



# **EMERGENCY EVACUATION, LOCKDOWN, INVACUATION PROCEDURES**

**Reviewed: Spring 2026 (Due to Martyn's Law)  
Next Review: Spring 2027**

# LOCKDOWN/INVACUATION

Under Martyn's Law, Lockdown/Invacuation procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all the pupils.

Lockdown/Invacuation procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A fire in the vicinity of the school
- The close proximity of an animal (eg; dog) roaming loose
- An Emergency alert received \*

The school's Lockdown/Invacuation plan is as follows

Signal for Lockdown/Invacuation	A member of staff to visit each room to alert other staff. They will say 'we are in lockdown until further notice'. And/or Blasts of an air horn And/or a signal on your laptop/screen (Your laptop/screen should be close/turned off once the message has been received) And/or a verbal communication mentioning a 'PURPLE coloured' item
Signal for All Clear	Verbally in person, or via telephone/radio BUT ONLY if the communication includes the word 'GREEN'

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Rooms most suitable for lockdown	All staff to remain in own classrooms/area/office where possible All pupils to remain in own classrooms where possible. To be out of sight of glass panel on door
Entrance points (e.g. doors, windows) which should be secured	External doors Fire doors Internal doors All windows Blinds/curtains down
Communication arrangements	In person, (if safe to do so) over the radio/telephone (if colour codes used)

### **Lockdown Procedures**

*Staff will be alerted to the activation of a lockdown drill in advance.*

When informed of a lockdown event.

- Downstairs pupils who are outside of the school buildings are brought inside as quickly as possible and return to their classroom if possible and safe to do so (outside staff will be informed by a Senior Leaders or facilities) If not safe to enter the building, make your way to the nearest, safest place where you are out of sight
- Upstairs pupils who are outside of the school buildings are brought inside as quickly as possible and make their way to the main hall if possible and safe to do so (outside staff will be informed by a Senior Leaders or facilities) If not safe to enter the building, make your way to the nearest, safest place where you are out of sight
- Lunchtime/playtime pupils who are outside of the school buildings are brought inside as quickly as possible and make their way to the main hall if possible and safe to do so (outside staff will be informed by a Senior Leaders or facilities) If not safe to enter the building, make your way to the nearest, safest place where you are out of sight
- Those inside the school should remain in their classrooms/teaching area and check corridors and toilets for pupils and staff
- All external doors and, as necessary, windows are closed (depending on the circumstances, internal classroom doors must also be closed)  
Doors need to be locked

- Blinds should be drawn and pupils acting “sleeping lions” in their designated area
- Once in lockdown mode, staff should if appropriate inform the office of any pupil who is not accounted for and instigate an immediate search for anyone missing
- Staff should encourage the pupils to keep calm
- If situation is in the school building, do not enter if not safe to do so. Find a safe place outside to hide
- As appropriate, Senior Leaders or Facilities will establish initial communication with the relevant Emergency Services. Follow up communication can also be carried out by office team
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place. If further evacuation is needed this will be communicated from the fire assembly point by a Senior Leader.
- Parents will be notified as soon as it is practicable via Arbor and the website (only when appropriate via guidance form Emergency Services)  
Pupils will not be released to parents during a lockdown.

It is of vital importance that the school’s lockdown procedures are familiar to all members of staff. To achieve this, a lockdown procedure will form part of the yearly safeguarding update to staff. Children will practise in their own classrooms (EYFS at least every ½ term) to allow familiarity with the procedures but a whole school lockdown event drill will be once a year.

All incidents are different, once all staff and pupils are safe, Senior Leaders will conduct a review/on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of any prevailing threat.

### **Communication with staff after Lockdown**

Once the incident has been assessed as safe all classrooms will be visited/contacted by a Senior Leaders or facilities and told the situation is under control (using the relevant colour code) and the class can resume activities as normal.

### **Communication between parents and the school**

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable

### **Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.

### **\* About Emergency Alerts**

Emergency Alerts is a service launched by the UK government in 2023. Emergency alerts will warn you if there's a danger to life nearby. In an emergency, your mobile phone or tablet will receive an alert with advice about how to stay safe.

Emergency alerts are broadcast from mobile phone masts. Every compatible mobile phone or tablet in range will receive an alert.

The government does not need your phone number to send you an alert.

The following government 'stay safe' advice should also be taken in the rare event of a firearms or weapons attack.



