



Aletheia
Academies Trust

Evacuation, Invacuation & Lockdown Policy

February 2024

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1. Roles and Responsibilities

- 1.1. Members of staff will act in accordance with the school's Evacuation, Invacuation & Lockdown Policy at all times.
- 1.2. It is the Headteacher/Head of School's responsibility to ensure effective and rehearsed emergency procedures are in place at their respective schools.
- 1.3. The Headteacher/Head of School is responsible for ensuring that all members of staff are aware of this policy and can easily access a copy.
- 1.4. It is the responsibility of the Headteacher/Head of School to ensure that new members of staff are trained in implementing all the emergency procedures as part of their induction process.
- 1.5. The Office Manager is responsible for recording all evacuation procedures, including drills and practices, in the Evacuation Record Log (Fire Log Book).
- 1.6. Senior Leaders are responsible for ensuring procedures are understood by all members of staff within their department.
- 1.7. The Headteacher/Head of School is responsible for raising the alarm of an emergency, and will delegate this duty to (the Office Manager or Deputy Head Teacher) to carry out when they are not present at the school.
- 1.8. The responsibility of informing the relevant external services, such as the police, in the event of an emergency is that of the Headteacher/Head of School (who may, if necessary, delegate further.)
- 1.9. All members of staff are responsible for ensuring pupils, fellow members of staff and visitors remain as safe as possible whilst on the school premises.
- 1.10. It is the responsibility of all members of staff to ensure that registers are accurately taken and the names of missing pupils are immediately reported to the Headteacher/Head of School or delegated staff member.
- 1.11. Members of staff will inform the Headteacher/Head of School or school office of any pupils missing from the classroom immediately when the alarm is raised.
- 1.12. All members of staff are responsible for maintaining an orderly manner and encouraging pupils to stay calm during emergency procedures.
- 1.13. The Site Manager/Caretaker is responsible for ensuring that emergency exits are clearly signposted as part of their regular duties.
- 1.14. It is the responsibility of school office staff via the emergency grab bag to provide the emergency services with copies of the site plan. For details of the contents of the emergency grab bag, please refer to Appendix One of the Trust's Business Continuity Plan.

- 1.15. School office staff are responsible for ensuring that all contractors or external services working within the school are supplied with a copy of the evacuation procedure when their work initially commences.
- 1.16. The school office staff will continuously monitor the situation and keep both the emergency services and fellow colleagues up-to-date.

2. Invacuation Procedure

- 2.1. The aim of the invacuation procedure is to protect lives by keeping people inside away from perceived danger. This procedure will be used in the event of a major fire in the vicinity of the school, chemical spillage, air pollution etc.
- 2.2. The warning siren will be a message sent via the internal phone paging system.
- 2.3. The Headteacher/Head of School will ensure that the alarm is raised as soon as a significant concern has been raised.
- 2.4. Members of staff will keep in contact using internal telephone lines. together with mobile phones in order to inform each other of any problems experienced while carrying out the procedure, e.g. missing pupils.
- 2.5. Throughout the procedure, the Headteacher/Head of School (Assistant Headteacher in their absence), or another designated member of staff, will continuously keep other members of staff updated, where possible, using two-way radios/mobile phones or internal phones when appropriate.
- 2.6. During an invacuation, pupils, members of staff and visitors outside the school buildings will move quickly and quietly through the nearest entrance to the building.
- 2.7. If staff are in buildings adjacent to where pupils or other members of staff are outside, they will signal to the class to come inside immediately.
- 2.8. When all personnel are inside, doors and windows are to be closed to reduce any fumes/toxic substances to enter the building. As an invacuation may escalate, doors should be locked in classrooms by staff prior to moving to safe areas, if necessary.
- 2.9. If deemed necessary, by the type of incident, staff and pupils will be informed by the Headteacher/Head of School or designated staff member to move the children to the designated safe areas. This will be for both the invacuation and/or lockdown procedure, when the risk from an external source requires staff and pupils to be away from windows etc.
- 2.10. The identified designated 'safe areas' throughout the school building will be the activity areas outside classrooms 1-4 (New Building) and the school hall in the main building. Admin staff will use the inner reception area or the school hall.

