Diocese of Norwich Education and Academies Trust

The Hope Federation

Lockdown, Invacuation and Evacuation Policy

Policy Type:	**Trust Policy**
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Approved By:	**Trust Executive Team**
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Person Responsible:	**Head of Estates**

Our Christian Ethos and Values

All policies within the Diocese of Norwich Education and Academies Trust (hereafter referred to as "the Trust"), whether relating to an individual academy or the whole Trust, will be written and implemented in line with our Christian ethos and values.

We have high ambition for all, and we truly value the wider educational experience.

We walk and talk our Christian values. We put people at the centre of the organisation and want to see them flourish and grow. Our schools are inclusive, welcoming those of all faiths and none.

Overall accountabilities and roles

The Trust has overall accountability for all its academies and staff. Through a Scheme of Delegation for each academy it sets out the responsibilities of the Trust, its Executive Officers, the Local Governing Body and the Principal / Head Teacher. The Principal / Head Teacher of each academy is responsible for the implementation of all policies of the Trust.

All employees of the Trust are subject to the Trust's policies.

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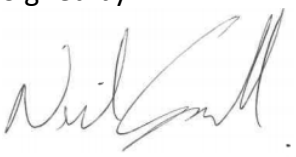
1. Statement of intent

The safety of pupils, students staff members and visitors on the premises is paramount and the Hope Federation 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, students, staff members and visitors.

Signed by:



Headteacher

22/09/2026
Date

2. Legal framework

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 (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2015) 'Emergency planning and response'
- DfE (2014) 'Fire safety in new and existing school buildings'
- DfE (2019) 'School and college security'
- National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'

This policy operates in conjunction with the following Trust policies and procedures:

- Health and Safety Policy
- Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Business Continuity Plan

3. Definitions

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.

The term 'invacuation' refers to the process of making staff members aware of an emergency and moving pupils, staff members and visitors to the safest 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.

'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.

4. Roles and responsibilities

The Trust 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 the **Trust Appointed Health and Safety Officer** (Darren Williams: darren.williams@donesc.org / tel. 01603 550152) to ensure its effectiveness.

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 Officer/Site Manager.**
- Ensuring effective and rehearsed emergency procedures are in place at the school and are appropriately recorded.
- 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.
- Delivering training to all staff members on the emergency procedures outlined in this policy.
- Leading rehearsals of emergency procedures.

The **Premises Officer/Site Manager** 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 invacuation, lockdown and evacuation procedures, in conjunction with the **Headteacher**.
- Recording all evacuation procedures, including drills and practices, in the **Evacuation Record Log** (Appendix 1).
- Reviewing the school's emergency procedures following any incident during which they were activated, and at least **annually**, to ensure the procedures remain effective.
- Mr N Campbell will be responsible for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency and informing the Trust Appointed Health and Safety Officer.
- Checking and ensuring that emergency exits and evacuation points are clearly signposted.

Academy 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 at all times.
- Ensuring pupils, fellow staff members and visitors remain as safe as possible whilst on the school premises.
- Ensuing that registers are accurately taken during an invacuation, lockdown or evacuation, and reporting the names of missing pupils/students to the **Headteacher** immediately.
- Informing the **Headteacher or school office** of any pupils or students missing from the classroom when the alarm was raised.
- Maintaining an orderly manner and encouraging pupils to stay calm during emergency procedures.

5. Invacuation procedure

The aim of the 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.

The warning signal for the school's invacuation procedure is the sound of SOS alert on walkie talkie.

The **Headteacher** or a member of the SLT will sound the alarm as soon as a concern has been raised.

Staff members will keep in contact using walkie talkies (channel8.3) to inform each other of any problems experienced while carrying out the procedure, e.g. missing pupils.

Throughout the procedure, the **Headteacher,** or another designated member of staff, will continuously keep other staff members updated, where possible, using walkie talkies (channel8.3).

During an invacuation, pupils, students, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building.

If staff are in buildings adjacent to where pupils or other staff members are outside, they will signal to the class to come inside immediately.

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.

A register will be taken of all pupils, students, staff and visitors to determine whether anyone is missing or injured.

All external access points into the school site will be locked if necessary.

Prior to the procedure, the **Headteacher** will identify designated 'safe rooms' throughout the school building, which all staff members will be made aware of.

The school's designated 'safe rooms' are as follows:

Area of school	Designated room number	Designated staff member for that room
Brisley - School Hall	**N/A**	**SLT On site**
Brisley - Tawny Owls classroom	**N/A**	R/1/2 CT
Rudham - School Hall	**N/A**	SLT on site
Rudham - Tawny Owls classroom	**N/A**	R/1/2 CT

Where an invacuation occurs during lesson time, pupils/students will be guided towards their designated 'safe room' by their **classroom teacher** or **head of department**, who will ensure that all pupils/students are accounted for.
When the invacuation procedure occurs during lunchtime, or a lesson change over, all staff members will guide pupils/students towards the nearest designated 'safe room'.

