



The Sandringham Federation - Fritcham

Lockdown, Invacuation and Evacuation Policy

Policy Type:	Trust Core Policy
Approved By:	Trust Board (Finance, Audit and Resources Committee)
Approval Date:	24/09/2021
Date Adopted by LGB:	07/10/2021
Review Date:	September 2024
Person Responsible:	Chief Executive Officer

Summary of Changes

The model policy has been revised to reflect these changes to the local information and statutory guidance as outlined below.

Page Ref.	Section	Amendment	Date of Change
		New	

Roles and Accountabilities

The Diocese of Norwich Education and Academies Trust is accountable for all policies across its Academies. All policies, whether relating to an individual academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high quality education in the context of the Christian values of responsibility, respect and dignity where individuals are valued, aspirations are high, hope is nurtured and talents released.

A Scheme of Delegation for each academy sets out the responsibilities of the Local Governing Body and Principal / Head Teacher. The Principal / Head Teacher of each academy are responsible for the implementation of all policies of the Academy Trust.

All employees of the Trust are subject to the Trust's policies.

Contents:

Statement of intent	Page Number
1. Legal framework	5
2. Definitions	5
3. Roles and responsibilities	5
4. Invacuation procedure	6
5. Lockdown procedure	8
6. Evacuation procedure	10
7. Personal Emergency Evacuation Plan (PEEP)	11
8. Fires	11
9. Bomb threats	12
10. Communication with parents	12
11. Monitoring and review	12

Appendices

Appendix 1 – Evacuation Record Log

Appendix 2 – Personal Emergency Evacuation Plan (PEEP)

Statement of intent

The safety of pupils, students staff members and visitors on the premises is paramount and The Sandringham Federation 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, students, staff members and visitors.

Signed by:

Headteacher

Date:

Chair of governors

Date:

Legal framework

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 (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 (2019) 'School and college security'
- National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'

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

- Health and Safety Policy
- Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Business Continuity Plan
- SEND Policy

Definitions

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.

The term 'invacuation' refers to the process of making staff members aware of an emergency and moving pupils, staff members and visitors to the safest 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 not necessary to protect people from intruders.

'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.

Roles and responsibilities

The Diocese of Norwich Education and Academies Trust recognises its responsibility to provide adequate control of the safety risks including emergency planning and response. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage risks and ensure activities or tasks can be conducted in a safe manner. Whilst day to day management of safety in schools can be delegated to the individual academies, the ultimate and overall responsibility for ensuring a safe and healthy environment, including emergency situations, lies with the Trust Board.

The **Local Governing Body** 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 the application of the policy to ensure its effectiveness.

The **Headteacher/Principal** will be responsible for:

- Appointing a competent member of staff to lead on school security and the procedures outlined in this policy – this may be the **Premises Officer/Site Manager**.

- 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 that 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.

The **Premises Officer/Site Manager** will be responsible for:

- Identifying the likelihood of a security-related incident occurring that would result in activating this policy, and assessing the level of impact of these incidents.
- Developing the school's invacuation, lockdown and evacuation procedures, in conjunction with the **Headteacher/Principal**.
- Delivering training to all staff members on the emergency procedures outlined in this policy.
- Leading rehearsals of emergency procedures.
- Recording all evacuation procedures, including drills and practices, in the **Evacuation Record Log** (Appendix 1).
- Reviewing the school's emergency procedures following any incident during which they were activated, and at least **annually**, to ensure the procedures remain effective.
- **Jane Gardener** will be responsible for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency and informing the Trust Appointed Health and Safety Officer.
- The **Premises Officer/Site Manager** will be responsible for checking and ensuring that emergency exits and evacuation points are clearly signposted.

Academy 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.

All members of staff will be responsible for:

- Acting in accordance with this policy at all times.
- Ensuring pupils, fellow staff members and visitors remain as safe as possible whilst on the school premises.
- Ensuring that registers are accurately taken during an invacuation, lockdown or evacuation, and reporting the names of missing pupils/students to the **Headteacher/Principal** immediately.
- Informing the **Headteacher/Principal or school office** of any pupils or students missing from the classroom when the alarm was raised.
- Maintaining an orderly manner and encouraging pupils to stay calm during emergency procedures.

