ELMS FARM PRIMARY SCHOOL INVACUATION, LOCKDOWN & EVACUATION POLICY

THIS DOCUMENT IS a statement of the aims, principles and procedures for invacuation, lockdown and evacuation at Elms Farm Primary School.
IT WAS DEVELOPED in spring 2023.
IT WAS APPROVED by the governing body in April 2023, 2024, September 2025 September 2026.
REVIEW: every year.

Our School Values

Ambition: We are ambitious for every child to achieve their best and be ambitious about their learning and their future.

Community: We value everyone in our community and learn how to look after each other and our environment. We respect each other and work together.

Equality: We value each other, our beliefs and differences are celebrated. Everyone is treated equally and fairly.

We are a Rights Respecting School
This policy links to the UN Convention for the right of the child:

STATEMENT OF INTENT

The safety of pupils, staff members and visitors on the premises is paramount and **Elms Farm 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.

This policy will be implemented alongside the school's Emergency Plan

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LEGAL FRAMEWORK

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

- 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 (2023) 'Health and safety: responsibilities and duties for schools'
- DfE (2023) 'Emergency planning and response for education, childcare, and children's social care settings'
- DfE (2024) 'Protective security and preparedness for education settings'
- The Counter Terrorism (Protection of Premises) Act 2025
- The Terrorism (Protection of Premises) Act 2025

This policy operates in conjunction with the following school policies:

- Emergency Plan
- Health and Safety Policy
- Bomb Threat Policy
- Full Lockdown Procedure
- Invacuation Procedure
- Evacuation Procedure
- Fire Evacuation Plan
- Personal Emergency Evacuation Plan
- Business Continuity Plan
- School Security Policy / Security Risk Assessment

DEFINITIONS

2.1 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.

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2.2 The term **'invacuation'** refers to keeping staff, pupils and visitors inside the school building to ensure their safety from an internal or external incident which has the potential to pose a threat to their safety and wellbeing, e.g. toxic fumes in the air.

2.3 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.

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 head teacher and health and safety coordinator, to ensure its effectiveness.

3.2 The head teacher will be responsible for:

- Promoting the safety and wellbeing of pupils and staff members.
- Appointing a competent member of staff to lead 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 effective and rehearsed emergency procedures are in place at the school.
- Ensuring all staff receive training following any changes to the school's emergency procedures.
- Appointing a security lead who will also act as the incident lead when incidents occur.
- Appointing deputy incident leads to cover the absence of the first incident lead.
- Organising security preparedness and awareness training, including training on the RUN HIDE TELL principles.
- Ensuring the school meets the duties and expectations of the Terrorism (Protection of Premises) Act 2025.

3.3 The health and safety coordinator 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 head teacher.
- 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 annually, to ensure the procedures remain effective.

3.4 The security lead will be responsible for:

• Coordinating and overseeing the school's protective security and preparedness work.
• Developing and maintaining policies and plans which promote a good security culture and deter someone intending to cause harm.
• Determining how staff should respond effectively to incidents.
• Ensuring all staff members are aware of their roles and responsibilities in relation to protective security and preparedness and receive appropriate training.
• Liaising with external agencies, e.g. the police and emergency services, to ensure effective communication and collaboration.
• Managing and delegating the response to an incident.
• Working as the incident lead in response to incidents.

3.5 The incident lead and incident lead deputies will be responsible for:

• Leading the initial response to an incident.
• Liaising with the police to incorporate their advice into an overall response.
• Making fast, clear decisions under pressure.
• Responding appropriately to any safety concerns.
• Communicating with parents about incidents.
• Leading any responses to media interest.
• Managing resources effectively, including consideration for the wellbeing of staff, pupils and families.

3.6 The site manager will be responsible for ensuring that emergency exits and evacuation points are clearly signposted.

3.7 The Site Manager will be responsible for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency.

3.6 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.

3.7 All staff members are responsible for:

- Ensuring the safety and wellbeing of pupils during an incident.
- Participating in protective security awareness and preparedness training as part of organised CPD.
- Being vigilant and reporting any suspicious activity to the security lead or appropriate authorities.
- Supporting the security lead in implementing and maintaining plans.
- Being familiar with all incident response plans.
- Providing additional support to those who are particularly vulnerable.
- Being prepared to follow emergency procedures in the event of an incident.
- Their own safety during an incident whilst listening to instructions from the incident lead and emergency services.
- Acting in accordance with this policy and associated procedures where required.

APPROPRIATE PROCEDURES

4.1 The head teacher and health and safety coordinator will develop a plan to decide which emergency procedure would be implemented under different circumstances.

4.2 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

4.3 The invacuation procedures will be implemented in the following circumstances:

- A bomb threat near the school
- Chemical spillages near the school
- Toxic fumes near the school

4.4 The partial lockdown procedure will be implemented in the following circumstances:

- A civil disturbance in the local community with the potential to pose a risk to the school

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

- An intruder on the school site

4.6 Where a lockdown is required, either a partial lockdown or full lockdown procedure will be implemented, depending on the circumstances. The head teacher 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 head teacher and health and safety coordinator will make a decision on what procedure should be implemented taking into account the circumstances of the situation.

