



---

# INVACUATION POLICY

---

Approved By	Local Governing Committee
Policy approved by	23 <sup>rd</sup> September 2024
Next Review Date	Autumn 2027

## Contents

1. Introduction and Principles.....	1
2. Guidance .....	1
3. Responsibilities .....	1
3.2 Local Governing Body Committee .....	1
3.3 Headteacher .....	1
3.4 Business Manager.....	2
3.5 Headteacher’s PA .....	2
3.6 Site Manager.....	2
3.7 Administration Team .....	2
3.8 Class teachers .....	3
3.9 Heads of Department: .....	3
3.10 Senior Pastoral Manager .....	3
3.11 Cleaning manager (as appropriate).....	3
3.12 Form Tutors .....	3
3.13 Examinations Officer or Lead Exams Designate (where no Examinations Officer in post) 3	
3.14 Support staff team leaders .....	3
3.15 Other staff.....	3
4. Procedures .....	3
4.1 Raising an alert .....	3
4.2 All staff.....	4
4.3 Invacuation actions.....	4
4.4 All clear .....	5
5. Training/Communication of the policy .....	5
6. Communication with Parents .....	5
7. . Cross references.....	6
Appendix 1: Invacuation notices .....	7
Appendix 2: Invacuation during exams .....	8
Appendix 3: Invacuation drill checklist .....	8

## 1. Introduction and Principles

- 1.1 The invacuation procedure is a precautionary safety measure and may be implemented when there are serious security risks on the premises. Some invacuations may allow staff and students to move unprohibited whilst remaining safely within a secure building, others may necessitate a full lockdown situation. For the purposes of this policy any invacuation will be treated as a full lockdown, with restrictions being relaxed accordingly once the situation has been assessed.
- 1.2 Invacuation is a procedural part of the Trust's Critical Incident Strategy and this policy details how the school will proceed if the Headteacher or their nominated representatives considers it necessary.
- 1.3 There might be a variety of reasons to bring everyone inside the buildings such as:
  - 1.3.1 A nearby fire is releasing harmful smoke/chemicals into the air.
  - 1.3.2 A dangerous dog found its way into the school grounds.
  - 1.3.3 A member of the public was trespassing on the school site.

## 2. Guidance

- 2.1 The purpose of these procedures is to provide instructions for staff in the event of an incident that requires an invacuation.
- 2.2 These invacuation procedures are planned as a swift response to an immediate concern to the safety of members of the school community.
- 2.3 Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site.
- 2.4 In planning for potential invacuation, see also national guidance of RUN-HIDE-TELL as laid out by the National Police Chief's Council: [What You Can Do | Counter Terrorism Policing](#)

## 3. Responsibilities

- 3.1 The following responsibilities apply to all invacuations (drills and actuals) however it is recognised that in the event of an emergency, some of these responsibilities may not be practicable.
- 3.2 [Local Governing Body Committee](#)
  - 3.2.1 Note the policy on the recommendation of the Headteacher
  - 3.2.2 Receive feedback from the Headteacher about the policy and any drills
- 3.3 [Headteacher](#)
  - 3.3.1 Overall responsibility to ensure the policy is implemented
  - 3.3.2 In accordance with the Critical Incident Plan, take appropriate action, including making on-the-spot decisions and carrying out dynamic risk assessments
  - 3.3.3 Liaise with the emergency services as appropriate
  - 3.3.4 Monitor any invacuation situation and give the all-clear as appropriate
  - 3.3.5 Decide on relevant communications about the circumstances
  - 3.3.6 Ensure that appropriate staff members receive training and communications in relation to general safety including national counter-terrorism initiatives

- 3.3.7 Review the school's procedures following any invacuation activation
- 3.3.8 Deputy Headteacher/s
- 3.3.9 In the absence of the Headteacher, carry out responsibilities as detailed within this policy and using the Critical Incident Plan
- 3.3.10 Responsible for the messages to be pushed through to staff computers and any related tannoy message
- 3.3.11 With the Business Manager, arrange invacuation drills
- 3.3.12 Keep records of invacuation drills and debrief the Headteacher
- 3.3.13 Notify the Headteacher of any issues arising
- 3.3.14 Manage communications to whole staff, students and parents/carers in relation to potential or actual invacuations
  
- 3.4 [Business Manager](#)
- 3.4.1 Work as part of critical incident team under the direction of the Headteacher and in accordance with this policy and the Critical Incident Plan
- 3.4.2 Liaise with Site Manager regarding site safety
- 3.4.3 Plan invacuation drills with the Deputy Head and site team and coordinate drill feedback and policy reviews
- 3.4.4 Liaison link for support staff teams
- 3.4.5 Manage communication to Trust senior managers, including the CEO.
- 3.4.6 Ensure that whole school risk assessments are up to date
  