- 2.11. Each class is guided towards their designated 'safe area' by their classroom teacher, ensuring that all pupils, members of staff and visitors are accounted for.
- 2.12. When the invacuation procedure occurs during lunchtime, or a lesson change over, all members of staff will guide pupils towards the nearest designated 'safe area'.
- 2.13. Members of staff will instruct pupils to stay away from the windows and doors.
- 2.14. In the event of an air pollution issue, air vents will be closed, where possible, as an additional precaution, all fan switches in the main corridors should be switched off.
- 2.15. Where necessary, pupils will be informed to lie or sit on the floor.
- 2.16. Pupils and members of staff are to remain in their designated areas/positions until told this is no longer necessary by the emergency services, or the Headteacher/Head of School has given an announcement to declare the risk has passed.
- 2.17. When the invacuation procedure has finished, pupils will return to their timetabled classroom where a register will be taken.
- 2.18. Throughout the invacuation procedure, the school office will keep in contact with the emergency services, ensuring the procedure is being implemented correctly.
- 2.19. Following an occurrence necessitating the invacuation procedure, the following actions will be taken:
 - ▶ A follow up talk/debrief with members of staff and pupils will be delivered by the Headteacher/Head of School
 - ▶ Support will be sought where necessary, such as counselling, for pupils and staff
 - ▶ Parents/carers and other stakeholders will be informed of the incident via Arbor
 - ▶ The response to the crisis will be evaluated and procedures amended where necessary

3. Lockdown Procedure

- 3.1. This procedure will be implemented as a sensible and proportionate response to any external or internal incident, e.g. armed intrusion, which has the potential to pose a threat to the safety and wellbeing of pupils, members of staff and visitors.
- 3.2. The Headteacher/Head of School will ensure that all members of staff understand when and how this procedure will be implemented.
- 3.3. Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.
- 3.4. The Headteacher/Head of School 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.
- 3.5. When all personnel are inside, doors and windows are to be securely locked, teachers will lock classroom doors and teaching assistants will ensure all toilet doors are locked in the main school.
- 3.6. Main entrances into the school site will be locked, if necessary.
- 3.7. 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
 - ▶ A disturbance by a parent/visitor to the school that refuses to leave or escalates the situation that requires staff to call police.
- 3.8. The full lockdown procedure will be used in the event of, but not limited to, the following:
 - ▶ An intruder on the school site
 - ▶ The close proximity of a dangerous animal, such as a dog, roaming loose
- 3.9. The signal given for members of staff to implement the lockdown procedure will be sent via the internal phone paging system.
- 3.10. The internal phone system, or, if issued, two-way radios or mobile phones, will be used to make members of staff aware of the incident that has occurred and inform them of the type of lockdown procedure which is to be implemented.
- 3.11. Lines of communication between members of staff will be kept open using the internal telephone system; however, unnecessary calls to the school office will not be made as this could delay important communication.

