

# **ALDERMAN RICHARD HALLAM PRIMARY SCHOOL**

## **Invacuation Policy**



# Invacuation Policy

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## Aim

Alderman Richard Hallam Primary School recognises that, within its Emergency Procedures, clear plans must be made to help combat any threats to pupils and staff which occur whilst they are on school grounds, whether inside or outside of the school building. This policy sets out the school's response to such emergencies but recognises that it is impossible to plan for every possible scenario to such an extent that the safety of pupils and staff can be guaranteed. This policy will be kept under constant review to reflect changing circumstances and experience.

The policy applies at all times of the day and is therefore available for every member of staff. It is the overall aim of Alderman Richard Hallam Primary School to minimise the risks to staff, pupils and visitors, which may arise from threats or fire. This will be achieved by ensuring precautions are taken to avoid these events occurring and by ensuring that procedures for minimising the effects of an outbreak of fire or threats and evacuating or invacuating the premises are in place.

## A Calm Response

It is vital that the policy, and its implementation, do not lead to a panic mentality. Pupils should be encouraged to respond to any emergency calmly and follow the guidelines with common sense. They need to be taught how to respond through practice as well as through talk.

## Reasons to Initiate an Invacuation

Many possible situations could be seen as a threat and therefore demand a response.

**Possible reasons to initiate an Invacuation**

1. An animal wandering into the school grounds.
2. A stranger (adult/youth) who enters, or attempts to enter, the school grounds when pupils are on the school grounds.
3. An object thrown into the school grounds from outside.
4. The collapse of a tree, wall or fence etc.

### Alderman Richard Hallam Invacuation Procedure

<b>Signal for lockdown</b>	<ul style="list-style-type: none"> <li>• Intermittent ringing of bells for as long as safe to do so</li> <li>• When the bells are heard by the staff, they are to get pupils back into the building in a calm manner (if outside).</li> <li>• All Marshals will immediately go to their post and the office is informed.</li> <li>• Telephone call to Little Grasshoppers and the Modular build from the office. The phone call will be made repeatedly until answered (if this is safe to undertake) - a message MUST NOT be left.</li> <li>• Telephone call to the private nursery on school grounds.</li> </ul>
<b>Signal for all clear</b>	Verbal signal or an email from Headteacher /SLT
<b>Rooms most suitable for lockdown</b>	Classrooms Offices Downstairs Hall
<b>Securing entrances and exits</b>	All classroom doors and windows are to be closed and locked (where possible) until the Headteacher or member of the Invacuation Team indicates otherwise. The office staff will secure the main entrance. Blinds are to be closed if safe to do so. All entrances into the school are to be closed securely.
<b>Assembly points</b>	Pupils and staff should stay in their classroom and ensure it is secured. Pupils and staff who are not in their usual building location should assemble in the nearest suitable room. Under no circumstances should staff or pupils exit a building to return to their class. Upstairs Year 6 classes, Little Grasshoppers, Breakfast and After school club and Kitchen staff to remain in their own areas or rooms.

### Response for lesson time or whilst pupils are inside the school

1. The Headteacher, or another designated member of staff, will raise the alarm as soon as a concern has been raised.
2. Staff will follow initial lockdown protocol:
  - Staff in class take a head count, check it against the number on the class register and notify a member of SLT, via email, of any missing pupils.
  - Class teachers and other staff who are not with their own group of pupils at the time are to remain in offices, the staff room or to go into the closest safe room.
  - Staff will keep pupils calm by reassuring them during the procedure.
  - Staff and pupils to keep silent throughout.
  - Staff members will instruct pupils to stay away from the windows and doors.