Visitors will be directed to the nearest designated 'safe room'.

Staff members will instruct pupils/students to stay away from the windows and doors.

Where necessary, pupils/students will be informed to lie or sit on the floor.

Pupils, students, 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.

Staff will be responsible for reassuring pupils/students and keeping them calm during the procedure.

When the invacuation procedure has finished, pupils/students will return to their timetabled classroom where a register will be taken.

Throughout the invacuation procedure, the **academy office** will keep in contact with the emergency services, ensuring the procedure is being implemented correctly and update the Trust Appointed Health and Safety Officer. Any press enquiries during this time must be directed to the Trust Chief Executive Officer (CEO).

Following an occurrence necessitating the invacuation procedure, the following actions will be taken:

- A follow up talk with staff members and pupils/students will be delivered by the **Headteacher**
- Support will be sought where necessary, for example, from counselling services/Critical Incident Team
- Parents and other stakeholders will be informed via letter/text message
- 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

6. Lockdown procedure

This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors.

The **Headteacher** will ensure that all staff members understand when and how this procedure will be implemented.

Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.

The **Headteacher** will take all factors into consideration when deciding whether to partially or fully lockdown the school. Where possible, advice will be sought from the emergency services.

The partial lockdown procedure is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of, but 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

The full lockdown procedure will be used in the event of, but 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

The signal given for staff members to implement the lockdown procedure is SOS tone on walkie talkies.

Staff will be informed of the type of lockdown procedure that will be implemented and made aware that it is not a drill via walkie talkies (channel8.3).

Lines of communication between staff members will be kept open using walkie talkies (channel8.3); however, unnecessary calls to the school office will not be made as this could delay important communication.

As soon as the alarm has been raised, the **academy office staff** will ensure that the relevant emergency services are informed and kept up-to-date with the situation. When able, they will also update the Trust Appointed Health and Safety Officer.

In the event of the school implementing the lockdown procedure, pupils/students will be instructed to remain in their classroom, or will be guided to the nearest suitable room, e.g. classroom, hall, sports hall or office.

Staff members will ensure that the toilets, canteen and playgrounds are cleared of all pupils, students, staff members and visitors.

Staff have a responsibility to ensure that any items that could be used as weapons, e.g. kitchen utensils or sports equipment, are kept securely locked away when not in use.

Pupils/students who are outside the school, or not in classrooms, will be led inside as quickly as possible, unless this will endanger them and others.

If staff members, pupils/students or visitors remain outside during the implementation of a full lockdown, they will hide in the designated safe area, the outside classrooms and school field, until the emergency services have arrived.

Classroom teachers will be responsible for the pupils/students within their classroom.

When all personnel and pupils are inside, doors and windows will be securely locked, including fire doors, external doors and internal doors.
Classroom teachers or **phase leaders** will conduct a register or headcount. Staff will notify the school office immediately of any pupils/students not accounted for via walkie talkies (channel8.3), and an immediate search will be instigated, where appropriate.

Once all personnel and pupils are inside, the **Senior Leadership Team** will conduct an on-going and dynamic risk assessment based on advice from the emergency services.

All pupils/students, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.

If it is considered necessary to leave the school site, staff will lead pupils and visitors to the pre-arranged alternative place of safety, Brisley Village Hall/Rudham Village Hall.

Pupils/students may be asked to hide or disperse if this will improve their safety.

Pupils/students are instructed to take cover under their tables where possible.

In the event of a partial lockdown, movement may be permitted within the building, dependent upon the circumstances, but this will be supervised by a staff member.

In the event of an air pollution issue or a chemical, biological, radiological or nuclear (CBRN) attack, air vents will be closed, where possible, as an additional precaution.

In the event of a full lockdown, once all pupils/students have been accounted for, the following actions will be carried out by staff members in order to increase protection:

- Blocking off access points by moving furniture to obstruct doorways etc
- Drawing all curtains and blinds
- Turning off all lights and electronical monitors expressing light
- Instructing all pupils/students to either sit on the floor, under a table or against a wall
- Ensuring all people are kept out of sight and away from windows or doors
- Instructing people to stay as quiet as possible
- Activating retractable security bollards at access points to the school to prevent unauthorised vehicles from accessing the site

All personnel will remain inside until an 'all clear' signal has been given, walkie talkies - melody (channel8.3) or by the SLT, or unless told to evacuate by the emergency services. If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.

Parents will be notified as soon as it is practicable to do so via MIS text messaging system.

Pupils/students will not be released to parents during a lockdown.

If it is necessary to evacuate the building, **a continuous ring of the fire alarm will be sounded**.

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

In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken at least **once** a year and are recorded on iAM Compliant.