Invacuation procedure

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 armed intrusion, chemical spillages and air pollution.

- The warning siren for the school's invacuation procedure is the sound of the school bell

- The **Headteacher/Principal** will sound the alarm as soon as a concern has been raised.
- Staff members will keep in contact using mobile phones to inform each other of any problems experienced while carrying out the procedure, e.g. missing pupils.
- Throughout the procedure, the **Headteacher/Principal**, or another designated member of staff, will continuously keep other staff members updated, where possible, using mobile phones
- During an invacuation, pupils, students, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building.
- 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.
- When all personnel are inside, 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.
- A register will be taken of all pupils, students, staff and visitors to determine whether anyone is missing or injured.
- Main entrances into the school site will be locked if necessary.
- Prior to the procedure, the **Headteacher/Principal** will identify designated 'safe rooms' throughout the school building, which all staff members will be made aware of.

The school's designated 'safe rooms' are as follows:

Area of school	Designated room number	Designated staff member for that room
<u>Mrs Brice's Classroom</u>	<u>Room 4</u>	<u>Clare Brice</u>
Mrs Cressingham's Classroom	Room 3	Amy Cressingham
Mobile Classroom	Room 2	Jessica Bartrum
Nursery	Room 1	Mrs Sewell/Miss Waterfield

- Where an invacuation occurs during lesson time, pupils/students will be guided towards their designated 'safe room' by their **classroom teacher** or **head of department**, who will ensure that all pupils/students are accounted for.
- When the invacuation procedure occurs during lunchtime, or a lesson change over, all staff members will guide pupils/students towards the nearest designated 'safe room'.
- Visitors will be directed to the nearest designated 'safe room'.
- Staff members will instruct pupils/students to stay away from the windows and doors.
- Where necessary, pupils/students will be informed to lie or sit on the floor.
- Pupils, students, staff members and visitors will remain in their designated rooms or positions until told to do so by the emergency services, or the **Headteacher/Principal** has given an announcement to declare the risk has gone.
- Staff will be responsible for reassuring pupils/students and keeping them calm during the procedure.
- When the invacuation procedure has finished, pupils/students will return to their timetabled classroom where a register will be taken.
- Throughout the invacuation procedure, the **academy office** will keep in contact with the emergency services, ensuring the procedure is being implemented correctly and update the Trust Appointed Health and Safety Officer. Any press enquiries during this time must be directed to the Trust Press Officer.
- Following an occurrence necessitating the invacuation procedure, the following actions will be taken:
 - A follow up talk with staff members and pupils/students will be delivered by the

Headteacher/Principal

- Support will be sought where necessary, for example, from counselling services/Critical Incident Team
- Parents and other stakeholders will be informed via letter/text
- 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

Lockdown procedure

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.

- The **Headteacher/Principal** will ensure that all staff members understand when and how this procedure will be implemented.
- Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.
- The **Headteacher/Principal** 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.
- 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 local risk of air pollution
 - A civil disturbance in the local community with the potential to pose a risk to the school
 - 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
- The signal given for staff members to implement the lockdown procedure is school bell
- Staff will be informed of the type of lockdown procedure that will be implemented and made aware that it is not a drill via email
- Lines of communication between staff members will be kept open using mobile phones however, unnecessary calls to the school office will not be made as this could delay important communication.
- As soon as the alarm has been raised, the **academy office staff** will ensure that the relevant emergency services are informed and kept up-to-date with the situation. When able, they will also update the Trust Appointed Health and Safety Officer.
- In the event of the school implementing the lockdown procedure, pupils/students 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.
- Staff members will ensure that the toilets, canteen and playgrounds are cleared of all pupils, students, staff members and visitors.
- 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.
- Pupils/students who are outside the school, or not in classrooms, will be led inside as quickly as possible, unless this will endanger them and others.
- If staff members, pupils/students or visitors remain outside during the implementation of a full lockdown, they will hide in the designated safe area, the mobile until the emergency services have arrived.
- Classroom teachers will be responsible for the pupils/students within their classroom.