IMPLEMENTING PROCEDURES

5.1 When an incident occurs, the head teacher and security manager will make a decision on which emergency procedure should be implemented. They will take account of all the circumstances and seek advice from the emergency services where necessary.

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

- Evacuation Procedure
- Invacuation Procedure
- Partial Lockdown Procedure
- Full Lockdown Procedure

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

6.0 TESTING

6.1 Procedures and policies will be regularly tested to identify where improvements can be made and to enable the school to assess what the wider residual effects of an incident are likely to be. The school will consider involving neighbouring schools, local police, the LA, and other outside agencies in helping evaluate the school's implementation of its procedures. Procedures will be tested in accordance with the Conducting practices section of this policy.

6.2 The school is mandated to have lockdown procedures in place to protect pupils and staff from potential threats. The key elements of the school's lockdown procedures are:

- Regular Drills
- Staff Training
- Security Plans
- Communication to pupils and parents
- Lockdown Procedure Templates

- Emergency Planning
- Legal Requirements

6.3 In line with the Counter Terrorism (Protection of Premises) Act 2025, the school will consider and plan its response to a terrorist attack. As an educational setting, the school falls under the Standard Tier, which places a duty to implement proportionate protective measures regardless of capacity.

6.4 The school will ensure that emergency plans for terror-related threats are fully documented, clearly communicated to staff, and ready to be deployed without delay. The aim of this will be to ensure that all staff are prepared to respond effectively under pressure—for example, by knowing how to initiate a lockdown, trigger an evacuation, and access a reliable system to notify all staff and pupils immediately.

6.4 National Emergency Alerts system

The school will ensure at least one school-owned mobile device is compatible with receiving alerts from the national Emergency Alerts system. This device will always be switched on and will be in possession of a member of staff on site at all times.

If an alert via the national Emergency Alerts system is received, the head teacher will be alerted as soon as possible. The head teacher and health and safety coordinator will check the current alerts online to ensure the alert is genuine where necessary.
The relevant emergency procedure will be implemented depending on the nature of the danger.

7. PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

7.1 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.

7.2 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.

7.3 These plans will ensure that no one is discriminated against, or treated less favourably, in the event of an emergency.

7.4 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

7.5 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.

7.7 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.

8.0 RUN HIDE TELL

8.1 All staff will be able to make informed choices when faced with a terrorist incident. Staff members will receive training on – and familiarise themselves with – the RUN HIDE TELL principles, and will use these principles in conjunction with their knowledge of the school site.

8.2 For pupils and staff members with SEND, the school will adjust the generic plan to consider the impact of disability and plan holding areas if necessary.

8.3 When following the HIDE principles, the incident lead will also activate the school's lockdown procedures.

9.0 COMMUNICATION DURING INCIDENTS

9.1 Communication methods will be planned in advance of incidents, including any code words or signals that may need to be used.

9.2 When managing an incident, the school will ensure that procedures are in place to coordinate with staff and those directly involved in the incident, parents, the police and other emergency responders. The school will also plan how it will communicate incidents to the local community and in response to interest from the public and media.

9.3 The incident lead will consider how best to communicate to staff and pupils, and will provide clear and concise instructions.

9.4 When alerting a threat across the school, the first alert will:

- Be quick to activate.
- Reach the people who need to know.
- Be easily activated by any staff member from various locations.
- Not provide any information on the locations of people on site.
- Not increase the risk of harm to the person who activates the alert.

9.5 The communications method used during an incident will:

- Be silent and invisible to someone intending to cause harm.
- Enable two-way communication, both with the incident lead and other staff members.
- Be portable and not dependant on Wi-Fi and wired connections.

9.6 When communicating with the police, call handlers will give the police and other emergency responders as much information as possible and cooperate with their instructions.

10.0 COMMUNICATION WITH PARENTS

10.1 Arrangements and information regarding the school's invacuation, lockdown and evacuation procedures will be routinely shared with parents via a secure communication method, e.g. a letter home. 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.

10.2 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 via the parent messaging system (Class Dojo).

10.3 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.

10.4 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.

11.0 ACTIONS FOLLOWING INCIDENTS

11.1 The school's plans will be amended appropriately to consider the emotional and mental impact on pupils, parents and staff members following an incident. The school will also consider introducing a strategy that monitors pupils and staff who are primarily affected by the incident.

11.2 The school will conduct post-incident evaluations and hold a full debrief where feedback is obtained from all the key people involved. The school will use these post-incident actions to inform what measures need to be taken to support victims and learn from anything that could have been improved should such an incident occur again.

11.3 In time, the school will also hold debriefing sessions with neighbouring schools, settings, business, the local community and the police.

11.4 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 head teacher
- 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
- The school's Business Continuity Plan will be activated to help restore normality following an incident

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

12.0 CONDUCTING PRACTISES

12.1 Practises of each emergency procedure will be conducted at least annually. Before a practise takes place, parents will be informed that this is happening.

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

MONITORING AND REVIEW

All of the procedures outlined in this policy will be tested at least annually.

This policy will be reviewed on an annual basis, or sooner if statutory guidance is released before the review date. The next scheduled review date is 3.9.27.

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

The review will be conducted by the health and safety coordinator, in collaboration with the head teacher and the governing board.