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# Invacuation/Lockdown

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## Introduction

This policy sets out the response from the Academy to combat a serious security risk which may occur during the school day. It is recognised that it is impossible to legislate for every possible scenario but this policy will be kept under constant review to reflect changing circumstances and experience.

## Rationale

An invacuation, also known as a lockdown plan, will take effect when circumstances dictate that the safety of pupils and staff is better ensured by them being kept inside the building.

Invacuation/lockdown 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. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

## Threats

There are a number of possible situations that could be seen as a threat and therefore demand a response, 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 Academy).
- An intruder on the Academy (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 major fire in the vicinity of the Academy
- The close proximity of a dangerous dog roaming loose

## Notification that Invacuation/Lockdown is occurring

The Academy will have agreed a signal to warn their Academy community of an incident prompting an invacuation/lockdown situation (for example 5 short rings of the bell and/or a whistle blow continually during outdoor time).

Academy SLT will make every effort to communicate by whatever means are available and safe to do so, for example staff email and/or internal 'tonic' system.

The Academy will have an 'all clear' signal to indicate when the situation has been resolved.

## What to do when the Invacuation siren sounds during lesson time:

Quickly, calmly and quietly:

- Ensure all pupils remain in their supervised classroom.

- No one should move about the Academy.
- Ensure that windows are closed and blinds/curtains are drawn.
- Doors, where possible, are to be locked/barricaded so that they cannot be opened from the outside, whilst ensuring the group inside can evacuate, should they be threatened by anyone in the room.
- Students should be directed to stay quiet, calm and sit on the floor, out of sight of any windows, where possible.
- If the class is outside, they are to move to the nearest available classroom.
- Staff in charge are to check that all pupils are present and accounted for and are to make note of /advise the office of any pupils missing from the class by whatever means it is safe to do so and as soon as possible.
- Staff to remain in lock down position until the all clear signal is heard.

## What to do when the Invacuation siren sounds before/after school or during break or lunchtimes:

Quickly, calmly and quietly:

- All available staff to instigate the movement of pupils to the nearest classroom, immediately.
- Ensure that windows are closed.
- Doors, where possible, are to be locked so that they cannot be opened from the outside, whilst ensuring the group inside can evacuate, should they be threatened by anyone in the room.
- Blinds and curtains to be drawn
- Students should be directed to stay quiet, calm and sit on the floor, out of sight of any windows, where possible.
- The Academy has a procedure in place to ensure that all pupils are present/accounted for and a note of any pupils missing is identified.

## Responsibilities

In the majority of cases it will be the Academy Principal who will make the decision to activate the signal for Invacuation/lockdown.

Members of the SLT should move, if it is safe to do so, to a centrally agreed area (school office/meeting room) which will act as a base for the situation.

Principal to assume responsibility for managing the invacuation/lockdown situation.

Vice Principal to assume responsibility for liaison with relevant Emergency Services. In their absence, nominated person to assume this responsibility.

Administration Manager to take responsibility for instigating Parental contact. In their absence, designated member of the Admin team to assume this responsibility.

Site/IT staff to lock Academy/Settings front doors and entrances.

Individual teachers/support staff to lock/close windows and doors and take responsibility for pupils in their care.

**The Academy should stay in contact with Emergency Services at all times and follow their instructions.**

## Communication with Parents/Carers

If necessary, parents will be notified as soon as it is practical to do so via the Academy established communication network - text & email:

Parents will be told:

***‘.the Academy is in an invacuation ( lockdown) situation. During this period the phones and entrances will be un-manned, external doors locked and nobody allowed in or out, please do not call the Academy, as this may tie up emergency lines.’***

Depending on the type and severity of the incident, parents may be asked **NOT** to collect their children from the academy, as it may put them and their child at risk.

Pupils will not be released to parents during an invacuation/lock down.

If the end of the day is extended due to the invacuation/lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home, on the nearest possible day following any serious incident, to inform parents of the context of the invacuation/lockdown and to encourage parents/carers to reinforce with their children the importance of following procedures in these very rare circumstances.

## Post Incident Action

- Discuss and review actions taken via debrief at SLT.
- Receive feedback from staff about the incident.
- Access and provide details of any available support, e.g. psychology welfare & support, media & communications etc.
- Update any internal procedure, if applicable.
- Thank people for their co-operation.

## Practice Drills

A lockdown drill should be undertaken at least annually.

Parents should know that there is an Invacuation/Lockdown policy and that a copy is on the website. See appendix 1.

Invacuation/Lockdown information should be displayed in every classroom/area. See appendix 2.

## Appendix 1 – Draft annual letter to Parent/Carers regarding ‘Drill’ practice.

Dear Parent/Carer

As part of the our emergency response plan we have created an Invacuation Policy which can be found on our Academy website, to warn staff and pupils if there is a risk from an intruder or a dangerous incident on the school site.

Although neither of these events are likely, it is essential that staff and pupils know the procedures to follow should there be a risk. As the safety of pupils and staff is of paramount importance, it is necessary that we practice our emergency response plans by conducting various drills throughout the school year. This letter is to help you understand the importance of this, as well as to understand each type of drill.

### **FIRE DRILLS**

The Academy will conduct a “Fire Drill” each [term/half-term]. This is a Health and Safety requirement and all drills are timed and recorded in the school Fire Risk Assessment and Log Book. We want each pupil to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practising, they will know what to do and how to do it.

### **INVACUATION/LOCKDOWN DRILLS**

The Academy will conduct one “Invacuation/Lockdown Drill” each school year. This type of drill will secure the school building and safely shelter all pupils, staff and visitors inside the building. The purpose of this drill is to keep pupils safe from any danger outside or inside the building.

During an invacuation/lockdown drill all of the perimeter doors to the academy buildings will be locked and will remain locked until the danger is removed. To enable everyone to remain safe, no one will be allowed to enter or leave the premises until the all clear is sounded by school leaders or, where necessary, the local Police.

The annual Lockdown drill will take place during the first week after October half term. We will be informing pupils of the requirements of this procedure during assemblies this week so they are fully aware of the role they play. **Rest assured we have we have not received any information to indicate that we are at risk from an intruder or a dangerous incident, but it is essential that we take every step to ensure the wellbeing of our pupils and staff.**

Thank you for your support.

## Appendix 2 – Invacuation/Lockdown Information (to be displayed in classrooms)

<b>Ensure all pupils are inside</b>
<b>Close Windows</b>
<b>Secure and barricade doors</b>
<b>Turn off lights (or maintain minimum lighting)</b>
<b>Sit pupils on the floor away from windows</b>
<b>Keep calm and quiet</b>
<b>Remain in the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.</b>

### What if:

#### The fire alarm sounds?

- DO NOT respond normally as a fire alarm during invacuation/lockdown may be a ploy by an intruder.
- Remain calm in your secure area and attempt to verify the fire alarm, if safe to do so, with SLT or emergency services.
- If fire is verified, follow fire/evacuation procedures.

#### Someone is injured?

Follow these steps when safe to do so:

- Call 999 from a hard wired line or use the internal phone system to call the office
- (if using a mobile phone please switch it to silent mode)

## Appendix 3 - What to Report

When contacting authorities, report the following:

- Your specific location
- The number of people at your specific location
- If there are injuries, the number and types of injuries
- If you have seen an assailant;
  - location and number of suspects
  - direction of travel
  - their clothing and description
  - their identity, if known
  - any weapons or accessories (e.g. backpack)
  - any unusual or threatening sounds (e.g. gunfire or explosion)