- When all personnel and pupils are inside, doors and windows will be securely locked, including fire doors, external doors and internal doors.
- **Classroom teachers** or **phase leaders** will conduct a register or headcount. Staff will notify the school office immediately of any pupils/students not accounted for via mobile phone/email and an immediate search will be instigated, where appropriate.
- Once all personnel and pupils are inside, the **Senior Leadership Team** will conduct an on-going and dynamic risk assessment based on advice from the emergency services.
- All pupils/students, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.
- If it is considered necessary to leave the school site, staff will lead pupils and visitors to the pre-arranged alternative place of safety, community centre.
- Pupils/students may be asked to hide or disperse if this will improve their safety.
- Pupils/students are instructed to take cover under their tables where possible.
- 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.
- 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.
- In the event of a full lockdown, once all pupils/students have been accounted for, the following actions will 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/students 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 to prevent unauthorised vehicles from accessing the site
- All personnel will remain inside until an 'all clear' signal has been given, either via email 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.
- Parents will be notified as soon as it is practicable to do so via the school messaging text/email
- Pupils/students will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, **a continuous ring of the fire alarm will be sounded.**
- The school's **Business Continuity Plan** will be activated to help restore normality following an incident.
- In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken at least **once** a year.

Evacuation procedure

The school will carry out evacuation drills at least **once a term** in order to ensure pupils/students and staff members fully understand what is involved in the procedure and that it is implemented effectively.

- 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.
- 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.
- New staff members will be advised of evacuation procedures as part of their induction training.

- The designated fire warden for the school is Jane Gardener
- The school has undertaken the appropriate fire awareness and fire warden training that meets the fire authority’s regulations.
- The **Headteacher/Principal** will ensure that all staff members are aware of the designated evacuation points.
- The designated evacuation points for the different year groups are as follows:

Year group	Designated leader	Primary evacuation point
<u>Whole School</u>	<u>Class Teacher</u>	<u>School Field</u>

- A secondary evacuation point has been prearranged and is located at **details of secondary evacuation point**.
- The secondary evacuation point will be used in the event that the primary evacuation points on the school site are not safe.
- The signal for the evacuation procedure to be implemented is the **continuous sound of the fire alarm**.
- When the alarm is sounded, pupils/students and visitors will immediately stop what they are doing, stand still and wait for further instructions to be given by a staff member.
- Staff members will direct pupils/students to the nearest safe exit.
- Staff members will be responsible for ensuring that exits are never obstructed or blocked.
- Staff members will ensure that there are no pupils/students left in the toilets, changing rooms, corridors or school hall, etc.
- Pupils/students will walk in an orderly and quiet manner to the designated evacuation point.
- Staff members will be aware of any pupils under their care who have a **Personal Emergency Evacuation Plan (PEEP)**. See Appendix 2
- When pupils/students are lined up in their year groups at their designated evacuation points, a register and headcount will be taken.
- Any missing pupil/student, 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.
- Missing personnel and pupils/students will be immediately searched for if it is safe to do so.
- Under no circumstances will any staff member, pupil/student or visitor re-enter the building during the evacuation procedure, unless the ‘all clear’ is given by the **Headteacher/Principal** or emergency services.
- The **academy office staff** will call the emergency services as soon as the alarm is raised and they have safely exited the building.
- 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**.
- 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. This is kept at Sandringham and Wets Newton Primary
- If required, parents will be contacted in order to collect their children. This will be done using the school’s messaging service email/text
- All evacuations will be recorded using the **Evacuation Record Log (Appendix 1)**.
- The school’s **Business Continuity Plan** will be activated to help restore normality following an incident.

Personal Emergency Evacuation Plan (PEEP)

Where a member of staff, pupil/student or visitor has a disability which may result in them needing help in evacuating the premises, a PEEP will be put in place.

- 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.
- These plans will ensure that no one is discriminated against, or treated less favourably, in the event of an emergency.
- 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
- Where possible, pupils/students with PEEPs in place will exit the premises using the same route as the rest of their class, unless otherwise stated within their plan.
- PEEPs will be reviewed on an annual basis in order to ensure that the most up-to-date information is available.
- 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.
- The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.
- An example PEEP record can be found in the Trust Health&Safety Policy (HS05) and in Appendix 2 of this policy.

