arranged alternative place of safety, details of alternative place of safety.
- 1.21. Pupils may be asked to hide or disperse if this will improve their safety.
- 1.22. Pupils may be instructed to take cover under their tables where possible.
- 1.23. In the event of a partial lockdown, movement may be permitted within the building, dependent upon the circumstances, but this will be supervised by a staff member.
- 1.24. In the event of an air pollution issue or a chemical, biological, radiological or nuclear (CBRN) attack, air vents will be closed, where possible, as an additional precaution.
- 1.25. In the event of a full lockdown, once all pupils have been accounted for, the following actions may be carried out by staff members in order to increase protection:
 - Blocking off access points by moving furniture to obstruct doorways etc.
 - Drawing all curtains and blinds
 - Turning off all lights and electronical monitors expressing light
 - Instructing all pupils to either sit on the floor, under a table or against a wall
 - Ensuring all people are kept out of sight and away from windows or doors
 - Instructing people to stay as quiet as possible

- Activating retractable security bollards at access points to the school (if fitted) to prevent unauthorised vehicles from accessing the site
- 1.26. All personnel will remain inside until an 'all clear' signal has been given, either via public address and internal messaging systems or by the SLT, or unless told to evacuate by the emergency services. If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.
 - 1.27. Parents will be notified as soon as it is practicable to do so.
 - 1.28. Pupils will not be released to parents during a lockdown.
 - 1.29. If it is necessary to evacuate the building, a continuous ring of the fire alarm will be sounded.
 - 1.30. The school's Business Continuity Plan will be activated to help restore normality following an incident.
 - 1.31. In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken at least once a year.

2. Evacuation procedure

- 2.1. 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.
- 2.2. 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.
- 2.3. 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.
- 2.4. New staff members will be advised of evacuation procedures as part of their induction training.
- 2.5. Each school will have a designated fire warden.
- 2.6. The school has undertaken the appropriate fire awareness and fire warden training that meets the fire authority's regulations.
- 2.7. The headteacher will ensure that all staff members are aware of the designated evacuation points.
- 2.8. The designated evacuation points for the different year groups are made clear to all staff members.
- 2.9. A secondary evacuation point has been prearranged and may be located at another nearby site.

- 2.10. The secondary evacuation point will be used in the event that the primary evacuation points on the school site are not safe.
- 2.11. The signal for the evacuation procedure to be implemented is the continuous sound of the fire alarm.
- 2.12. When the alarm is sounded, pupils and visitors will immediately stop what they are doing, stand still and wait for further instructions to be given by a staff member.
- 2.13. Staff members will direct pupils to the nearest safe exit.
- 2.14. Staff members will be responsible for ensuring that exits are never obstructed or blocked.
- 2.15. Staff members will ensure that there are no pupils left in the toilets, changing rooms, corridors or school hall, etc.
- 2.16. Pupils will walk in an orderly and quiet manner to the designated evacuation point.
- 2.17. Staff members will be aware of any pupils under their care who have a Personal Emergency Evacuation Plan (PEEP).
- 2.18. When pupils are lined up in their year groups at their designated evacuation points, a register and headcount will be taken.
- 2.19. 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.
- 2.20. Missing personnel and pupils will be immediately searched for if it is safe to do so.
- 2.21. 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.
- 2.22. The school office staff will call the emergency services as soon as the alarm is raised and they have safely exited the building.
- 2.23. Information for the emergency services, such as the location of gas shut off valves and on-site chemicals, is located within the school's evacuation plan.
- 2.24. An emergency evacuation pack will be kept off the premises and nearby the school containing each child's emergency contact details, a first aid kit and a mobile phone.
- 2.25. If required, parents will be contacted in order to collect their children. This will be done using the school's text messaging server.
- 2.26. All evacuations will be recorded using the Evacuation Record Log (Appendix 1).
- 2.27. The school's Business Continuity Plan will be activated to help restore normality following an incident.

3. Template PEEP form

Evacuation Record Log

Date and time of evacuation	Reason for evacuation	Confirmation of taking registers	Time it took to evacuate	Problems which delayed the evacuation	Further actions to improve the procedure	Any other relevant information
Example 10/04/2019 10:20am	Fire drill	Signed by headteacher	18 minutes	Confusion amongst the EYFS class	EYFS pupils will undergo further practice drills	None

Personal Emergency Evacuation Plan (PEEP) (Example – also see LCC)

PEEP for a pupil at OWLS Academy Trust

This section is to be completed by the form tutor 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

Form tutor/headteacher name: _____

Form tutor/headteacher signature: _____

Date: _____

Individual's name: _____

Individual's signature: _____

Date: _____