

# Wenlock CE Academy



## Invacuation, Lockdown and Evacuation Procedure

Wenlock CE Academy is committed to safeguarding and promoting the welfare of our pupils and expects all staff, volunteers and visitors to uphold this commitment.

Date procedure last reviewed: \_\_\_\_\_

Signed by:

\_\_\_\_\_ Headteacher Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors Date: \_\_\_\_\_

Last Updated Spring 2025

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### Statement of Intent

The safety of pupils, staff members and visitors on the premises is paramount and Wenlock CE Academy (WCEA) 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 here aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

This procedure will be implemented alongside the school's Emergency Plan.

### The vision at Wenlock CE Academy (WCEA) is:

**'With God's love, we are lights for the world'**

With God's love in our hearts, we are eager to reach our goals and stretch our limitless imaginations to build our futures and create aspiring leaders. Everyone is welcomed and respected for their unique contributions as we flourish and grow. Our Christian values help us to keep safe, go above and beyond to build the foundations that shape our school.

Our school rules are clear and consistent in aspects of school life;

**Be Eager, Be Respectful, Be Safe**

### 1. Legal Framework

This procedure 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 (2023) 'School and college security'
- DfE (2022) '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'

This procedure operates in conjunction with the following school policies and procedures:

- Emergency Plan
- Health and Safety Policy
- Fire Evacuation Plan
- Personal Emergency Evacuation Plan (PEEP)
- Business Continuity Plan
- Security Risk Assessment

## 2. Definitions

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.

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.

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.

## 3. Roles and responsibilities

The governing board will be responsible for:

- Ensuring the school meets its responsibility to keep all pupils, staff and visitors safe.
- Familiarising itself with the school's protective security and preparedness plans.
- Monitoring the overall implementation of this policy.
- Reviewing this policy, in conjunction with the headteacher and health and safety coordinator, to ensure its effectiveness.

**The headteacher 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 procedure.
- Ensuring effective and rehearsed emergency procedures are in place at the school.
- Ensuring all staff members are aware of this procedure and receive training on the procedures.
- Ensuring all staff receive training following any changes to the school's emergency procedures.

**The health and safety coordinator/ office manager 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.

**The incident lead and incident lead deputies (SLT) 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.

**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.

**Office manager** will be responsible for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency.

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

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.

All members of staff will be responsible for acting in accordance with this procedure and associated procedures where required.

#### **4. Appropriate procedures**

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

When developing procedures, pupils and their specific needs will be considered to inform the most appropriate way to convey safety messages in a positive, age-appropriate and reassuring manner.

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

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
- Animal loose on the grounds

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

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

- An intruder on the school site

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

## **5. Implementing procedures**

When an incident occurs, the headteacher and health and safety coordinator 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.

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.

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.

## **National Emergency Alerts system**

If an alert via the national Emergency Alerts system is received, the headteacher will be alerted as soon as possible. The headteacher 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.

## **6. Communicating during an incident**

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

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.

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

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.

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.

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.

### **Communication with parents**

The school will promptly communicate to parents about incidents to reassure them that the situation is being handled. Parents will be instructed to stay away from the school site whilst the incident is ongoing.

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.

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**.

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.

Whilst talking to parents, the school will 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.

A selection of holding statements will be prepared in advance of an incident to be ready for issue dependent on the type of incident taking place.

## **7. Personal Emergency Evacuation Plan (PEEP)**

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.

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.

These plans will 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, 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.

For pupils with PEEPs in place, the school will also ensure that personal emergency response plans are made for all other security and safety related incidents.

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. Actions following incidents**

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.

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.

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

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 headteacher
- Support will be sought where necessary, for example, from counselling services
- Parents and other stakeholders will be informed **via Arbor/email**



- 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

### 9. Conducting practises

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

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 headteacher and the security lead and changes will be made to procedures if necessary.

Consideration will be given to pupils with SEND when conducting practises. PEEPs will be followed and amended if practices highlight issues implementing these plans.