- 3.12. 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.
- 3.13. The Headteacher/Head of School will notify the Trust Operations Officer and, where appropriate, the Chief Executive Officer, in accordance with the Trust's Business Continuity Plan.
- 3.14. 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 designated safe areas.
- 3.15. Members of staff will ensure that the toilets, canteen and playgrounds are cleared of all pupils, members of staff and visitors.
- 3.16. 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.
- 3.17. If members of staff and pupils remain outside during the implementation of a full lockdown, they will hide in the designated safe area (the forest school), until the emergency services have arrived.
- 3.18. Classroom teachers are responsible for the pupils within their classroom.
- 3.19. When all personnel and pupils are inside, doors and windows are to be securely locked, including fire doors, external doors and internal doors. All blinds will be lowered and curtains drawn to reduce visual penetration of the school.
- 3.20. Classroom teachers will conduct a register or headcount. Staff will notify the school office immediately of any pupils not accounted for, via the internal phone system or, when issued, two-way radios or mobile phones, and an immediate search will be instigated, where appropriate.
- 3.21. Once all personnel and pupils are inside, the senior leadership team (SLT) will conduct an on-going and dynamic risk assessment based on advice from the emergency services.
- 3.22. All pupils, members of staff and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.
- 3.23. Pupils may be asked to hide or disperse if this will improve their safety.
- 3.24. Pupils are instructed to take cover under their tables, where possible.
- 3.25. 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.
- 3.26. In the event of a full lockdown, once all pupils have been accounted for, the following actions will be carried out by members of staff 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 electronic 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
- 3.27. All personnel will remain inside until an 'all clear' signal has been given, either via the internal telephone system or verbally by a member of SLT, or unless told to evacuate by the emergency services.
- 3.28. If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.
- 3.29. Parents/carers will be notified as soon as it is practicable and after seeking advice from the Police, via the Arbor messaging service.
- 3.30. Pupils will not be released to parents/carers during a lockdown.
- 3.31. If it is necessary to evacuate the building, a continuous ring of the fire alarm will be sounded.
- 3.32. In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken at least once a year.

4. Evacuation Procedure

- 4.1. Each individual Trust school will carry out evacuation drills at least once a term in order to ensure pupils and members of staff fully understand what is involved in the procedure and that it is implemented effectively.
- 4.2. In the event of a lockdown drill, age-appropriate explanations will be given to students in order to not induce undue panic or worry.
- 4.3. In an emergency situation, such as a fire, the school's Fire Evacuation Plan procedure will be implemented with the priority of getting everyone out of the school safely and calling the emergency services.
- 4.4. The Headteacher/Head of School will notify the Trust Operations Officer and, where appropriate, the Chief Executive Officer, in accordance with the Trust's Business Continuity Plan.
- 4.5. All members of staff will have a copy of the evacuation procedure and clear instructions regarding the fire evacuation procedure will be displayed in every classroom.
- 4.6. New members of staff are advised of evacuation procedures as part of their induction training.
- 4.7. The designated fire wardens/fire marshals for the school are Amy Chitty (Head Teacher), Alice Martin (Deputy Head Teacher), Conor Govey (Assistant Head Teacher), Kim Barton (Office Manager) and members of staff as per the Fire Plan.
- 4.8. Each individual Trust school has undertaken the appropriate fire awareness and fire warden training that meets the fire authority's regulations.

- 4.9. The Headteacher/Head of School will ensure that all members of staff are aware of the designated evacuation points and the primary and secondary emergency routes are clearly indicated on plans available throughout the school and available to all staff.
- 4.10. The signal for the evacuation procedure to be implemented is the continuous sound of the fire alarm.
- 4.11. 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.
- 4.12. Members of staff will direct pupils to the nearest or safest exit.
- 4.13. It is members of staff responsibility to ensure that exits are never obstructed or blocked.
- 4.14. Fire marshals will ensure that there are no pupils left in the toilets, cloakrooms, corridors or school hall, etc.
- 4.15. Pupils will walk in an orderly and quiet manner to the designated evacuation point.
- 4.16. Members of staff will be aware of any pupils under their care who have a Personal Emergency Evacuation Plan (PEEP). The Headteacher/Head of School and relevant colleagues will be aware of any staff who have a PEEP. Further information on PEEPs is included within section 5.
- 4.17. When pupils are lined up in their year groups at their designated evacuation points, a register and headcount will be taken.
- 4.18. 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.
- 4.19. Any missing individual will be immediately searched for if it is safe to do so.
- 4.20. 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/Head of School or emergency services.
- 4.21. The Headteacher/Assistant Headteacher or a site team member will call the emergency services as soon as a confirmed fire has been located and the alarm is raised and they have safely exited the building as per the Fire Evacuation plan.
- 4.22. If required, parents/carers will be contacted in order to collect their children. This will be done using the school's Arbor messaging service.
- 4.23. All evacuations will be recorded using the Fire Evacuation Record Log held in the Fire Alarm Log Book.

