




Invacuation/Evacuation/Lockdown Policy and Procedures

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Approved by:	A Lee: Chair of Governors

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1. Aims

Grow Independent School takes the safety of pupils, staff and visitors very seriously. As such, the aim of this policy is to ensure that everyone on the school premises remains safe, in the event of an emergency. The main priority for Grow Independent School is to prevent an emergency from happening in the first place. However, sometimes this is not within the control of the school and in that situation, the policy aims to make all pupils, staff and visitors aware of the procedures to follow, in order to keep themselves safe.

2. Legislation and Guidance

This policy has due regard to all relevant legislation and statutory guidance including:

- 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 (2018) '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 (2018) 'School security'
- National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'

3. Definitions

Term	Definition
drill	This relates to any training, or practising, of a response to a potential emergency incident.
emergency	Any unplanned and serious situation that requires an immediate response, particularly where people's safety may be compromised.
evacuation	When an emergency dictates that the safest place for pupils, staff and visitors is outside the school buildings. For example, in the case of a fire within the school.
fire warden	Staff member(s) trained to lead staff and pupils to safety during a fire drill or evacuation.
health and safety coordinator	A staff member designated by the headteacher with responsibility for health and safety, including emergency incidents.
invacuation	When an emergency dictates that staff, pupils and visitors should return to safe rooms inside the school building until the danger has passed.
lockdown	When an emergency dictates that the safest place for pupils, staff and visitors is to lock down (hide and lock themselves inside a safe room).

meeting point	A designated area outside where people assemble and meet after an evacuation.
Personal Emergency Evacuation Plan (PEEP)	A plan that is written specifically for keeping an individual with a disability or impairment safe during an emergency procedure.
safe room	A room within the school premises designated as 'safe' during an evacuation or lockdown.

4. Roles and Responsibilities

Grow Independent School will follow the outline below for distribution of responsibilities in relation to evacuation, evacuation or lockdown within the school.

Role	Responsibility
Governing Body Health & Safety Vikki Boyd	<ul style="list-style-type: none"> Support the headteacher to write the policy and procedures for a school lockdown/evacuation/invacuation. Review the policy on, or before, the agreed date. Ensure the policy, and named 'roles', are working effectively to keep pupils, staff and visitors safe.
Headteacher Sarah Hawthorne	<ul style="list-style-type: none"> Ensure that every school visitor, child and member of staff is aware of how to keep themselves safe in an in school emergency. Appoint a health and safety coordinator who will lead on security in an emergency. Ensure that a copy of this policy is available to any stakeholders in the school who wish to see it. Review the policy on, or before, the agreed date. Between review dates, if changes are made to the policy, ensure that all relevant people are made aware of the changes. In the event of an emergency, raise the alarm and alert the health and safety coordinator to the situation. Be trained, prepared for a security-related incident and ready to step in if the health and safety coordinator should be off school premises at the time of an emergency.
Health and Safety Officer Sarah Hawthorne	<ul style="list-style-type: none"> Ensure that the school's policy is appropriate for all emergency situations and raise any concerns with the headteacher or governors. When alerted to an emergency, assess the level of potential impact and whether it requires an evacuation, evacuation or lockdown. Train all staff on the emergency procedures in this policy.

	<ul style="list-style-type: none"> ● Record any drills or incidents in the 'Emergency Record Log' within the Fire Safety Log Book.
Office Staff Vikki Boyd	<ul style="list-style-type: none"> ● In the event of an emergency, call the relevant emergency services and alert parents. ● Provide the emergency services with a plan of the school building(s). Ensure 'safe rooms' are clearly marked. ● Ensure that all visitors/contractors are aware of the school's emergency procedures. ● Be accountable for knowing who is present/on site during an emergency. ● Take the register once in a safe place, and make the headteacher, health and safety coordinator or office staff aware if a pupil, staff member or visitor is unaccounted for.
Premises Manager Sarah Hawthorne	<ul style="list-style-type: none"> ● Ensure that evacuation routes are clearly indicated. ● Ensure that hallways are kept clear at all times.
All Staff Members	<ul style="list-style-type: none"> ● Be aware of, and follow, this policy in the event of an emergency. ● Ensure that the pupils in your class (where appropriate) are guided and cared for during an evacuation/invacuation/lockdown. ● Remain as calm as possible, encouraging pupils to do the same, during an emergency incident.