7. Evacuation procedure

The school will carry out evacuation drills at least **once a term** in order to ensure pupils/students and staff members fully understand what is involved in the procedure and that it is implemented effectively. All findings should be recorded on iAM Compliant.

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.

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.

New staff members will be advised of evacuation procedures as part of their induction training.

The designated fire warden for the school is Brisley - Lorraine Harrison / Rudham - Gemma Hewitt

The school has undertaken the appropriate fire awareness and fire warden training that meets the fire authority's regulations.

The **Headteacher** will ensure that all staff members are aware of the designated evacuation points. The designated evacuation points for the different year groups are as follows:

Year group	Designated leader	Primary evacuation point
Brisley - R/1/2	Class teacher	Top of the school field
Brisley - 3/4	Class teacher	Top of the school field
Brisley - 5/6	Class teacher	Top of the school field
Rudham - R/1/2	Class teacher	Top of the school field
Rudham - 3/4	Class teacher	Top of the school field
Rudham - 5/6	Class teacher	Top of the school field

A secondary evacuation point has been prearranged and is located at Brisley Village hall / Rudham Village hall.

The secondary evacuation point will be used in the event that the primary evacuation points on the school site are not safe.

The signal for the evacuation procedure to be implemented is the **continuous sound of the fire alarm**.

When the alarm is sounded, pupils/students and visitors will immediately stop what they are doing, stand still and wait for further instructions to be given by a staff member.

Staff members will direct pupils/students to the nearest safe exit.

Staff members will be responsible for ensuring that exits are never obstructed or blocked.

Staff members will ensure that there are no pupils/students left in the toilets, changing rooms, corridors or school hall, etc.

Pupils/students will walk in an orderly and quiet manner to the designated evacuation point.

Staff members will be aware of any pupils under their care who have a **Personal Emergency Evacuation Plan (PEEP)**.

When pupils/students are lined up in their year groups at their designated evacuation points, a register and headcount will be taken.

Any missing pupil/student, 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.

Missing personnel and pupils/students will be immediately searched for if it is safe to do so.

Under no circumstances will any staff member, pupil/student or visitor re-enter the building during the evacuation procedure, unless the 'all clear' is given by the **Headteacher** or emergency services.

The **academy office staff** will call the emergency services as soon as the alarm is raised and they have safely exited the building.

Information for the emergency services, such as the location of gas shut off valves and on-site chemicals, is located **within the school's evacuation plan**.

An **emergency evacuation pack** will be kept off the premises and nearby the school containing each child's emergency contact details, a first aid kit and a mobile phone. This is kept at the school office.

If required, parents will be contacted in order to collect their children. This will be done using the school's MIS text messaging system.

All evacuations will be recorded using the **Evacuation Record Log** (Appendix 1).

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

7.1 Personal Emergency Evacuation Plan (PEEP)

Where a member of staff, pupil/student 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/students 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. This should be reviewed and signed by the pupil's parent or carer annually.

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. Where an individual's PEEP is amended or updated, the PEEP should be reviewed and signed by the pupil's parent or carer.

The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.

An example PEEP record can be found in the Trust Health & Safety Appendices via IAM Compliant (HS05).

7.2 Fires

In the event of a fire, the school will invoke the evacuation procedure.

Under no circumstances will entrances to the school and emergency exits be blocked or obstructed.

Emergency lighting will be installed and maintained appropriately used where necessary.

It is the responsibility of the **premises officer/site manager** to ensure that exits are clearly marked.

The **premises officer/site manager** will be responsible for ensuring every room is equipped with the necessary fire safety equipment and is maintained correctly.

All staff members will act as 'fire wardens' in the event of a fire.

The **Headteacher** will delegate the role of **designated fire warden**. This individual will undergo extra training and will take a lead role in the evacuation of the building.

If an evacuation procedure, or similar, is implemented due to the risk of a fire, these events will be recorded in the **Evacuation Record Log**.

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

8. Bomb threats

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.

The school will act in accordance with the **Business Continuity Plan** in order to ensure the welfare of pupils, students, staff members and visitors.

The school will immediately contact the emergency services after receiving a threat and will carefully follow their instructions.

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

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

9. Communication with parents

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

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.

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.

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.

10. Monitoring and review

This policy will be reviewed every 3 years, or sooner if statutory guidance is released before the review date.

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

The review will be conducted by the **Trust Appointed Health and Safety Officer.**

Appendix 1 - Evacuation Record Log

Date and time of evacuation	Reason for evacuation	Confirmation of taking registers	Time it took to evacuate	Problems which delayed the evacuation	Further actions to improve the procedure	Any other relevant information
EXAMPLE: *10/04/20xx 10:20am*	*Fire drill*	*Signed by Headteacher*	*18 minutes*	*Confusion amongst the EYFS class*	*EYFS pupils will undergo further practice drills*	*None*