



Huntington

Community Primary School

Lockdown and Evacuation Policy

Approved by the Premises and Health & Safety Committee: 09.11.22

Signed by:

A handwritten signature in black ink, appearing to read "Rose".

Headteacher

Date: 09.11.22

A handwritten signature in black ink, appearing to read "Brian Tye".

Chair of Governors

Date: 09.11.22

Next review Autumn 2025

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Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and Huntington Community Primary School takes our 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, staff members and visitors.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- DfE (2014) 'Fire safety in new and existing school buildings'
- DfE (2019) 'School and college security'
- DfE (2021) 'Health and safety: responsibilities and duties for schools'
- DfE (2021) 'Emergency planning and response'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Full Lockdown Procedure
- Partial Lockdown Procedure
- Evacuation Procedure
- Fire Evacuation Plan
- Personal Emergency Evacuation Plan
- Business Continuity Plan
- Security Risk Assessment

2. Definitions

The term '**evacuation**' refers to 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 '**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.

3. Roles and responsibilities

The governing board 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 this policy, in conjunction with the headteacher and health and safety coordinator (if different), to ensure its effectiveness.

The headteacher will be responsible for:

- Leading on school security and the procedures outlined in this policy.
- Ensuring effective and rehearsed emergency procedures are in place at the school.
- Ensuring all staff members are aware of this policy and receive training on the procedures.
- Ensuring all staff receive training following any changes to the school's emergency procedures.
- Informing and seeking advice from the relevant external services, such as the police, in the event of an emergency.

The health and safety coordinator (currently the headteacher) 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 lockdown and evacuation procedures.
- 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.
- Reviewing the school's emergency procedures following any incident during which they were activated, and at least every three years, to ensure the procedures remain effective.

The Site Maintenance Officer will be responsible for ensuring that emergency exits and evacuation points are clearly signposted.

School 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 and associated procedures where required.

4. Appropriate procedures

The headteacher and health and safety coordinator (if different) will develop a plan to decide which emergency procedure would be implemented under different circumstances.

The evacuation procedure will be implemented in the following circumstances:

- Fire in the school
- Dangerous structural damage to the school where it is safe to exit the premises
- Bomb threat within the school
- Intruder within the school, if circumstances warrant evacuation.
- The partial lockdown procedure will be implemented in the following circumstances:
 - A bomb threat near the school
 - Chemical spillages near the school
 - Toxic fumes near the school
 - A civil disturbance in the local community with the potential to pose a risk to the school

The full lockdown procedure will be implemented in the following circumstances:

- An intruder on the school site

Where a lockdown is required, either a partial lockdown or full lockdown procedure will be implemented, depending on the circumstances. The headteacher will take all factors into consideration when deciding whether to partially or fully lock down the school. Where possible, advice will be sought from the emergency services.

The above lists are not exhaustive and if a different incident occurs, the headteacher will decide which procedure should be implemented taking into account the circumstances of the situation.

5. Implementing procedures

When an incident occurs, the headteacher will decide which emergency procedure should be implemented. They will take account of all the circumstances and seek advice from the emergency services where necessary.

The school will implement one of the following procedures depending on the circumstances:

- Evacuation Procedure
- Partial Lockdown Procedure
- Full Lockdown Procedure

All of these procedures are available to staff and visitors via the school office.

6. Personal Emergency Evacuation Plan (PEEP)

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.

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 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.

7. Communication with parents

Arrangements and information regarding the school's lockdown and evacuation procedures will be routinely shared with parents via a secure communication method (the *School Spider* app). The school will be mindful to not share information regarding the school's procedures in a way that would mean third parties unrelated to the school would be able to access them.

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 via the parent messaging system (the *School Spider* app – and currently also via text message).

Parents will be informed not to call 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.

8. Actions following incidents

Following an occurrence necessitating the implementation of an emergency procedure, the following actions will be taken:

- A follow-up talk with staff members and pupils will be delivered by the headteacher
- Support will be sought where necessary, for example, from counselling services
- Parents and other stakeholders will be informed via a letter delivered within the *School Spider* app.
- 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

9. Conducting practices

Practices of each emergency procedure will be conducted regularly. Before a practice takes place, parents will be informed that this will happen.

During a practice, all pupils and staff will be expected to follow the relevant procedure. Any issues or concerns that arise from the practice will be considered by the headteacher and changes will be made to procedures if necessary.

10. Monitoring and review

All of the procedures outlined in this policy will be tested regularly.

This policy will be reviewed on a three-yearly basis, or sooner if statutory guidance is released before the review date. The next scheduled review date is autumn 2025.

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

The review will be conducted by the headteacher, in collaboration with the governing board.