Fires

In the event of a fire, the school will invoke the evacuation procedure.

- Under no circumstances will entrances to the school and emergency exits be blocked or obstructed.
- Emergency lighting will be installed and appropriately used where necessary.
- It is the responsibility of the **premises officer/site manager** to ensure that exits are clearly marked.
- The **premises officer/site manager** will be responsible for ensuring every room is equipped with the necessary fire safety equipment.
- All staff members will act as 'fire wardens' in the event of a fire.
- The **Headteacher/Principal** 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.
- 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**.
- The school's **Business Continuity Plan** will be activated to help restore normality following an incident.

Bomb threats

In the event of the school or a nearby area receiving a bomb threat, the **Headteacher/Principal** will decide which procedure to use by taking into consideration which poses the least risk.

- The school will act in accordance with the **Business Continuity Plan** in order to ensure the welfare of pupils, students, staff members and visitors.
- The school will immediately contact the emergency services after receiving a threat and will carefully follow their instructions.
- The emergency services will still be contacted if the threat is believed to be a hoax.

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

Communication with parents

Arrangements and information regarding the school's invacuation, lockdown and evacuation procedures will be routinely shared with parents via the school website

- 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.
- Parents will be informed not to ring 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.
- Whilst talking to parents, 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.

Monitoring and review

This policy will be reviewed every 3 years, or sooner if statutory guidance is released before the review date.

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

The review will be conducted by the **Trust Appointed Health and Safety Officer**, in collaboration with the **Headteacher/Principal** and the Health & Safety governor.

Appendix 1

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
<u>10/04/20xx</u> <u>10:20am</u>	<u>Fire drill</u>	<u>Signed by</u> <u>headteacher</u>	<u>18 minutes</u>	<u>Confusion</u> <u>amongst the EYFS</u> <u>class</u>	<u>EYFS pupils will</u> <u>undergo further</u> <u>practice drills</u>	<u>None</u>

Appendix 2

HS05 Personal Emergency Evacuation Plan

Personal Emergency Evacuation Plan (PEEP) for pupils in schools

This form should be completed for anyone who requires assistance with any aspect of emergency evacuation. Once developed, the PEEP will describe the pupil'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 pupil'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:

- In the Pupil's personal records
- By the Headteacher (Responsible Person for Fire Safety)
- By the Competent Person for Fire Safety at the academy (this may be the responsible person in some academies)
- By the Class teacher
- In the Fire Log Book

Note: This plan must be reviewed on an annual basis (at least) and when a significant change in circumstances (of the building or pupil) is anticipated or identified. Advice is available from DoNESC Health and Safety by email to sharon.money@donesc.org or phone (01603) 882329/07471 033539

Pupil's Name:			
Class Room Number or Name:			
Location of classroom in building:			
Teacher's Name:		Tel: Ext No:	
Date Completed:		Reviewed:	
Reviewed:		Reviewed:	

Name of Person who Completed this Form:	
Date Completed:	

Date of Next Review:	
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Points to consider: In preparation for completing details in this form, consider the following; discuss with the parents/guardian and, if appropriate, the pupil.

Question	Answer	Comments
Does the pupil change classrooms 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 pupil have any difficulties hearing the fire alarm?		
Are they likely to experience problems independently travelling to the nearest emergency exit?		
Does the pupil find stairs difficult to use?		
Are they dependent on a wheelchair or other walking aid for mobility?		
If the pupil uses a wheelchair would they have problems transferring from the wheelchair without assistance?		

A: Alarm System.

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

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

2. The pupil has been informed of an emergency evacuation by:

existing alarm system:	<input type="checkbox"/>	vibrating pager device:	<input type="checkbox"/>
visual alarm system:	<input type="checkbox"/>	other: (please specify)	<input type="checkbox"/>

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)

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

Lockdown Invacuation and Evacuation policy 2021

F: Training on use of equipment:

Date	Comments

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

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

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

_____ minutes

Record the length of time of practice evacuation. _____ mins

If **No** to any of the above please explain:

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

Pupil Signature:		Date:	
Pupil Name:			
Parent Signature:		Date:	
Parent Name:			
Headteacher Signature:		Date:	
Headteacher Name:			

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