



Invacuation Policy and Procedures in the Event of a Critical Incident

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Signature (FGB)		Signature (Head)	<i>P Cuncarr</i>

VISION & VALUES OF ST JOHN AND ST JAMES

Our vision is to create an inclusive community of aspirational learners, children, families and colleagues, working collaboratively and respectfully within a happy, nurturing environment where all flourish and achieve. Pupils are given extensive opportunities through an exciting and engaging curriculum, through which our Christian values are woven.

'I have come that they may have life, and have it to the full'.

John 10 verse 10

Invacuation

As a school, it is our duty to have clear policies and procedures in place to keep all stakeholders safe, in the event of a critical incident, that may cause harm or injury. Emergencies may arise when all pupils, staff and visitors may need to stay inside the building for their safety, particularly in situations where there is a hazard in the school grounds or outside the school in the near vicinity. An invacuation is implemented when there are serious security risks for the premises due to severe storm, toxic emissions/spills (gas, fuel or chemical), proximity of dangerous persons or attempted access by unauthorised person's intent on causing damage/harm.

The aims of this procedure are to:

- Ensure all pupils and staff are inside the building
- Ensure all outside doors and windows are secure
- Ensure all air conditioning units which link to the outside are shut off
- Ensure staff know how to contact the Local Authority Emergency Planning Team

The signal for an invacuation is pulsing beep via the schools internal sounders. This will sound for 12 beeps. Following this the office staff will tannoy to clarify if this is a full or partial invacuatiuon.

PROCEDURES:

These procedures must be followed whenever the alarm is sounded.

1. The person raising the alarm should ensure that a message is delivered to the office to sound the alarm. Children in their immediate care should be left under the supervision of a neighbouring class teacher.
2. The Site Manager will sound the alarm and School Business Manager will make a tanoy message to all classrooms using 549. A member of office staff will notify the kitchen on 117 to let them know an invacuation is in progress.
3. The Office Staff will ring 999 and ask for the appropriate emergency service.

Follow the **CLOSE** procedure –

Close all windows and doors

Lock all possible external doors

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lockdown for some time.

4. Any members of the public in the Reception area should be directed to the Headteacher's room or Attendance Welfare Office room for the duration of the invacuation.
5. The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, connecting doors and all outside doors where it is possible to remain safe. The site manager will ensure that all air conditioning is switched off.
6. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked blinds pulled down, lights switched off.

7. In the event of a partial lockdown, the children will calmly continue working, ensuring that they are kept away from windows and doors. This would be if there was a risk in the vicinity, not targeted at the school.
8. In the event of a full lockdown, children on the lower floor to be hidden. Those in ground floor classrooms should be ushered into spaces away from external windows or if this is not possible underneath tables and kept quiet. Smartboards and computer monitors to be turned off. Mobile phones are to be put on silent mode. If invacuation happens at lunchtime, any members of staff should support children back to classrooms if it is safe to do so or remain together in a safe space. Kitchen staff and any children in the hall to go to nearest KS2 classes.
9. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when invacuation procedure is engaged, staff on PPA in the PPA Room etc.

Class	Instructions
Nursery	If the threat is external, children to be brought into the library area and seated on the floor. If the threat is internal, children to be moved onto the floor and away from doors and windows. If the threat is inside school, desks should be moved so that children can be seated on the floor under the internal window, out of sight.
Reception	If the threat is external, children to be brought into the library area and seated on the floor. If the threat is internal, children to be moved onto the floor and away from doors and windows. If the threat is inside school, desks should be moved so that children can be seated on the floor under the internal window, out of sight.
Year 1	If the threat is external, children to be brought into the library area and seated on the floor away from the classroom door. If the threat is internal, children to be moved onto the floor and away from doors and windows. If the threat is inside school, desks should be moved so that children can be seated on the floor under the internal window, out of sight.
Year 2	If the threat is external, children to be brought into the library area and seated on the floor away from the classroom door. If the threat is internal, children to be moved onto the floor and away from doors and windows. If the threat is inside school, desks should be moved so that children can be seated on the floor under the internal window, out of sight.
Nurture	Children in Nurture should be calmly encouraged to sit on the floor, obscured from view of windows using appropriate furniture.
Year 3	Children to be moved onto the floor and away from doors and windows. If the threat is inside school, desks should be moved so that children can be seated on the floor under the internal window, out of sight.
Year 4	Children to be moved onto the floor and away from doors and windows. If the threat is inside school, desks should be moved so that children can be seated on the floor under the internal window, out of sight.
Year 5	Children to be moved onto the floor and away from doors and windows. If the threat is inside school, desks should be moved so that children can be seated on the floor under the internal window, out of sight.
Year 6	If the risk is external, children to be moved into the internal corridor and away from doors and windows and seated on the floor. If this is not possible, children should sit under desks. If the risk is internal, children to be moved onto the floor and away from doors and windows, out of sight.

