



Silsden
Primary School

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Invacuation, Lockdown and Evacuation Policy

Approved by Governors 6th December 2022

Reviewed April 2026

Next Review date: April 2027

Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and Silsden Primary School 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, staff members and visitors.

1. Legal framework

1.1. 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 'Health and safety: responsibilities and duties for schools'
DfE 'Emergency planning and response'
DfE 'Fire safety in new and existing school buildings'
DfE 'School and college security'
DfE 'Emergency planning and response for education, childcare, and children's social care settings'
The Counter Terrorism (Protection of Premises) Act 2025
[New] The Terrorism (Protection of Premises) Act 2025

1.2. This policy operates in conjunction with the following school policies and procedures:

Health and Safety Policy
Personal Emergency Evacuation Plan
Business Continuity Plan

2. Definitions

- 2.1. 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.
- 2.2. The term 'invacuation' refers to the process of making staff members aware of an emergency and moving pupils, staff members and visitors to the most sheltered 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.
- 2.3. '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

3.1. 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, to ensure its effectiveness.

3.2. The headteacher will be responsible for:

Appointing a competent member of staff to lead on school security and the procedures outlined in this policy – this will be the Premises 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. •

[New] Ensuring the school meets the duties and expectations of the Terrorism (Protection of Premises) Act 2025.

3.3. The Estates Manager will be responsible for:

- Taking on the role of Health and Safety Co-ordinator for the school.

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.

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 Fire Register.

Reviewing the school's emergency procedures following any incident during which they were activated, and at least annually, to ensure the procedures remain effective.

Testing the fire alarm weekly and the invacuation alarm monthly to ensure staff and pupils are familiar with the sounds

3.4. The headteacher or person in charge of the school, in their absence, will be responsible for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency.

3.5. The Estates Manager will be responsible for ensuring that emergency exits and evacuation points are clearly signposted.

3.6. The Estates Manager 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.

Ensuring any required equipment is maintained in line with the requirements of the resource e.g fire extinguishers, Evac chairs etc

3.7. 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 evacuation, lockdown or evacuation, and reporting the names of missing pupils to the Business Leader immediately.

Informing the School Business Leader of any pupils missing from the classroom when the alarm was raised.

Maintaining an orderly manner and encouraging pupils to stay calm during emergency procedures.

Ensuring that when they are taking pupils outdoors, they ensure they take a walkie talkie.

4. Lockdown/ Invacuation procedure

4.1. The aim of the lockdown/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.

4.2. The warning siren for the school's Lockdown/invacuation procedure is the sound of continuous sound.

4.3. The office team or SLT will sound the alarm as soon as a concern has been raised.

- 4.4. Staff members will keep in contact using telephones in each classroom and hall, to inform each other of any problems experienced while carrying out the procedure, e.g. missing pupils.
- 4.5. Throughout the procedure, the headteacher, or/ another designated member of staff, will continuously keep other staff members updated, where possible, using the PA system, telephone system or e-mail.
- 4.6. During a lockdown / invacuation, pupils, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building and make their way to their designated area.
- 4.7. 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, by the Premises Manager.
- 4.8. A register will be taken of all pupils, staff and visitors to determine whether anyone is missing or injured.
- 4.9. Main entrances into the school site will be locked if necessary.
- 4.10. Prior to the procedure, the headteacher will identify designated 'safe rooms' throughout the school building, which all staff members will be made aware of.
- 4.11. The school's designated 'safe rooms' are as follows:

Team	Designated Room	Designated staff member for that room
Pupils, teachers and support staff	Classrooms	Class Teachers
In small hall	Small hall	Class Teacher
In main hall	Main Hall	Class Teacher
Admin Team	Staffroom	Finance Officer
Caretaking / Cleaning team	Staffroom	Premises Manager
Lunchtime Team	Staffroom	Senior LTS
SMT	1 st floor Senior Leadership room	Headteacher
Kitchen Team	Staffroom	Catering Manager

- 4.12. Where a lockdown / invacuation occurs during lesson time, pupils will be guided towards their designated 'safe room' by their classroom teacher who will ensure that all pupils are accounted for.
- 4.13. Where lessons are taking place in the small hall the class teacher should ensure the hall door is locked, pull down the blinds, undertake a headcount and await further instructions which will be issued via the telephone.

- 4.14. Where lessons are taking place in the main hall, the class teacher should ensure the doors are closed and door stops in place to prevent entry. Pull down the blinds, undertake a headcount and await further instructions which will be issued via the telephone.
- 4.15. Where lessons are taking place outside (either on the field, Forest Schools area or playground the staff member will be informed of an invacuation incident via the walkie talkie. Staff should gather all pupils in a safe place, away from the building, undertake a headcount and await further instructions.
- 4.16. When the lockdown / invacuation procedure occurs during lunchtime or break, all staff members will guide pupils back to their designated safe room.
- 4.17. Visitors will be directed to the nearest designated 'safe room'.
- 4.18. Staff members will instruct pupils to stay away from the windows and doors.
- 4.19. In the event of on invacuation, Staff members will lock the door from the inside or use door wedges on the inside to prevent entry
- 4.20. Where necessary, pupils will be informed to lie or sit on the floor.
- 4.21. Pupils, staff members and visitors will remain in their designated rooms or positions until told to do so by the emergency services, or the headteacher has given an announcement to declare the risk has gone.
- 4.22. Staff will be responsible for reassuring pupils and keeping them calm during the procedure.
- 4.23. When the lockdown / invacuation procedure has finished, pupils will return to their timetabled classroom where a register will be taken.
- 4.24. Throughout the lockdown / invacuation procedure, a member of SMT will keep in contact with the emergency services, ensuring the procedure is being implemented correctly.
- 4.25. Following an occurrence necessitating the lockdown / invacuation 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 letter
 - The response to the crisis will be evaluated and procedures amended where necessary