5. Personal Emergency Evacuation Plan (PEEP)

- 5.1. 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.
- 5.2. The purpose of a PEEP is to enable each individual Trust school to implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise.
- 5.3. These plans ensure that no one is discriminated against, or treated less favourably, in the event of an emergency.
- 5.4. A PEEP will identify the following:
 - ▶ Any specific needs of the individual
 - ▶ Responsibilities of members of staff
 - ▶ Specific evacuation routes, where applicable
 - ▶ Refuge areas
 - ▶ Any specific evacuation procedure requirements
- 5.5. 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.
- 5.6. A PEEP will be reviewed on an annual basis to ensure that the most up-to-date information is available.
- 5.7. When there is a change in the individual's health, a change of procedure, or an alteration made to the premises, a PEEP will be reviewed and amended to reflect these changes.
- 5.8. The individual, covered by the PEEP, will be consulted at each review, alongside any specified members of staff.
- 5.9. PEEPs will be set out in the format demonstrated in Appendix One.

6. Fires

- 6.1. In the event of a fire, each individual Trust school will invoke the evacuation procedure.
- 6.2. Under no circumstances will entrances to the school and emergency exits be blocked or obstructed.
- 6.3. The school will immediately contact the emergency services in the event of a fire.
- 6.4. The Headteacher/Head of School will notify the Trust Operations Officer and, where appropriate, the Chief Executive Officer, in accordance with the Trust's Business Continuity Plan.

- 6.5. Emergency lighting will be installed and appropriately used where necessary.
- 6.6. It is the responsibility of the site team to ensure that exits are clearly marked.
- 6.7. The Site Manager is responsible for ensuring the school environment is equipped with the relevant and necessary fire safety equipment.
- 6.8. The Headteacher/Head of School will delegate the role of designated fire wardens/fire marshals. These individuals will undergo extra training and will take a lead role in the evacuation of the building.
- 6.9. If an evacuation procedure, or similar, is implemented due to the risk of a fire, these events will be recorded in the designated Fire Log Book under the Evacuation Record Log (held in the school office).

7. Bomb Threats

- 7.1. In the event of each individual Trust school or a nearby area receiving a bomb threat, the Headteacher/Head of School will decide which procedure to use by taking into consideration which poses the least risk.
- 7.2. The school will immediately contact the emergency services after receiving a threat and will carefully follow their instructions.
- 7.3. The emergency services will still be contacted if the threat is believed to be a hoax.
- 7.4. The Headteacher/Head of School will notify the Trust Operations Officer and, where appropriate, the Chief Executive Officer, in accordance with the Trust's Business Continuity Plan.

8. Communication with Parents/Carers

- 8.1. Planned evacuation or lockdown drills will be communicated to parents/carers ahead of the event taking place via the school's preferred communication method.
- 8.2. In the event of any of the procedures taking place due to a real emergency, parents/carers will be informed of any developments as soon as is practicable.
- 8.3. Parents/carers will be informed not to telephone 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.
- 8.4. Each individual Trust school will contact parents/carers, via Arbor, when it is safe for them to collect their child.
- 8.5. Whilst talking to parents/carers, 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.

9. Monitoring and review

- 9.1. This policy will be reviewed at a local level on an annual basis, or sooner, in the event that changes are deemed necessary following alterations to the school, its buildings, or following an evaluation of the policy's effectiveness.
- 9.2. Material changes to this policy will be made by the Trust and revised model documentation disseminated to all schools as required.
- 9.3. This policy will be reviewed at Trust level by the Board of Trustees every three years, or sooner if statutory guidance is released before the review date.