5. Invacuation Procedure

An invacuation will be ordered where there is a threat from outside, meaning it could be safer inside but where it is not essential to follow full lockdown protocol. An event requiring an invacuation response might be high air pollution, a chemical leak or a dangerous person in the vicinity but not on the premises.

In the event of an invacuation, the headteacher/office manager will ensure an emergency alert (this will be done verbally or, if not possible, via staff group message) is sent to all staff as soon as the concern has been raised.

On receiving the alert, all staff, pupils and visitors should make their way quickly and quietly inside the building to their safe room.

Once every person on site is within the school building(s), the doors will be locked by the headteacher or office manager.

Office staff will send a message to parents to alert them to an invacuation, call the emergency services (if required) and circulate registers.

Staff members will keep in touch via staff group message, particularly where any adults or children remain unaccounted for.

Prior to an invacuation, the headteacher, or health and safety coordinator, will identify a safe room for every class.

List of Safe Rooms:

Designated Safe Room	Class(es)	Room Leader
The Kitchen/Medical Room	ALL	Headteacher/Deputy Headteacher

If an invacuation happens during lunchtime, or when most pupils are outside, staff should direct pupils to the nearest safe room.

Visitors should go to the designated safe room.

Lunchtime staff should designated safe room

All staff, pupils and visitors should remain in the safe room until instructed to leave by the headteacher or health and safety coordinator.

Once the risk of danger has passed, the school office will update parents via text message immediately and follow up with a letter within 24 hours.

The headteacher will follow up with a talk for staff members and pupils and relevant support will be sought where necessary.

The school's response will be evaluated.

6. Lockdown Procedure

A lockdown will be ordered in the event of an internal or external threat where it is perceived to be safest locked down within safe rooms. An event requiring a lockdown response might be an armed intruder, nearby explosion or terrorist threat.

In the event of a lockdown, the headteacher/office manager will ensure an emergency alert (this will be done verbally or, if not possible, via staff group message) is sent to all staff as soon as the concern has been raised.

On hearing the signal, all staff, pupils and visitors should make their way quickly and quietly inside the building to their safe room.

Once every person on site is within the school building(s), the downstairs doors will be locked by **the Headteacher/Office Manager**.

Office staff will send a message to parents to alert them to a lockdown, call the emergency services (if required) and circulate registers.

Staff members will keep in touch via staff group message, particularly where any adults or children remain unaccounted for.

Prior to a lockdown, the headteacher, or health and safety coordinator, will identify a safe room for every class.

Designated Safe Room	Class(es)	Room Leader
Kitchen/Medical Room	ALL	Headteacher/Deputy Headteacher

If a lockdown happens during lunchtime, or when most pupils are outside, staff should direct pupils to the safe room unless this will endanger them or others.

Visitors should go to the designated safe room.

Lunchtime staff should go to the designated safe room

Once inside the safe room, the doors (including fire doors) and windows should be locked. If there are no locks, the doors should be barricaded using desks or other suitable furniture. Window blinds should be closed. All pupils and adults will be instructed to sit or lie on the floor, ideally under desks; they should remain silent until instructed otherwise. Crucially, everyone within the room should try to remain out of sight.

If it is necessary to evacuate the building at any point, **the fire alarm** will signify that it is time to do so.

All staff, pupils and visitors should remain in their safe room, silent, until instructed to leave by the headteacher or health and safety coordinator.

Once the risk of danger has passed, the school office will update parents via text message immediately and follow up with a letter within 24 hours.

The headteacher will follow up with a talk for staff members and pupils; relevant support will be sought where necessary.

The school's response will be evaluated.