APPENDIX A: FULL LOCKDOWN PROCEDURE

Implementing a full lockdown signifies there is an immediate threat to the school, such as an intruder, and may also be implemented as an escalation of a partial lockdown. Differences in procedure from a partial lockdown are shown in **red text**.

In the Headteacher's absence, a designated member of the SLT (usually the Deputy Headteacher) will perform the Headteacher's roles.

Incident control officers and response team	
Responsibility	Responsibility
Incident control officer	Incident control officer
Deputy incident control officer	Deputy incident control officer
Communications officer	Communications officer

Signals	
Full lockdown signal	Five short rings of the school bell
All-clear signal	Two short rings of the school bell
Evacuation signal (during lockdown)	Continuous sounding of the school bell

Other arrangements		
'Safe areas'	Classrooms	
Outdoor 'safe area'	Within Forest School area	
Evacuation point	Main pedestrian gate (if obstructed, KS1 field entrance)	
Pre-arranged alternative place of safety if required to leave the site	Venue name	St Luke's Church
	Venue type	Religious building
	Point of contact	Reverend C. Blunt
	Contact number	01244 460058
Useful information about the alternative place of safety	Key held in headteacher's office	
Communication arrangements	Multiple Staff School texting system/email/ <i>School Spider</i> app Individual staff Internal phone system/Mobile phones	

INITIAL IMPLEMENTATION: FULL LOCKDOWN

The school is made aware of the type of incident that requires the full lockdown procedure to be implemented. Types of incidents that warrant a full lockdown include, but are 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

Headteacher	Office Staff	Teachers/TAs
The headteacher makes the decision to implement the full lockdown procedure.	Office staff contact the SMO to ensure they are aware of the implementation of the full lockdown.	

<p>A full lockdown signal is given: 5 short rings of the school bell.</p>	<p>Office staff use internal email system and/or <i>School Spider</i> app to ensure all staff members are aware of the incident that has occurred and of the type of lockdown procedure to be implemented, and that the lockdown is not a practice.</p>	<p>Teachers/TAs in ground floor classrooms make a quick visual check that staff outside the building have heard the signal and are coming inside – if they are not, communicate directly with them (via whistle or verbally).</p>
<p>The headteacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.</p>	<p>Office staff inform all parents via text message/<i>School Spider app</i> that a full lockdown is in place, that pupils are safe but that no pupils will be released while the lockdown is in place.</p>	

IMMEDIATE ACTION: FULL LOCKDOWN

Headteacher & SMO	Teachers/TAs
<p>Headteacher and SMO check outdoor areas and ensure all staff, pupils and visitors are inside the school building.</p>	<p>All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building, unless it is unsafe to do so, and staff ensure doors are locked. Staff, pupils and visitors that remain outside during the lockdown hide in the designated outdoor safe area until the emergency services arrive.</p>
<p>Headteacher and SMO check all external doors and windows are locked, and turn off the ventilation system to prevent the spread of contaminants (e.g. sarin).</p>	<p>All external doors and windows are locked and blinds closed, and remain locked/closed until the All-clear signal is given, or unless otherwise instructed by the headteacher or emergency services.</p>
<p>The Headteacher, if informed of any missing pupils, staff or visitors, should instigate an immediate search where appropriate and safe to do so.</p>	<p>Teachers/TAs return pupils to their classrooms unless there is a risk of doing so – if there is a risk, the nearest safe area should be accessed.</p>

IN CLASSROOMS

- **Close all internal doors to classrooms and place a Doorjammer device beneath the bottom of the door**, directly underneath the handle – then tighten.
- **Cover vision panels in doors** with pre-cut paper.
- **Turn off lights** in all classrooms.
- **All sit quietly on the floor, away from doors and windows, and out of sight** (e.g. under a table).

Once the classroom is secure, one staff member (a teacher if one is present) should:

- **Conduct a register or headcount.**
- **Prepare a list of missing and extra pupils in the room**, and prepare to take this list with them if they are told to leave the classroom.
- **Notify the headteacher, by mobile phone, if any pupils, members of staff or visitors are not accounted for.**
- Make everyone aware of the nearest exit in case a hostile intruder manages to gain access to a safe area.

Do not respond to anyone at the classroom door until the All-clear is sounded.

DURING THE FULL LOCKDOWN

Only essential verbal communication is advised.

All mobile phones are turned onto vibrate only and communication devices are not used if it would be unsafe to do so, e.g. if use would lead to the location being revealed.

All staff, pupils and visitors remain in their safe area (classroom), unless otherwise stated by the Headteacher or emergency services.

If possible, the headteacher will check for missing or injured pupils, staff or visitors.

Pupils and visitors are kept calm during the lockdown.

No pupil is released to their parents during the lockdown.

The headteacher keeps in contact with the relevant emergency services to assess the best course of action.