Appendix One– Personal Emergency Evacuation Plan Template

This form should be completed for anyone who requires assistance with **any** aspect of emergency evacuation. Once developed, the PEEP will describe the individual's intended means of escape in the event of emergency, including drills. The PEEP will specify what type of assistance is agreed and how it is to be maintained to ensure the individual's continued safety and should include assistance required from the point of raising the alarm to passing through the final exit of the building.

A completed form should be held:

- ▶ by the pupil if of secondary age
- ▶ in the child's personal records (or personnel file for staff members)
- ▶ by the Head of School, SENDCo (for pupils) and fire safety coordinator
- ▶ by the class teacher (or form teacher)

Note: This plan must be reviewed on an annual basis (at least) and when a significant change in circumstances (of the building or individual) is anticipated or identified. The PEEP should be coordinated by the Fire Safety Coordinator/SENDCo or designated member of the Senior Management Team.

Individual's name:			
Class or room name/number:			
Location of classroom/room (attach a copy of pupil timetable for secondary age pupils):			
Teacher/Line Manager's name:		Tel: ext no:	
Date completed:		Reviewed:	
Reviewed:		Reviewed:	

Name of person who completed this form:	
Date completed:	
Date of next review:	

Points to consider: In preparation for completing details in this form, consider the following, (discuss with the child/pupil if appropriate):

Question	Answer	Comments
Does the individual change classrooms/rooms during the course of the day, which takes them to more than one location within the building and other buildings?		
Do they have difficulties reading and identifying signs that mark the emergency exits and evacuation routes to emergency exits?		
Does the individual have any difficulties hearing the fire alarm?		
Are they likely to experience problems independently travelling to the nearest emergency exit?		
Does the individual find stairs difficult to use?		
Are they dependent on a wheelchair for mobility?		
If the individual uses a wheelchair would they have problems transferring from the wheelchair without assistance?		

A: Alarm System.

1. The individual is able/unable to raise the alarm (delete as appropriate).

If the individual is **unable** to raise the alarm independently, please detail alternative procedures agreed. If **able** give brief description of how.

2. The individual will be informed of an emergency evacuation by:

Existing alarm system:		Vibrating pager device:	
Visual alarm system:		Other: (please specify)	
Give Details:			

B: Exit route procedure (progress starting from when the alarm is raised and finishing on final exit).

C: Designated assistance (details of all persons designated to assist in the evacuation plan and the nature of assistance to be provided by each).

D: Method of assistance (e.g. transfer procedures, methods of guidance)

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E: Equipment provided (details of all equipment needed to execute the plan and its location).

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F: Training on use of equipment:

Date	Comments

G: Safe route(s) (description of all the safe routes that can be used).

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N.B. A copy of the building plan with routes clearly marked may be useful.

	Yes	No
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Have the route(s) been travelled by the individual and responsible person?		
Has a copy of the exit route on plan been attached?		
Has the equipment detailed above been tried and tested?		
Have all issues been completed to full satisfaction?		
Has a copy of this form been sent to the person responsible for the fire evacuation?		
Has the fire coordinator informed all relevant staff of these arrangements? i.e. Class teacher, support assistant.		

Record the length of time of practice evacuation. _____ mins

If no to any of the above please explain:

I/we (pupil/parent/staff member) am/are aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above (a parent is to sign on behalf of a minor):

Individual's signature:		Date:	
Individual's name:			
Parent/Carer signature:		Date:	
Parent/Carer name:			
Headteacher/Head of School signature:		Date:	
Headteacher/Head of School Name:			
SENDCo Signature:		Date:	
SENDCo Name:			

List of people who have received a copy of this completed document:

Further help and advice: e.g. Health and Safety Unit, School's County Fire Safety Technical Adviser

Contact	Telephone / Email
School's Fire Coordinator / H&S Representative	Mrs Kim Barton (Office Manager) Tel: 01474 365737 office@st-botolphs.kent.sch.uk
Kent Health and Safety Unit	Tel: 03000 418456 healthandsafety@kent.gov.uk
SENDCo	Mrs Janet Harding Tel: 01474 365737 hardingj@st-botolphs.kent.sch.uk