7. Evacuation Procedure

An evacuation will be called in the event of an internal or external emergency where it is perceived that people will be safer at a meeting point outside the school buildings. An emergency requiring an evacuation response is likely to be a fire. Evacuation procedures is practised, in the form of a drill, termly.

Details of the evacuation procedure, including the meeting points, should be displayed in every room within the school.

The fire wardens are [Sarah Hawthorne & Liz Pickering](#).

In the event of an evacuation, [the fire alarm](#) will sound as soon as the concern has been raised.

On hearing the signal, all staff, pupils and visitors should make their way quickly and quietly outside the building to their designated meeting point, via the nearest safe exit.

Staff members will be aware of any pupil with a PEEP (Personal Emergency Evacuation Plan) and support them in exiting the building.

Once every person on site is outside, the register should be called by the Deputy Headteacher/Office Manager. The headteacher, fire wardens or health and safety coordinator should immediately be alerted to any pupils that remain unaccounted for.

Under no circumstances will a staff member or pupil re-enter the building if there is a pupil who is unaccounted for.

Prior to an evacuation, the headteacher or health and safety coordinator will identify a meeting point for every class.

List of Meeting Points:

Class(es)	Designated Meeting Point
ALL	Pendle Street Car Park

If an evacuation happens during lunchtime, or when most pupils are outside, staff should meet their pupils outside.

Lunchtime staff should be aware of the meeting points for each class and should supervise the children to their meeting points.

Visitors should follow the fire route signs to the nearest designated meeting point.

All staff, pupils and visitors should remain at their meeting point until instructed otherwise by the headteacher, fire safety warden or health and safety coordinator.

Fire wardens will check the building, including the toilets and corridors before they leave, to ensure that no one is left behind.

Once the risk of danger has passed, pupils will return to their classrooms and a register will be taken.

The school office will update parents via text message immediately and follow up with a letter within 24 hours.

The headteacher will follow up with a talk for staff members and pupils; relevant support will be sought where necessary.

The school's response will be evaluated.

8. Personal Emergency Evacuation Plan (PEEP)

If a pupil, member of staff or visitor has a disability or impairment that will prevent them from following invacuation, evacuation or lockdown procedures, they will need a Personal Emergency Evacuation Plan (PEEP).

The PEEP will identify any factors that might prevent the individual from being safe during an emergency and lay out the responsibilities of staff members to support them.

As far as is possible and safe, pupils with a PEEP will follow the same procedures as the rest of their class.

Every PEEP will be reviewed annually, after an emergency incident or if there is a change to the disability or impairment of the individual who the PEEP is for. If any changes are made to the PEEP, all named people must be notified.

All PEEPs, and changes to them, must be approved by the headteacher and health and safety coordinator.

A student's PEEP can be found in their ILP (Individual Learning Plan).

9. Communication with Parents

Information regarding the school's invacuation, evacuation and lockdown procedures will be shared with parents/carers via policy page on the school website.

In the event of an emergency incident requiring an invacuation, evacuation or lockdown, parents/carers will be notified as soon as is reasonably possible via [text message](#).

Parents/carers will be advised not to telephone (or come into) the school as this may interfere with emergency services or put themselves in danger.

The school will keep parents/carers up to date by text [message](#) as regularly as possible throughout the emergency incident and certainly once the emergency threat has been lifted.

Parents/carers will receive a letter within 24 hours of the incident so that they are fully informed of what happened and the school's response.

Appendix 1 – Personal Emergency Evacuation Plan (PEEP)

Name:		
Class/Year Group:		
Designated Adult(s):		
Methods of Assistance:		
Equipment Required: (Include details of where equipment is stored.)		
Personal Evacuation Plan: (Write in detail from when the alarm is first raised.)		
Personal Invacuation Plan: (Write in detail from when the alarm is first raised.)		
Personal Lockdown Plan: (Write in detail from when the alarm is first raised.)		
Signed by:		Headteacher
Signed by:		Class Teacher
Signed by:		Designated Adult(s)