

ENDON HALL PRIMARY & NURSERY SCHOOL



Invacuation, Lockdown, Medical Emergency and Evacuation Policy

Policy in place: July 2017

Policy reviewed: July 2018

Review date: July 2021

Statement of intent

The safety of children, staff members and visitors on the premises is paramount and Endon Hall Primary & Nursery School takes its 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 Endon Hall Primary & Nursery School will endeavour to take all reasonable actions in order to ensure the safety of children.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring everyone's safety.

Legal framework

This policy has due regard to statutory legislation 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

This policy has due regard to official guidance including, but not limited to, the following:

- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2015) 'Emergency planning and response'
- DfE (2014) 'Fire safety in new and existing school buildings'
- National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'

This policy will be applied in conjunction with the following school policies and procedures:

- Health and Safety Policy
- Bomb Threat Policy
- Lockdown Procedure
- Fire Evacuation Procedures
- Business Continuity Plan

Definitions

An '**evacuation**' is the orderly removal of children, 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 (if necessary) children, staff members and visitors to the most sheltered/safest areas within the school building. This procedure is employed if moving outside would increase the risk of harm to people and/or if certain areas within the school building cannot be accessed.

'**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 outside the building.

Roles and responsibilities

1. Staff members will act in accordance with the school's Invacuation, Lockdown, Medical Emergency and Evacuation Policy at all times.
2. All staff members are responsible for maintaining an orderly manner and encouraging children to stay calm during emergency procedures.
3. It is the Headteacher's responsibility to ensure effective and rehearsed emergency procedures are in place.
4. The Headteacher is responsible for ensuring that all staff members are aware of the policy and have access to a copy.
5. It is the responsibility of the Headteacher to ensure that new staff members are trained in implementing all of the emergency procedures as part of their induction.
6. The Headteacher is responsible for recording all evacuation procedures, including drills and practices (Appendix A).
7. All staff are responsible for raising the alarm of an emergency in school.
8. The Headteacher/Deputy Headteacher or Admin staff are responsible for informing the relevant external services, such as the police or ambulance service, in the event of an emergency.
9. All staff members are responsible for ensuring children, fellow staff members and visitors remain as safe as possible whilst on the school premises.
10. It is the responsibility of all staff members to ensure that headcounts are conducted, registers are accurately taken and the names of missing children are ascertained immediately. Depending on the circumstances this will either be reported verbally (following completion of their class register) or via the SIMS system.
11. If it is possible to do so, staff members will inform the Headteacher or school office of any children missing from the classroom when the alarm was raised.
12. The Headteacher and school office staff will continuously monitor the situation and keep both the emergency services and fellow colleagues up-to-date.
13. The Janitor is responsible for ensuring that emergency exits are clearly signposted.
14. It is the responsibility of school office staff to provide the emergency services with copies of the site plan.
15. School office staff are responsible for ensuring that all contractors or external services working within the school are supplied with a copy of the evacuation procedure when their work initially commences.

Emergency medical alert procedure

- Endon Hall Primary & Nursery School have in place a system for alerting the main school office in the case of a medical emergency.
- All staff members will be aware of the emergency medical procedure.
- In an emergency medical situation, the school's emergency procedure will be implemented with the priority of alerting the emergency services as soon as possible, as well as protecting the other children in the vicinity of the medical emergency.
- The signal for the emergency alert procedure to be implemented is the sound of an alarm, which makes a sound similar to an ambulance siren; this is activated by pressing a button on an emergency alert system keypad, which the member of staff responsible for each year group will carry with them at all times.
- When the alarm is sounded, the Headteacher and a member of the office staff will proceed to the location of the medical emergency, identifiable by the individual keypads worn by the member of staff responsible for each class at a particular time.
- The Headteacher and member of the office staff will take their mobile phones with them to the location of the emergency, in order that they are contactable and can liaise with the emergency services.
- If a class will be working out of their designated classroom, they will inform the office by noting their outdoor location on the outdoor area notification form (located in the office). Upon their return they must inform the office that they are back in their designated classroom.
- Staff members will direct all children, apart from those affected by the medical emergency, to the nearest classroom, to be supervised by the person responsible for that class.
- Children will walk in an orderly and quiet manner to the designated classroom.
- New staff members are advised of evacuation procedures as part of their induction training.
- The school office staff will call the relevant parents/carers as soon as possible.