Be prepared to ignore the Fire Alarm – evacuation during a lockdown (partial or full) is via a continuous sounding of the school bell.

If it is necessary to evacuate the building, the headteacher sounds the evacuation signal (continuous sounding of the school bell).

If someone is taken hostage on the school site, all other staff, pupils and visitors should be evacuated to the designated evacuation point (St Luke's Church) if safe to do so.

The full lockdown only ends once the all-clear signal has been delivered (2 short rings of the school bell).

POST-INCIDENT ACTION

Parents are fully informed of the incident via letter.

SLT review the Full Lockdown Procedure for its effectiveness and make changes as necessary.

APPENDIX B: PARTIAL LOCKDOWN PROCEDURE

Partial lockdown is a precautionary measure which aims to keep pupils and staff safe whilst retaining a degree of normality, and puts the school in a state of readiness, should a full lockdown need to be implemented.

In the Headteacher's absence, a designated member of the SLT (usually the Deputy Headteacher) will perform the Headteacher's roles.

Incident control officers and response team	
Responsibility	Responsibility
Incident control officer	Incident control officer
Deputy incident control officer	Deputy incident control officer
Communications officer	Communications officer

Signals	
Partial lockdown signal	3 short rings of the school bell
All-clear signal	2 short rings of the school bell
Evacuation signal (during lockdown)	Continuous sounding of the school bell

Other arrangements		
'Safe areas'	Classrooms	
Pre-arranged alternative place of safety if required to leave the site	Venue name	St Luke's Church
	Venue type	Religious building
	Point of contact	Reverend C. Blunt
	Contact number	01244 460058
Useful information about the alternative place of safety	Key held in headteacher's office	
Communication arrangements	Multiple Staff School texting system/email/ <i>School Spider</i> app Individual staff Internal phone system/Mobile phones	

INITIAL IMPLEMENTATION: PARTIAL LOCKDOWN

The school is made aware of an incident that requires the partial lockdown procedure to be implemented. Types of incidents that warrant partial lockdown include, but are 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

Headteacher	Office Staff	Teachers/TAs
The headteacher makes the decision to implement the partial lockdown procedure.	Office staff contact the SMO to ensure they are aware of the implementation of the partial lockdown.	
A partial lockdown signal is	Office staff use internal email	Teachers/TAs in ground floor

<p>given: 3 short rings of the school bell.</p>	<p>system and/or <i>School Spider</i> app to ensure all staff members are aware of the incident that has occurred and of the type of lockdown procedure to be implemented, and that the lockdown is not a practice.</p>	<p>classrooms make a quick visual check that staff outside the building have heard the signal and are coming inside – if they are not, communicate directly with them (via whistle or verbally).</p>
<p>The headteacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.</p>	<p>Office staff inform all parents via text message/ <i>School Spider app</i> that a partial lockdown is in place.</p>	

IMMEDIATE ACTION: PARTIAL LOCKDOWN

Headteacher & SMO	Teachers/TAs
<p>Headteacher and SMO check outdoor areas and ensure all staff, pupils and visitors are inside the school building.</p>	<p>All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building and staff ensure doors are locked.</p>
<p>Headteacher and SMO check all external doors and windows are locked.</p>	<ul style="list-style-type: none"> • All external doors and windows are locked and remain locked until the All-clear signal is given, or unless otherwise instructed by the <u>Headteacher</u> or emergency services. • All window blinds are closed.
<p>The Headteacher alerts the office staff that the building is secure – the office staff in turn alert all staff to this, using the internal email system and/or <i>School Spider</i> app.</p>	<p>Teachers/TAs return pupils to their classrooms (e.g. from the hall or computer room)</p>
<p>The Headteacher keeps in contact with the relevant emergency services to assess the best course of action, including the possibility of a Full Lockdown.</p>	<p>In the event of an air pollution issue, all classroom ventilation systems to be turned off.</p>
	<p>Once the classroom is secure, one staff member (a teacher if one is present) should:</p> <ul style="list-style-type: none"> • Conduct a register or headcount. • Notify the headteacher immediately if any pupils, members of staff or visitors are not accounted for (via the internal phone system or mobile) and instigate an immediate search where appropriate.

DURING THE PARTIAL LOCKDOWN

All staff, pupils and visitors remain in the school building – free movement is permitted, unless otherwise stated by the Headteacher or emergency services.

Pupils and visitors are kept calm during the partial lockdown.

Pupils are not released to their parents during the partial lockdown.

Office staff answer telephone calls from parents and inform them pupils will not be released while the partial lockdown is in place.

The headteacher keeps in contact with the relevant emergency services to assess the best course of action.

Be prepared to ignore the Fire Alarm – evacuation during a lockdown (partial or full) is via a continuous sounding of the school bell.

