



**Lockdown,  
Invacuation (shelter/partial  
lockdown), Bomb alert,  
and Evacuation Policy**

**Policy Created: April 2024**

**Approved by Executive Leadership Team: April 2024**

**Review Date: April 2025**

This policy should be read in conjunction with the following appendices for each school:

1. Lockdown procedure
2. Invacuation (shelter/partial lockdown) procedure
3. Bomb threat procedure
4. Evacuation procedure

With today's world seeming increasingly unsafe, there is call for all schools to have a concrete protocol to be used in the event of a dangerous/emergency event happening on or near the premises.

**Lockdown** - Lockdown is necessary when children and staff need to be locked within buildings for their own safety. Lockdown could be triggered if there is an urgent imminent threat, or as a precaution because of a threat in the vicinity. In the event of a Full Lockdown, everyone on the premises - staff, pupils and visitors are moved inside the building, away from the urgent or imminent danger and to a place where they can't be seen from outside the building. The building is secured, occupied room doors and windows must be shut and locked, and the blinds or curtains drawn, with any lighting turned off. Everyone must remain calm and quiet, with mobile phones and other devices switched to silent and the vibrate function turned off. Depending on the nature of the threat, children may be told to hide under their tables.

A Full Lockdown might be implemented if:

- there is a terror incident or other unprompted attack.
- there is an aggrieved, disturbed or intoxicated person trying to gain access to the school (this could be a parent or a stranger).
- there is an intruder on the site.
- there is an internal threat from a pupil.

**Invacuation (shelter)** – This partial lockdown is the process of getting everybody inside and safe, and securing the building. In most cases, pupils will be able to stay in their classroom and the school day can continue as normal, just with everyone staying indoors. This might be required if:

- There is local air pollution due to a nearby fire or chemical release (in this event keep windows closed).
- There is a dangerous animal (usually a dog) in the grounds.
- There is an incident or civil disturbance in the area that might affect the school.

Shelter arrangements should only be used when it is not necessary to protect staff and students from intruders. Depending on the nature of the incident it may be necessary to stay inside for a prolonged period of time, and in some extreme cases this could be overnight.

**Bomb Threat** - in a bomb threat situation it is unusual to evacuate the entire building. To do so can be more hazardous than moving people within the building to areas away from the suspect package or incident.

**Evacuation** - If the threat is within the venue (e.g. fire, gas leak, structural failure etc but not bomb alerts) the responsible person should consider evacuation, but if the threat or incident is outside the venue it may be safer to stay inside.

### **Staff roles**

- 1) Headteacher (or Assistant Headteacher in their absence) will be nominated as the manager to initiate, manage and conclude the lockdown, invacuation, bomb threat procedure or evacuation.
- 2) Headteacher to call police, Trust and Local Authority if necessary.
- 3) If a class of children are out of school at the time on a visit, a member of the office team will contact them to warn of situation. Advice will be given as to when it is safe to return to school.
- 4) Front office staff ensure main doors are locked then move to a safer area.
- 5) If remaining in school, individual members of teaching / support staff to close classroom doors / windows (and obstructed if necessary). Staff nearest to external doors to ensure they are closed and locked. Catering staff to turn off equipment and lights in the kitchen and remain there.

**NO ONE IS ALLOWED TO SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN**

### **Drills**

It is important to practise Lockdown procedures with pupils, in the same way that we undertake fire drills/evacuation procedures. We do not want pupils to be unduly alarmed by practising Lockdown Drills, and it is therefore important to take care not to frighten them and explain the drill in the context of 'an unexpected animal on the playground'. To keep the procedure simple, terminology pupils are used to hearing day to day is used:

- ✓ Stop
- ✓ Listen to the teacher
- ✓ Lock the door
- ✓ Turn off the lights/screens/computer monitors
- ✓ Close the blinds
- ✓ Sit on the floor
- ✓ Stay quiet

As pupils progress through education the curriculum offers many excellent opportunities to help us manage school security, inform young people about the dangers they may face, both in and around school, and those that stretch beyond. The delivery of personal, social, health and economic education (PSHE) helps children and young people stay healthy, safe and prepared for life in modern Britain.

## **Communication with parents/carers in the event of a lockdown, invacuation, bomb threat or evacuation situation**

Advice for parents/carers in the event of a real lockdown, invacuation, bomb threat or evacuation situation:

- Do not try to contact the school - calling the school could tie up telephone lines that are needed for contacting emergency services.
- Do not come to school – Your children will not be released to you during a Lockdown. This could interfere with the emergency services access to school and may put them or others in danger.
- Know that the school will contact parents/carers when it is safe to come to collect your children.
- Refrain from using social media during the incident as this could exacerbate the situation and place your child in more danger.

School will communicate with you through the school's established communication network (Arbor in-app messaging/website) as and when it is felt most appropriate, depending on the nature of the situation. Children's safety will always be the first priority for staff. If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Review**

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and Health and Safety Procedures.