Evacuation procedure

- Endon Hall Primary & Nursery School will carry out evacuation drills at least once a term in order to ensure children and staff members fully understand what is involved in the procedure and that it is implemented effectively.
- In an emergency situation, 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 be aware of the evacuation procedure and clear instructions regarding the fire evacuation procedure will be displayed in every classroom.
- New staff members are advised of evacuation procedures as part of their induction training.
- The designated fire warden for the school is Mrs Sally Brown.
- The Headteacher will ensure that all staff members are aware of the designated evacuation points (including an alternative route in case the designated exit is unable to be used).
- The signal for the evacuation procedure to be implemented is the continuous sound of the fire alarm.
- When the alarm is sounded, staff, children 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 children to the nearest or safest exit.
- It is staff members' responsibility to ensure that exits are never obstructed or blocked.
- Staff members will ensure that there are no children left in the toilets, changing rooms, corridors, or school hall, etc.
- Children will walk in an orderly and quiet manner to the designated evacuation point.
- Staff members will be aware of any children under their care who have a Personal Emergency Evacuation Plan (PEEP).
- When children are lined up in their year groups at the designated evacuation point a register and headcount will be taken.
- Any missing children, staff members or visitors will be reported to the Headteacher or SLT, detailing their name, when and where they were last seen, and any other relevant information about the person e.g. any medical conditions.
- Missing personnel and children will be immediately searched for if it is safe to do so.
- Under no circumstances will any staff member, child or visitor re-enter the building during the evacuation procedure, unless the 'all clear' is given by the Headteacher or emergency services.
- The school office staff will call the emergency services as soon as the alarm is raised and they have safely exited the building.
- Our remote desktop server enables us to access each child's emergency contact details whilst off the premises, should they be required.
- If required, parents/carers will be contacted in order to collect their children. This will be done using the school's text messaging service, which can also be accessed off site if necessary.
- All evacuations will be recorded using the Evacuation Record Log ([Appendix A](#)).

Lockdown & Invacuation procedure

- The aim of the lockdown or invacuation procedure is to protect lives by keeping people inside away from perceived danger. This procedure will be used in the event of, for example, an armed intrusion, chemical spillages, air pollution, a civil disturbance in the local community with the potential to pose a risk to the school, 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 etc.
- 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 children, staff members and visitors.
- The signal given for staff members to implement the invacuation or lockdown procedure is a continuous, high pitched alarm activated by the individual keypads worn by the member of staff responsible for each class at a particular time and/or the admin staff.
- Staff members will sound the alarm as soon as a concern has been raised/identified.
- As soon as the alarm has been raised, it is the responsibility of the SLT or school office staff to ensure that the relevant emergency services are informed and kept up-to-date with the situation.

- If the member of staff who activated the procedure (by pressing the button on their keypad) is in a position to notify the Headteacher and/or office staff regarding why they raised the concern, they will do so.
- If made aware of the reason for raising the concern and/or approximately five minutes has passed after the alarm was raised, the alarm will be silenced. Silencing the alarm does not signal the end of the procedure. This is done verbally by either the Headteacher or the emergency services.
- If the member of staff who activated the procedure is a member of office staff, the staff in the mobiles will be alerted and respond accordingly, including to contact the emergency services.
- During lockdown or invacuation, children, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building and to their designated 'safe room' (if possible), ensuring all children, staff members and visitors are accounted for.
- If staff are in buildings adjacent to where children or other staff members are outside, they will signal to the class to come inside immediately.
- When the lockdown or invacuation procedure occurs during lunchtime or playtime, all staff members will guide children towards the nearest designated 'safe room', even if it is not their allocated 'safe room'.
- Main entrances into the school site will be locked if necessary.