- 3.5 [Headteacher's PA](#)
- 3.5.1 Work as part of critical incident team under the direction of the Headteacher and in accordance with this policy and the Critical Incident Plan
- 3.5.2 Responsible for contacting members of staff conducting teaching and learning offsite on the school trip phone for those on external trips, as well as any catering and cleaning staff affected by the invacuation
- 3.5.3 With the approval of the Headteacher, send the initial MCAS message to parents
- 3.5.4 Notify the Headteacher of any issues arising
  
- 3.6 [Site Manager](#)
- 3.6.1 Work as part of critical incident team under the direction of the Headteacher and in accordance with this policy and the Critical Incident Plan
- 3.6.2 Ensure that all external doors are locked in the event of an invacuation
- 3.6.3 Oversee site arrangements during invacuation
- 3.6.4 Maintain records of all invacuations and provide evidence of procedures and drills for the school's health and safety representatives
- 3.6.5 Carry out regular testing of the emergency locking system
- 3.6.6 Ensure the physical security of the site and the working order of all locks through the general maintenance schedule
- 3.6.7 Ensure any onsite contractors are notified and supervised during an invacuation
- 3.6.8 3.7.8 Ensure all rooms have emergency signage, including invacuation
  
- 3.7 [Administration Team](#)
- 3.7.1 Register support staff as much as practicably possible
- 3.7.2 Register external visitors as appropriate

- 3.8 Class teachers
  - 3.8.1 Take class registers. In the event that Bromcom is unavailable, make a note of any known missing students and report details to the Headteacher as soon as it is safe to do so
- 3.9 Heads of Department:
  - 3.9.1 Register staff within the departmental area, including agency staff and trainees and report any missing to Headteacher as soon as it is safe to do so
- 3.10 Senior Pastoral Manager
  - 3.10.1 Support student registration and the identification of missing students
  - 3.10.2 Report missing students to the Headteacher as soon as it is safe to do so
- 3.11 Cleaning manager (as appropriate)
  - 3.11.1 Register their staff teams and report any missing to Business Manager or Head's PA as soon as it is safe to do so
- 3.12 Form Tutors
  - 3.12.1 Ensure students receive training, updates and notifications in relation to invacuation
- 3.13 Examinations Officer or Lead Exams Designate (where no Examinations Officer in post)
  - 3.13.1 Co-ordinate the supervision of students in exams
  - 3.13.2 Ensure invigilators are aware of this policy and are confident in its implementation
  - 3.13.3 Ensure any interruptions to examinations are managed in accordance with JCQ guidelines
- 3.14 Support staff team leaders
  - 3.14.1 Register their staff teams and report any missing to Business Manager
- 3.15 Other staff
  - 3.15.1 Help to ensure the safety and welfare of students, colleagues and visitors
  - 3.15.2 Take responsibility for reading and implementing this policy and enacting procedures in relation to invacuation

## 4. Procedures

### 4.1 Raising an alert

- 4.1.1 Any member of staff who believes that there is an immediate concern to school safety which would necessitate an invacuation should inform the Headteacher or Deputy immediately, providing information about the situation.
- 4.1.2 The Headteacher consults with the Emergency Services if appropriate and makes the decision to impose an invacuation.
- 4.1.3 If the decision is taken to impose an invacuation, the Headteacher or Deputy will notify staff. This will be by tannoy message and an automated message on staff computers. Instructions may also be given verbally. The automated screen message will read:

***Dear Colleague,***

***Due to unforeseen circumstances the school has been placed into lockdown.***

***Remain in your classroom***

***Close and lock windows and doors***

***Close window blinds***

***Turn off lights***

***Where possible, cover glass door panels***

***Instruct all students to remain silent and out of sight***

***Await further instruction***

***Please follow the steps detailed in the school's Invacuation policy***

#### 4.2 All staff

##### 4.2.1 If the alert occurs during lesson time:

- Upon hearing a tannoy message, seeing the on screen notification or by being informed verbally by a senior leader, students inside the school should remain in their classrooms
- Students who are outside must be brought indoors immediately and led to the nearest safe place (e.g. sports hall)
- Students who are offsite, e.g., on school trips, will be notified by the Headteacher's PA or their representative and must not return to school until they are informed that it is safe to do so. Where necessary they may be taken by the responsible adult to The Blue Coat School, Egerton Street, Oldham as a safe offsite location

##### 4.2.2 If the alert occurs before school, during break or lunchtime:

- Upon hearing a tannoy message or being informed verbally by a senior leader, staff must lead students indoors to the nearest safest place (e.g. sports hall)
- Once safely inside, staff should adhere to the invacuation procedure

#### 4.3 Invacuation actions

- Staff/students to move to the nearest space
- External doors should be locked by putting maglocks into lockdown mode (by site team or senior leader)
- Classroom/office doors should be locked where possible, if there is no lock use a large object to barricade the door such as a classroom table
- Where possible windows should be locked and blinds drawn
- Where possible, vision panels in doors should be covered
- Staff and students remain silent and out of sight (e.g. under desk or around a corner)
- Staff phones turned to silent to avoid attracting attention
- Student phones must remain switched off
- Should the fire alarm sound during an invacuation, where possible staff will be notified of any false alarm via on-screen message
- Await further instructions
- Staff should avoid unnecessary calls to senior management or reception