5. Evacuation procedure

- 5.1. The school will carry out evacuation drills at least once a term in order to ensure pupils and staff members fully understand what is involved in the procedure and that it is implemented effectively.
- 5.2. 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.
- 5.3. 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.
- 5.4. New staff members will be advised of evacuation procedures as part of their induction training.
- 5.5. The designated fire warden for the school is Alan Hollingworth. Estates Manager.
- 5.6. The school has undertaken the appropriate fire awareness and fire warden training that meets the fire authority's regulations.
- 5.7. The Headteacher will ensure that all staff members are aware of the designated evacuation points.

The designated evacuation points for the different rooms/locations are displayed in each room.
- 5.8. A secondary evacuation point has been pre-arranged and is the school playing field.
- 5.9. The secondary evacuation point will be used in the event that the primary evacuation points on the school site are not safe.
- 5.10. The signal for the evacuation procedure to be implemented is the continuous two tone sound of the fire alarm.
- 5.11. When the alarm is sounded, pupils and visitors will immediately stop what they are doing, and make their way to the nearest fire exit.
- 5.12. Staff members will direct pupils to the nearest safe exit.
- 5.13. Staff members will be responsible for ensuring that exits are never obstructed or blocked.
- 5.14. Fire Wardens will ensure that there are no pupils left in the toilets, changing rooms, corridors or school hall, etc.
- 5.15. Pupils will walk in an orderly and quiet manner to the designated evacuation point.
- 5.16. Staff members will be aware of any pupils under their care who have a Personal Emergency Evacuation Plan (PEEP).

- 5.17. Admin staff will ensure the gates are set to “open”to allow emergency vehicular access
- 5.18. When pupils are lined up in their year groups at their designated evacuation points, a register and headcount will be taken.
- 5.19. Any missing pupil, 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.
- 5.20. Missing personnel and pupils will be immediately searched for if it is safe to do so.
- 5.21. Under no circumstances will any staff member, pupil or visitor re-enter the building during the evacuation procedure, unless the ‘all clear’ is given by the headteacher or emergency services.
- 5.22. The emergency services will be called by the control room, as soon as the alarm is raised.
- 5.23. Information for the emergency services, such as the location of gas shut off valves and on-site chemicals, is located in the emergency grab bag. Further information will be provided by the Premises Manager
- 5.24. An emergency grab bag is located in the ground floor staff entrance and will be taken to the assembly point by a member of the admin team. It will contain each child’s emergency contact details, a first aid kit, details of Premises layout,paper copy of emergency plan.
- 5.25. If required, parents will be contacted in order to collect their children. This will be done using the school’s parent messaging system.
- 5.26. All evacuations are recorded in the Fire Register.

6. Personal Emergency Evacuation Plan (PEEP)

- 6.1. 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.
- 6.2. 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.
- 6.3. These plans will ensure that no one is discriminated against, or treated less favourably, in the event of an emergency.
- 6.4. 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

- 6.5. 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.
- 6.6. PEEPs will be reviewed on an annual basis in order to ensure that the most up-to-date information is available.
- 6.7. 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.
- 6.8. The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.

7. Fires

- 7.1. In the event of a fire, the school will invoke the evacuation procedure.
- 7.2. Under no circumstances will entrances to the school and emergency exits be blocked or obstructed.
- 7.3. Emergency lighting will be activated and appropriately used where necessary.
- 7.4. It is the responsibility of the Premises Manager to ensure that exits are clearly marked.
- 7.5. The Premises Manager will be responsible for ensuring every room is equipped with the necessary fire safety equipment.
- 7.6. All staff members will act as 'fire wardens' in the event of a fire.
- 7.7. The headteacher will delegate the role of designated fire warden to the Premises Manager who will take a lead role in the evacuation of the building.
- 7.8. If an evacuation procedure, or similar, is implemented due to the risk of a fire, these events will be recorded in the Fire Register.
- 7.9. The school's Business Continuity Plan will be activated to help restore normality following an incident.

8. Bomb threats

- 8.1. In the event of the school or a nearby area receiving a bomb threat, the headteacher will decide which procedure to use by taking into consideration which poses the least risk.
- 8.2. The school will immediately contact the emergency services after receiving a threat and will carefully follow their instructions.

8.3. The emergency services will still be contacted if the threat is believed to be a hoax.

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

9. Communication with parents.

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

9.2. 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.

9.3. 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.

9.4. The school will contact parents when it is safe for them to collect their child.

9.5. 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.

10. 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 and pupils
- Support will be sought where necessary, e.g. from counselling services
- Parents and other stakeholders will be informed via PING / e-mail
- The response to the crisis will be evaluated and procedures amended where necessary
- The schools business continuity plan will be activated to help restore normality following an incident.

11. Conducting practices

Practices of each emergency procedure will be conducted at least annually. When an invacuation/lockdown practice takes place, parents will be informed, before the child returns home.

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

[New] A written record will be kept of all incidents and drills, including lessons learned and any improvements made to procedures.

12. Monitoring and review

- 12.1. This policy will be reviewed on an annual basis, or sooner if statutory guidance is released before the review date.
- 12.2. The next scheduled review date is April 2027.
- 12.3. 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 and the governing board.