**COUNTER  
TERRORISM  
POLICING**



**ACT**



**ACTION  
COUNTERS  
TERRORISM**

**IN THE RARE EVENT OF  
a firearms or weapons attack**

**RUN HIDE TELL**



**RUN** to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

**HIDE** It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

**TELL** the police by calling 999.

RUN	<ul style="list-style-type: none"> <li>• Escape if you can</li> <li>• Consider the safest options</li> <li>• Is there a safe route? Run if not hide</li> <li>• Can you get there without exposing yourself to greater danger?</li> <li>• Insist others leave with you</li> <li>• Leave belongings behind</li> </ul>
HIDE	<ul style="list-style-type: none"> <li>• If you cannot run, hide</li> <li>• Find cover from gunfire</li> <li>• If you can see the attacker, they may be able to see you. Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal</li> <li>• Find cover from gunfire e.g., substantial brickwork/heavy reinforced walls</li> <li>• Be aware of your exits</li> <li>• Try not to get trapped</li> <li>• Be quiet, silence your phone</li> <li>• Lock/barricade yourself in</li> <li>• Move away from the door</li> </ul>
TELL	<p>Call 999 – What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker:</p> <ul style="list-style-type: none"> <li>• Location – Where are the suspects?</li> <li>• Direction – Where did you last see the suspects?</li> <li>• Descriptions – Describe the attacker, numbers, features, clothing, weapons etc</li> <li>• Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.</li> <li>• Stop other people entering the building if it is safe to do so</li> </ul>
Armed Police Response	<ul style="list-style-type: none"> <li>• Follow officer's instructions</li> <li>• Remain calm</li> <li>• Can you move to a safer area?</li> <li>• Avoid sudden movements that may be considered a threat</li> <li>• Keep your hands in view</li> </ul>
Officers may	<ul style="list-style-type: none"> <li>• Point guns at you</li> <li>• Treat you firmly</li> <li>• Question you</li> <li>• Be unable to distinguish you from the attacker</li> <li>• Officers will evacuate you when it is safe to do so</li> </ul>

# EMERGENCY EVACUATION

**Should fire (evacuation need) break out in the school, it will be the responsibility of staff members to:**

- Raise the alarm using the nearest Fire Call Point by breaking the glass
- Assist with evacuation of the school
- Check and confirm that all pupils/visitors under their control are out of the building

All staff should be aware of their nearest exit, not only in their classrooms, but in other areas of the school. Evacuation notices are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

<p><b>On hearing the fire alarm the following staff procedures/duties will take place</b></p>
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## **Classroom Staff/Support Staff:**

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit
- Children **MUST** evacuate the building calmly
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the assembly point
- Staff will check children against the fire register and immediately inform Senior Leaders or Facilities Team of any missing children
- Do not re-enter building until told that it is safe to do so by Senior Leaders or Facilities Team

## **Administrative Staff:**

- Office Team to take the designated iPad outside to check InVentry Log for visitor's and all staff. Any persons missing must be reported to the Senior Leaders or Facilities Team

## **Headteacher, Deputy Headteacher, Assistant Head Teachers:**

- The Leaders will monitor the evacuation of the premises from the assembly point (main playground field)
- To enable them to monitor the assembly point, teaching staff and admin staff will raise the registers/signing in books/hand if they tally. Any missing pupils/staff/visitors must be reported immediately
- When the headcount has been completed the Leader will inform the Facilities Team that everyone is present

### **Facilities Manager/Team:**

- Visually check the whole school site
- Communication will be made to the Headteacher/Deputy Headteacher/Assistant Headteacher stating that all areas are clear
- Unless it is for the purpose of a fire drill, the Facilities Manager or designated deputy will, on hearing the alarm, immediately contact the Fire Brigade on the emergency number 999
- They will then organise the monitoring of the school main entrance for the arrival of the fire brigade and to ensure no persons re-enter the premises

### **Daycare and Extended Services**

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit
- WINTER ARRANGEMENTS: The outside shutter between Toddlers and Babies will be kept closed but not locked. A Baby evacuation cot to be located just inside the Baby Room by their inside entrance door. In an emergency, babies to exit through Toddler Room. If not possible (due to situation being outside the Daycare Office/in the corridor) Daycare Office Staff/Room Leader will raise shutter. (Responsibility to be arranged on a daily basis)
- Children **MUST** evacuate the building calmly
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the Early Years assembly point
- Staff will check children against the fire register and immediately inform Senior Leaders or Facilities Team of any missing children
- Do not re-enter building until told that it is safe to do so by Senior Leaders or Facilities Team

### **Kitchen Staff:**

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as you leave
- Staff must be evacuated to the assembly point
- Senior Kitchen Staff will check against the fire register and immediately inform Senior Leaders or Facilities Team of any missing staff members
- NO ONE should stop to collect personal belongings
- Do not re-enter building until told that it is safe to do so by Senior Leaders or Facilities Team

**At no time shall anyone re-enter the buildings until they have been given the all clear by Senior Leaders or Facilities Team, whether in the case of an evacuation drill, a fire or any other evacuation.**

**Key Escape Routes:**

- All areas have direct escape routes to the relevant assembly point
- Further Evacuation from the field can be arranged via the side gate if necessary (bomb threats/gas leaks)
- Fire exit signs are posted on all exits
- All exits are kept unlocked and clear of obstructions
- There is emergency lighting on key routes throughout the building
- Fire Doors will automatically be released from the magnetic locks

**Fire Fighting Equipment:**

There are a variety of fire extinguishers (CO<sub>2</sub>, Water, Foam and fire blankets) throughout the building but it cannot be over emphasised that the main objective at all times is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.

**Assembly Points:**

- Main Playground (by the dragon bench)
- Early Years Playground (by wooden play fort)
- If further evacuation is needed this will be communicated at the Assembly points

**Fire Risk Assessments:**

- Risk assessments will be reviewed annually and re assessed following a Fire Drill or Fire Evacuation

**Personal Emergency Evacuation Plans (PEEP):**

- An individual plan should be in place for adults/children with a short term physical difficulty or a long term disability.

**Emergency Alert Received**

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Emergency alerts will warn you if there's a danger to life nearby.

In an emergency, your mobile phone or tablet will receive an alert with advice about how to stay safe.

Emergency alerts are broadcast from mobile phone masts. Every compatible mobile phone or tablet in range will receive an alert.

The government does not need your phone number to send you an alert.

**If the school is needed to be evacuated due to an alert, the Emergency Evacuation Procedure is to be followed.**

**It cannot be over emphasised that the main objective, at all times, should be to ensure that everyone reaches a place of safety.**