Endon Hall Primary & Nursery School's designated 'safe rooms' are as follows:

Area of school	Designated room number	Designated staff member for that room
Nursery	Year 1	Mrs S Brown
Reception	Year 2	Miss J Nicholls
Year 1	Year 1	Miss H Rowley
Year 2	Year 2	Mrs C Ward
Year 3	Year 3	Mr R Harrison
Year 4	Year 4	Miss A Coleman
Year 5	Year 5	Mr R Cordon
Year 6	Year 6	Miss C Sheldon
Main reception	Headteacher's Office	Miss V Lewis
Catering	School Kitchen	Mrs E Williams
BASP	Year 5/6 or Intervention rooms	Mrs S Brown
Outdoors	PE shed, chicken shed and/or summer house	Member of staff responsible for the group/class at that particular time

- In the event of lockdown or invacuation, once all children have been accounted for, the following actions will be carried out by staff members in order to increase protection:
 - Doors and windows will be securely locked, including fire doors, external doors and internal doors
 - All curtains and blinds will be drawn
 - Children will be instructed to sit on the floor, under a table or against a wall (unless they are told by a member of SLT/the emergency services that this is not necessary)
 - Access points will be blocked off by moving furniture to obstruct doorways etc
 - Lights and any monitors expressing light will be turned off
 - All people will be kept out of sight and away from windows or doors
 - All personnel will remain inside until an 'all clear' signal has been given by the Headteacher or senior member of staff, or unless told to evacuate by the emergency services.
 - If it is necessary to evacuate the building, a continuous ring of the fire alarm will be sounded.
- Where it is safe to do so, staff members will ensure that the toilets, school hall and playgrounds are cleared of all children, staff members and visitors.
- If staff members and/or children remain outside during the implementation of the lockdown or invacuation procedure, they will hide in the designated outdoor safe area, until the emergency services have arrived.
- Staff members will keep in contact, where possible and/or available, using their mobile phones in order to send and/or receive information to/from the SLT/Admin staff and/or inform SLT and/or admin staff of any problems experienced while carrying out the procedure e.g. missing children or staff. This will be limited to the staff member with overall responsibility of each class. SLT/Admin staff may or may not be able to respond.

- Throughout the procedure, the Headteacher/SLT/emergency services, will continuously keep staff members updated, where possible and safe to do so.
- Children and staff are to remain in their designated rooms/positions until told to do so by the emergency services, or the Headteacher has given an announcement to declare the risk has gone.
- When the procedure is complete, children will return to their classrooms and an electronic register will be taken.
- Throughout the procedure, the school office will keep in contact with the emergency services, ensuring the procedure is being implemented correctly.
- The Headteacher will ensure, through this policy and through drills, that all staff members understand when and how this procedure will be implemented.
- Unnecessary calls to the school office will not be made as this could delay important communication.
- Classroom teachers are responsible for the children within their classroom, regardless of whether they are members of their class or not.
- Once all personnel and children are inside, the Headteacher and senior staff will conduct an on-going and dynamic risk assessment based on advice from the emergency services.
- All children, staff members and visitors will be made aware of their nearest exit point in case a threat is raised in their classroom.
- Children may be asked to hide or disperse if this will improve their safety.
- Depending on the reason for lockdown, movement may be permitted within the building, but this will be under the instruction and supervision of the HT/SLT/Admin staff or emergency services.
- In the event of an air pollution issue, air vents will be closed, where possible, as an additional precaution.
- Children will not be released to parents/carers during a lockdown or invacuation procedure.
- Calls to the school may not necessarily be answered during a lockdown or invacuation procedure.
- In order to ensure the effective implementation of the lockdown or invacuation procedure, a drill will be undertaken at least once a year.

Following an occurrence necessitating the lockdown or invacuation procedure, the following actions will be taken as soon as is reasonably practicable:

- A debriefing with staff and children will be delivered by the Headteacher
- Support will be sought where necessary, such as counselling
- Parents/carers and other stakeholders will be informed via letter
- The response to the crisis will be evaluated and procedures amended where necessary

Personal Emergency Evacuation Plan (PEEP)

- Where a member of staff, child 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 Endon Hall Primary & Nursery School to implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise.
- These plans 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, children with PEEPs in place will exit the premises using the same route as the rest of their class, unless otherwise stated within their plan.
- A PEEP 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, a 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.
- PEEPs will be set out in the format demonstrated in [Appendix B](#).