If it is necessary to escalate the partial lockdown to a full lockdown, the full lockdown signal is sounded and the **Full Lockdown Procedure** is followed.

If it is necessary to evacuate the building, the headteacher sounds the evacuation signal (continuous sounding of the school bell) and the **Evacuation Procedure** is followed.

The partial lockdown only ends once the all-clear signal has been delivered (2 short rings of the school bell).

POST-INCIDENT ACTION

Parents are fully informed of the incident via letter.

SLT review the Partial Lockdown Procedure for its effectiveness and make changes as necessary.

APPENDIX C: EVACUATION PROCEDURE

The evacuation procedure should be followed when pupils, staff and visitors need to be removed from the school building in an orderly fashion; this can be as a result of a fire or other incident within the school building.

In the Headteacher's absence, a designated member of the SLT (usually the Deputy Headteacher) will perform the Headteacher's roles.

Incident control officers and response team	
Responsibility	Nominated person
Incident control officer	Headteacher
Deputy incident control officer	Deputy Headteacher
Communications officer	School Business Manager

Signals	
Evacuation signal	Continuous sounding of the school bell or Fire Alarm
All-clear signal	2 short rings of the school bell

Other arrangements	
Evacuation assembly points	Playgrounds (Y1/2: KS1 playground All others: KS2 playground)
Communication arrangements	Multiple Staff School texting system/email/ <i>School Spider</i> app Individual staff Internal phone system/Mobile phones

INITIAL IMPLEMENTATION: EVACUATION PROCEDURE

A member of staff nearest to the incident that requires an evacuation informs the headteacher, who raises the alarm. If the incident is a fire in the school, the nearest staff member triggers the fire alarm.

The evacuation signal is given (unless the fire alarm has been sounded, which itself triggers an evacuation).

The headteacher uses the school's internal email system and/or *School Spider* app to ensure all staff, pupils and visitors are aware the evacuation is not a practice.

Office staff inform all parents via text message/*School Spider* app that an evacuation is taking place.

IMMEDIATE ACTION: EVACUATION PROCEDURE

The headteacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.

Staff managing pupils and/or visitors take them through the nearest exit.

Staff, pupils and visitors only take important belongings with them, e.g. medication, if it is safe to do so.

Staff escort pupils and visitors to their class assembly point.

At the assembly point, the class teacher conducts a register. Staff notify the headteacher immediately if any pupils, members of staff or visitors are not accounted for via mobile phone, and an immediate search is instigated where appropriate.

Staff members keep the groups they are responsible for calm during the evacuation.

The Site Maintenance Officer/headteacher monitors the main access points of the building to make sure no one re-enters the premises.

The evacuation only ends once the all-clear signal has been delivered (2 short rings of the school bell).

POST-INCIDENT ACTION

Parents are fully informed of the incident via letter.

SLT review the Evacuation Procedure for its effectiveness and make changes as necessary.

APPENDIX D: FIRE EVACUATION PROCEDURE

Teachers to check and take with them

- All children they are supervising (lunch/breaktime – meet the children outside)
- Fire Evacuation Folder hung near door. (containing register sheet, pen & any PEEP*)

*PEEP = Personal Emergency Evacuation Plan

Areas to check individually/by who

Headteacher Mr Rose: Hall/Studio

EYFS teaching assistants: EYFS toilets/cloaks

KS1 teaching assistants (class & 1:1): KS1 toilets/cloaks

KS2 TA Mrs Arnott: KS2 toilets

Admin staff roles

- Mrs Ashton to print two copies of the Visitor & Pupil Movement Fire Register (VPMFR), and take one copy and a mobile phone to the Junior Playground mustering point; liaise with the teaching staff regarding the VPMFR, accounting for all on that side; contact Mrs High via mobile phone when registers completed.
- Mrs High to take a mobile phone and a copy of the VPMFR to the Infant Playground mustering point; liaise with the teaching staff regarding the VPMFR, accounting for all on that side; contact Mrs Ashton via mobile phone when registers completed, ensuring all are accounted for.
- Lunch/breaktime evacuation: Mrs Ashton and Mrs High to take the duplicate classroom Fire Evacuation Folders held in the office out to the relevant playgrounds.

Procedure for classes

- Teaching staff to assist children to leave the building using the designated exits.
- All classes line up on the school playgrounds as per the mustering plan below.
 - Junior Playground: YR, YN, Y3, Y5, Y6
 - Infant Playground: Y1, Y2, Y4
- Visitors to school congregate on the Junior Playground side.
- Admin staff make contact with each other via mobile phone once children all registered (or if any child missing).
- Evacuate site via the playground gates if necessary, using evacuation site (St Luke's Church) as required.

