

Knowleswood Primary School

Invacuation (Including Lockdown) Policy

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Next review: May 2019

Introduction

An invacuation (with/without a lockdown) may happen if an incident happens inside or outside the school building. During an invacuation, pupils, staff and visitors would be expected to stay in a designated safe/lockdown area.

Invacuation may be appropriate in many circumstances, for example:

- If air pollutants are present due to a nearby fire or chemical release.
- If a dangerous animal is in the grounds.

For the purpose of this document, an invacuation without a lockdown is a step 1 invacuation.

Invacuation with a **lockdown** may be appropriate in many circumstances, for example:

- If an aggrieved and/or intoxicated person is trying to obtain access to your establishment.
- If an intruder is on site.

For the purpose of this document, an invacuation with a lockdown is a step 2 invacuation.

The additional step of lockdown aims to help keep children safe and prevent an intruder or violent individual from causing harm.

Communicating an Invacuation

The school has a dedicated siren system, which is tested each week. The siren system will be used to signal staff and pupils to either move to a safe place or remain in a safe place in school. Whilst the siren is sounding, staff must stay or move to the identified safe areas. The siren is significantly different to the school fire alarm as not to cause confusion.

The location for sounding the siren is the main administrative office

The siren will sound as follows:

Step 1 Invacuation – Siren will sound for approximately 15 seconds

Step 2 Invacuation with a lockdown – Siren will continue to sound **OR** resound after the initial 15 seconds

The invacuation will continue to be in place until a member of the leadership team informs other staff members verbally. This may mean the siren will stop sounding **but the lockdown will remain in place**.

During an invacuation, it may be difficult to obtain a clear overview of the situation. The leadership team will manage the incident from the administrative area of the school.

The leadership team may communicate using either the school telephone system, in person or via radio.

Safe places

Safe places are all inside the school buildings, if the risk is outside (Step 1 Invacuation) staff and pupils will move inside to their classrooms. If the children are using another part of the school building and are inside, they will stay in that area. Examples of this may include the school library or halls. These areas are designated in pink on the attached plan.

Lockdown areas

During a Step 2 Invacuation with a lockdown, staff and pupils need to either stay in their predesignated lockdown area or move to their nearest designated lockdown area and secure the immediate proximity. These are marked in red on the attached plan. Staff and pupils must stay away from external windows and doors.

All of these areas have the following:

- No accessible external windows/doors

Staff in each area are responsible for securing the doors and shutters as needed.

Designated lockdown areas

Nursery – the outdoor/indoor area with shutter down

Reception – KS1 corridor

Year 1 – KS1 corridor

Year 2 – KS1 corridor

Year 3 – LKS2 corridor

Year 4 – remain in class, away from windows, blinds down

Year 5 – remain in class, away from windows, blinds down

Year 6 – remain in class, away from windows, blinds down

Library – KS1 corridor

Upstairs Hall – remain in the hall

Downstairs Hall – area outside the office/lunch hall

Beech Room – KS1 corridor

Rainbow Room – LKS2 corridor

Actions of other staff

The leadership team will manage the situation involving other agencies, as needed i.e. Police, Council emergency service.

The office staff will remain in the office for an invacuation. For a lockdown they will move to the area outside the lunch hall.

Site staff / Leadership team will check the external doors are secure.

It is not always possible to plan for every situation, staff are to make dynamic risk assessments and follow the advice of senior members of staff.

A test/drill/practice will be undertaken each term. This will be recorded on the additional invacuation page in the fire register. The drill will be completed in a sensitive nature without causing undue stress or panic.