- Staff remain in rooms and, wherever possible, maintain e-communication with the SLT.
3. Marshalls will keep in contact using two-way radios or mobile phones to inform each other of any problems experienced while carrying out the procedure, e.g. missing pupils.
  4. Throughout the procedure, the Headteacher, or another designated member of staff, will continuously keep other staff members updated, where possible, using email.
  5. When all personnel are inside, doors and windows will be securely locked, blinds are to be lowered, lights and boards turned off, and, if sheltering from an environmental hazard, all ventilation and/or air circulation systems will be switched off.
  6. A register will be taken of all pupils, staff and visitors to determine whether anyone is missing or injured.
  7. Main entrances into the school site will be locked if necessary.
  8. All classrooms, rooms and offices are classified as 'safe rooms' due to the fact that they can be secured by staff members.
  9. Pupils, staff members and visitors will remain inside until told the emergency is over by the emergency services, or the Headteacher/ designated staff member has given an announcement to declare the risk has gone.
  10. When the evacuation procedure has finished, pupils will return to their timetabled day.
  11. Throughout the evacuation procedure, the school office will keep in contact with the emergency services, ensuring the procedure is being implemented correctly.
  12. If the incident was still ongoing at the end of the school day and therefore will impact upon parents or carers collecting their children, advice would be sought from emergency service personnel.
  13. A member of the evacuation team will communicate when the lockdown has ended.

### **Response if pupils are outside or during a break or lunchtime**

1. Whenever a group of pupils are outside, there will always be at least one adult with them.
2. In the event of a threat arising, it is the responsibility of the adult(s) with them to get the children into the building as quickly and as sensibly as possible. They will blow short blasts on a whistle, which is the signal for the children to walk sensibly into the school through their closest entrance.
3. A member of SLT will be informed as quickly as possible, who will then ring the school bell with intermittent rings until they are notified that all pupils are safe in school.
4. Staff who were on duty will take the children into the nearest safe space and assume responsibility for the children in that room. Children should not be sent back to their usual classrooms at this point.
5. If it is safe to do so, SLT will send an email for staff who are not with their own group of children at the time of the alarm sounding to return immediately to their classroom and resume responsibility for their children.
6. Once teachers return to their classrooms, children will be escorted to their correct classrooms and headcounts of children will be made. Any missing children will be written at the bottom of the fire register with a star next to their name and made visible to the corridor.
7. All doors and windows will be closed, blinds lowered and lights turned off where possible. Staff and pupils will stay as low as possible and away from windows and doors.
8. Staff will await further instructions through email. Teachers will need to ensure that whiteboards are turned off, but emails are accessible through a device (laptop, tablet, phone etc.) and respond accordingly. The initial email will contain as much information as possible, with headlines in red.

## Raising the Alarm

All people on-site at the time of an emergency must know that they need to respond at the earliest opportunity.

## Entrances

Bearing in mind the need to ensure that the school building is secure from strangers who may wander in at any time, we also need to ensure that there are sufficient entrances which may be used in the event of an emergency.

Four entrance areas have been designated for this purpose:

1. Reception classes will enter through their own classroom doors.
2. The Year 1 and 2 pupils will enter through their own classroom doors or the KS1 main entrance door.
3. The Year 4 and 5 pupils will enter through the Headteacher's door or the Year 5 entrance door.
4. The Year 3 and 6 pupils will enter through the Year 3 entrance door.

If the pupils are moving around the school due to outdoor learning or activities, such as the daily dash, pupils will enter through the nearest available entrance and move quietly and sensibly to their classroom, if possible. Other entrances that they could use are:

- The main entrance through the office
- Emergency exits next to the Year 3 and Year 5 classrooms

Once in the school, please ensure that entrances are secured shut; this ensures that the school is as secure as possible.

## Communication with Parents and Carers

If necessary, after liaison with emergency services, parents and carers will be notified as soon as it is practicable to do so via the school's established communication network.

Parents and carers will be told:

*'The school is in a lockdown situation. During this period, the telephones and entrances will be unmanned, external doors locked and nobody allowed in or out of the building or school site.'*

Depending on the type and severity of the incident, parents and carers may be asked not to collect their children from school, as it may put them and their children at risk. Pupils will not be released to parents or carers during a lockdown. Parents and carers will be asked not to call the school as this may tie up emergency lines.

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

A letter (and electronic communications) to parents and carers will be sent home on the earliest possible day following any serious incident to inform parents and carers of the context of the lockdown and to encourage parents and carers to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Invacuation drills**

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

### **End of Invacuation**

At the end of the invacuation, further information will be sent via email instructing staff on what is required. The invacuation team will do a sweep of the building ensuring that all areas are safe and clear.