

## Emergency Lockdown and Invacuation Procedure 2023-24

*Invacuation might be required if:*

- *There is local air pollution due to a nearby fire or chemical release.*
- *There is a dangerous animal (usually a dog) in the grounds.*
- *There is an incident or civil disturbance in the area that might affect the school.*

*Lockdown might be implemented if:*

- *There is an aggrieved, disturbed or intoxicated person trying to gain access to the school (this could be a parent or a stranger).*
- *There is an intruder on the site.*
- *There is an internal threat from a student.*

*Should an emergency occur whilst the children are outside within the school grounds, the staff on duty are to follow the following procedure to get the children into the building as quickly and as safely as possible for a lockdown situation.*

- 1) *On identifying a risk to any member of the school community, the member of staff on duty is to blow a whistle – 5 long blows. This indicates to the children that they are to make their way to the SCHOOL MAIN BUILDING via the nearest entrance as quickly as possible in a safe manner.*

***Year 5 and 6 are not to use their classrooms as there are too much exposure of the classrooms through windows and doors unless there is no escape to the main building where classes will stay in their own building and children will be sheltered to the best they can by staff.***

- 2) *The member of staff is to ensure that all children have entered the building and the playground is clear.*
- 3) *Member of staff is to ring the office, who in turn will notify all classes, kitchen staff and Buttercups of a lockdown situation starting with Year 5 and 6 so they can make their way to the main building. Staff to check toilets in the Year 5/6 block before leaving. Both classes to enter the main building via the Y1 corridor.*
- 4) *ALL classroom windows and doors are to be shut and locked by a member of staff in each classroom and curtains/blinds are to be drawn. Corridor/cloakroom doors are assigned to each classroom:*
  - *KS1 toilet area – Year 5/6 member of staff to check once classes have entered main building.*
  - *SEN room – Y3 member of staff to check.*
  - *Art room and Y3/Y4 cloakroom – Y4 member of staff to check*
  - *ICT room – Y2 member of staff to check.*
  - *Kitchen door – Kitchen staff to check.*
- 5) *Teachers are to bring all the children to the hall in the same way they would as an assembly. This is to ensure that all children are away from windows/doors.*
- 6) *Teachers are to do a roll-call of all children in the class (Office staff to bring registers to the hall for roll-call). Should a child be missing after roll-call, a sweep is to be completed of the main building. Nobody is to compromise the security of the building by leaving the main building.*

- 7) SLT to sweep the main building to check all doors and windows are secure.
- 8) SLT take the necessary steps to identify the appropriate services.
- 9) Children are to remain in the hall until the threat has passed and parents are to be informed and given guidance through the communication channels of the school (Class Dojo and ParentPay). This will be updated on a regular basis to reassure parents and keep them informed.
- 10) Should the fire alarm sound during a lockdown, fire procedures will take precedence to ensure the safety of the children and are to leave via the nearest and safest way. EYFS fire door/ Main reception door. In this instance, all children will meet on the playground in the usual fire meeting points.

### **Advice for parents during a lockdown situation**

- Don't contact the school as this could tie up the phone lines and interfere with calling the emergency services.
- Don't go to the school in person, as you might get in the way of the emergency services and even put yourself in danger.
- Wait for the school to contact you about when it's safe to collect your child, and where from.

Whilst we understand this may be upsetting for children, staff will make every effort to minimise stress throughout the lockdown should it ever be needed.

Practices will be carried out twice annually and recording in the Health and Safety folder. Parents will be informed of these practices to talk to the children about the procedure to minimise uncertainty and stress. These practices are designed so that children are familiar with the procedure, but at the same time, so they know exactly what to expect should an event occur and in turn will be calmer during the lockdown.

Signed \_\_\_\_\_ (Headteacher)

Signed \_\_\_\_\_ (Health and Safety Lead)

Signed \_\_\_\_\_ (Chair of Governors)

Policy ratified by the Governing Body on \_\_\_\_\_

Policy shared with staff on \_\_\_\_\_

Policy shared with Parents on \_\_\_\_\_

Policy to be next reviewed on \_\_\_\_\_