Fires

- In the event of a fire, Endon Hall Primary & Nursery School will invoke the evacuation procedure.
- Under no circumstances will entrances to the school and emergency exits be blocked or obstructed.
- Emergency lighting is installed and appropriately used where necessary.
- It is the responsibility of the Janitor to ensure that exits are clearly marked.
- The Headteacher is responsible for ensuring every room is equipped with the necessary fire safety equipment.
- The Headteacher will delegate the role of designated fire warden. This individual will undergo extra training.
- 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.

Bomb threats

- In the event of Endon Hall Primary & Nursery 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.
- Endon Hall Primary & Nursery School will act in accordance with the Bomb Threat Policy in order to ensure the welfare of children, 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.

Communication with parents/carers

- Arrangements and information regarding Endon Hall Primary & Nursery School's invacuation, lockdown, medical emergency and evacuation procedures will be routinely shared with parents/carers either via newsletter and/or the school website.
- In the event of any of the procedures taking place due to a real emergency, parents/carers will be informed of any developments as soon as is practicable.
- Parents/carers 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.
- Endon Hall Primary & Nursery School will contact parents/carers when it is safe for them to collect their child/ren.
- Whilst talking to parents/carers, 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 children.

Monitoring and review

This policy will be reviewed on an annual basis, or sooner, if statutory guidance is released before the review date, which is July 2019.

The review will be conducted by the Headteacher in collaboration with the Governing Board.

Appendix B – Personal Emergency Evacuation Plan

PEEP for a pupil at Endon Hall Primary & Nursery School

Child's Name: _____

Year group: _____

Awareness of procedure

_____ is informed of a fire evacuation by: (please tick relevant box)

Existing alarm system

Visual alarm system

Pager device

Other (please specify) _____

Designated assistance

The following people have been appointed to give assistance to in the event of an emergency:

Name of designated person: _____

Contact details of designated person: _____

Name of designated person: _____

Contact details of designated person: _____

Name of designated person: _____

Contact details of designated person: _____

Methods of assistance (e.g. transfer procedures, methods of guidance)

Equipment provided (including means of communication)

Personal evacuation procedure (a step-by-step account, from the first alarm sound)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Reviews:

Class Teacher's signature: _____

Headteacher signature: _____

Date: _____

Individual's name: _____

Parent/Carer signature: _____

Date: _____

ENDON HALL PRIMARY & NURSERY SCHOOL



LOCKDOWN or INVACUATION PROCEDURES

1. Signal the lockdown procedure with the school by pressing the button on the emergency alert system keypad
2. As soon as the alarm has been raised, inform the emergency services
3. Use mobile phones (if available) to communicate with the Headteacher/ Admin staff.
4. Keep children in their classrooms or guide them to the nearest room
5. Ensure you can account for all children and staff in your classroom
6. Notify the school office (if possible) of any children unaccounted for
7. Once everyone is inside, lock all doors (including internal doors), close windows, and make sure blinds are drawn shut
8. Make everyone aware of their nearest exit point
9. Increase protection by blocking off access points, turning off lights and ensuring everyone is away from windows and doors
10. Ask children and adults to sit on the floor, under a table, or against a wall
11. Stay inside until the 'all clear' signal has been given

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LOCKDOWN or INVACUATION PROCEDURES

1. When a lockdown is signalled, stay in your classroom
2. If you are in the school grounds, toilets, school hall or corridors, go to your 'safe' room or the nearest classroom
3. Remain calm and do not stop or go back for your belongings
4. Stay in the classroom – you may be told to sit on the floor, underneath a table or against a wall
5. Do not sit near doors or windows
6. Remain silent
7. Make sure you know where your nearest exit is
8. Listen carefully and follow instructions from staff
9. Do not leave the classroom until a member of staff says it is ok