10. Children and staff in Music Room should stay in the room, ensuring doors and windows are firmly locked. They should be prepared to return to the main building when they are advised to do so the main building should they be anywhere else in school.
11. If you are approaching the school and the invacuation alarm is activated, e.g. after a trip, keep a safe distance from the school and wait for alarm to be deactivated. Telephone the school office before coming back, if the phone is answered, ask for the all safe password, which is **"Mrs Cuncarr says it is over, you can leave the classroom."** If the phone is not answered or you are given an incorrect password, do not enter the school. You may use Fore Street Library, Boundary Court Community Centre or Rayham Primary School, depending on your location or direction.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

- 1.** Staff to support children in keeping calm and quiet.
- 2.** Should the fire alarm sound when an invacuation is in progress, do not evacuate the building unless there is a fire immediately outside your room or you are told to do so by a member of SLT or the Office team.
3. Staff to remain in lockdown positions until informed by key staff i.e. Headteacher/ Deputy Head, Assistant Head, Business Manager or Office Staff. The password is **"Mrs Cuncarr says it is over, you can leave the classroom."** Office staff to tannoy all classrooms and give them the all is safe password.
4. As soon as possible after the invacuation, teachers are to return to their classrooms and conduct a register and notify the office immediately of any pupils not accounted for.

Remember that in the event of an emergency, authorised emergency services personnel such as police, fire officers may issue alternative instructions which must be followed.

Staff Roles

Office staff to ensure main entrance and their office doors are locked and call police if necessary Site Manager to all exit doors to the playground, including in used ground floor classrooms. Foundation Staff to make sure all external doors are locked . Individual teachers/TAs to lock, close classroom windows. Nearest adult to check exit doors.

Headteacher to contact the local authority emergency planning team if required

Communication with Parents

If necessary parents will be notified as soon as it is practical to do so via text from Scholarpack. A message will be sent by the office staff on instruction from the Headteacher/Deputy Headteacher.

Suggested Text

The school is in a full lockdown situation. During this period the phone and entrances to school will be un-manned, external doors will be lock and nobody will be allowed in or out. Please do not come to school. You will be informed when the situation is resolved.

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

Pupils will not be release to parents during a lockdown.

Parents will be asked not to contact the school as this may tie up emergency lines.

If the end of the day is extended due to the invacuation, parents will be notified and will receive information about the time and place pupils can be picked up from by the 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 and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Invacuation Drills

Invacuation practices will take place at least twice a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

This policy will be reviewed annually as part of the school's Health and Safety procedures.

Invacuation Plan

Management and Control	
Nominated Person - Patsy Cuncarr	Contact 999 - Hatil Naik (SBM)
Role - Headteacher	Liaison with parents - Lisa Lockyer
	Pupil Control - DHT & AST

Signals				
Signal for Invacuation	Pulsing beep from internal sounders. Followed by a tannoy to clarify full or partial lockdown.			
Signal for All Clear	Known, school based adult will use the password. "Mrs Cuncarr says it is over, you can leave the classroom."			
Entrance Points		Main school entrance, door near to Kitchen, door to rear of Hall, KS2 exit door, doors in EYFS classrooms, doors in Year 1 & 2 classrooms, doors at the bottom of the 2 staircases in the atrium, doors in the old Year 1 corridor, door by the changing room, sanctuary/Art room/Nurture and Acorn room doors to edible garden.		
Communication Arrangements		Telephone system, mobile phones, two way radios.		
Step	Initial Response	Check	Time	Signed
1	Ensure all pupils are inside			
2	Secure all entrance points to school			
3	Dial 999 for each emergency service that the incident requires			
4	Ensure that staff members take action to increase protection from further danger: Block access points Sit on the floor, under tables or against the wall Keep out of sight and close blinds to avoid detection Put mobiles on silent but monitor for messages Turn off lights and computers etc. Stay away from windows and doors.			
5	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe			
6	Check for missing or injured staff members and pupils if it is safe to do so			
7	Remain inside the classroom until the all clear "Mrs Cuncarr says it is over, you can leave the classroom."			