- Senior staff will conduct a risk assessment based on advice from the Emergency Services
- Staff, students and the building will remain in invacuation mode until it has been lifted by a senior member of staff or the Emergency Services

#### 4.4 All clear

- The all clear is signalled via tannoy message and an all clear automated message on all staff computers
- If necessary, form tutor time will be called and notified via a message on all computers
- Departmental staff should ensure their team and any visitors are accounted for and report any missing colleagues to the Headteacher
- Support staff team leaders should ensure their team and any visitors are accounted for and report any missing colleagues to the Business Manager
- Where applicable, notification for return to normal school day will be communicated via email from the Headteacher

### 5. Training/Communication of the policy

5.1 New staff are informed about the invacuation policy as part of the induction process

5.2 Invacuation drill to be completed once per academic year

5.3 Students are informed about invacuation procedure via assemblies or tutor time

5.4 Parents will be informed of upcoming drills

### 6. Communication with Parents

6.1 Parents will be notified of any invacuation. Where possible this will be done as soon as practicable after an invacuation has been triggered

6.2 The following message will be sent to all parents using MCAS:

*Dear Parent/Carer,*

*Due to unforeseen circumstance we have had to lock down the school site. This is a precaution we have taken to safeguard the wellbeing of our students and staff. As soon as the situation is resolved we will contact you with further details.*

*In the meantime, we would ask that you assist us by keeping the school site clear, please do not attempt to access the school site. We will also need to keep our telephone lines free to enable us to resolve the situation quickly. Please do not attempt to make contact with us via telephone so that lines of communication are clear.*

*Students will be instructed not to use their mobile phones. Please do not try to contact them for further information. We will be in touch with all parents as soon as possible to provide an update and full details.*

*Thank you for your patience and assistance in this matter.*

*Mrs A Ash*

*Headteacher*

6.3 When the invacuation is ended parents will be updated appropriately via MCAS. Messages must be tailored according to the situation.

Sample response where there are no ongoing concerns:

*Dear Parent/Carer,*

*The lockdown has now been lifted and the school day has resumed.*

*Thank you for your continued support and cooperation.*

*Mrs A Ash*

*Headteacher*

## 7. . Cross references

- Critical Incident Plan
- Health & Safety Policy



## Appendix 1: Invacuation notices

To be displayed in all rooms.

### INVACUATION PROCEDURES

An invacuation is signalled as follows:

- A lockdown message over the school tannoy system (where available)
- An onscreen message displayed on all staff computers
- Verbally by a senior leader

If you see / hear an alert during social times (pre-school, break, lunchtime, after school) you must:

- Enter the school by the nearest entrance and go to the nearest, safest area (e.g. sports hall)
- Remain calm and silent
- A member of staff will:
  - Close and lock all windows and doors
  - Close window blinds
  - Turn off lights
  - Cover glass door panels
  - Instruct everyone to remain silent and stay out of sight (e.g. under desks)

If you see / hear an alert during a lesson:

- Remain calm and silent
- A member of staff will:
  - Close and lock all windows and doors
  - Close window blinds
  - Turn off lights
  - Cover glass door panels
  - Instruct everyone to remain silent and stay out of sight (e.g. under desks)

The all-clear is signalled as follows:

- A lockdown message over the school tannoy system (where available)
- An onscreen message displayed on all staff computers
- Verbally where necessary

**You must remain silent and out of sight until instructed otherwise by a member of staff**

**Use of student mobile phones is not permitted at any time and must remain switched off**

## Appendix 2: Invacuation during exams

No invacuation drills will take place during exam seasons.

- 1.1. Where examinations are taking place, this policy should be followed in the event of an invacuation. If practicable, students will be kept under examination conditions
- 1.2. Staff invigilators will ensure that any external windows and doors are locked and that wherever possible windows and viewing panels in doors are covered
- 1.3. Once the invacuation is lifted, invigilators should provide a register of each examination room to the Headteacher
- 1.4. Where/if practicable, the examination will resume

## Appendix 3: Invacuation drill checklist

Action	Lead	Date completed
Book drill date	Business Manager / Headteacher	
Inform site, kitchen and cleaning teams	Business Manager	
Communicate to students via tutor time / assemblies	Headteacher / Deputy Head	
Communicate to parents	Headteacher	
Inform LA / Police	Business Manager	
Assign roles for the drill	Business Manager / Headteacher	
Carry out drill	ALL	
Meet to review outcomes	Senior Leadership Team	
Amend this policy and Critical Incident Procedures accordingly	Business Manager	
Report outcomes to local governance committee	Headteacher	