### 10. 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.

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 headteacher and

### Individual staff member responsibilities

Staff Member	Responsibilities
Head Teacher	<ol style="list-style-type: none"> <li>1. Make Announcements. Announcements will be made via verbal instruction – walking around under the direction of the SLT for soft lockdown or alarm for hard lockdown</li> <li>2. See that the lockdown announcement is made. Announcements will be made via a verbal communication for soft lockdown and lockdown alarm system for hard lockdown.</li> <li>3. If the Police are not aware of the Lockdown <b>999</b> may be called if appropriate.</li> <li>4. During a soft lockdown, you may move about the facility as needed.</li> <li>5. During a hard lockdown go to the main office or a secondary location if the office is not safe. Lock the door and stay inside.</li> <li>6. To facilitate emergency communications locations should have hand held radios, outside phone lines and laptop/Chromebook.</li> </ol>

	<ol style="list-style-type: none"> <li>7. You should have your personal mobile phone, hand held radio, school keys, pens, paper and emergency contact lists with you.</li> <li>8. Consider silencing your mobile phone as the situation dictates. Turn down the volume on your walkie talkie and listen for any further instructions. Only broadcast from your walkie talkie if absolutely essential.</li> <li>9. Designate one person to relay information to emergency responders.</li> <li>10. View cameras (if available) and update emergency responders.</li> <li>11. Update emergency responders with pertinent information received from staff.</li> <li>12. Follow instructions from incident command.</li> <li>13. Ensure that announcements are made as directed or needed, relaying critical situational information.</li> <li>14. Notify and work with the Communications team to provide information to parents and the public with timely and pertinent information.</li> <li>15. Provide emergency responders with school keys.</li> <li>16. In the absence of the site agent, the head/business manager will secure all exterior doors</li> <li>17. In the absence of the site agent, the head/business manager will provide emergency responders with the school keys</li> <li>18. On Lockdown the Head will contact the Chair of governors or, if unavailable, the Vice chair of governors. They then meet if possible at St Annes, staying there, outside school, or as near as possible, as appropriate. Be available as Head or emergency services direct (and only that) to liaise with responders, parents, etc. And in communication (if essential) with a communications person. They inform rest of GB as possible When Lockdown is ended in school, they enter school and provide comfort, pastoral care, advice and support as appropriate, to Head, staff, children and families</li> </ol>
Office manager	<ol style="list-style-type: none"> <li>1. Notify Police and other emergency services (dependant on nature of incident).</li> <li>2. Notify any other on-site facilities of the security status.</li> <li>3. Whole School including the Kitchen and Lighthouse</li> <li>4. Crawley Green Infant school contact number - 01582 730624</li> <li>5. Crawley Green and Wenlock Pre School contact number - 01582 727651</li> <li>6. Notify the DSAMAT.</li> <li>7. If the school has pupils offsite e.g. Swimming, trips, the teacher should be contacted and instructed to remain at the location until notified that it is safe to return to school.</li> <li>8. Receive information from teachers and staff.</li> <li>9. Relay information to Incident Command.</li> <li>10. Receive written lockdown rolls/Information.</li> <li>11. Create and Update a missing pupils, teacher, and staff list.</li> <li>12. Arrange for food and water for pupils and staff as instructed.</li> <li>13. Arrange for transportation for pupils and staff, if needed and document who went where and at what time.</li> </ol>

Teachers/TA's	<p>1. Ground floor windows shall be closed and locked, with blinds and curtains closed and all obstructions removed.</p> <p>2. Lights will be turned off and pupils will be seated in an area that is least visible from the hallway door. Teachers and pupils should remain silent. Pupils and teachers must not leave the room for any reason.</p> <p>3. (Encourage children to read quietly to themselves). Pull down the blind to cover the window in the door</p> <p>4. Discourage personal calls and texts.</p> <p>5. All TV's, radios and other non-essential devices should be turned off.</p> <p>6. Do not open the door for anyone. Police or emergency services will have a key to the door for entry. Police or emergency services will "knock and announce" before entering the rooms in school.</p> <p>7. Do not react to class bells or fire alarms. Announcements will be made via email.</p> <p>8. All persons in portable classrooms will remain in the locked portable classrooms.</p> <p>9. Communication between the class teacher will be by email to the Headteacher and admin staff when possible <a href="mailto:admin@wenlockacademy.co.uk">admin@wenlockacademy.co.uk</a></p> <p>10. Responsible staff in the class will notify the office who is in attendance via email to <a href="mailto:admin@wenlockacademy.co.uk">admin@wenlockacademy.co.uk</a> including all children and adults present on the email and what room they are in, details of any missing pupils or additional pupils in their classroom. When emailing the names of children please provide both their forename and their surname.</p> <p>11. Follow the Red/Green card procedure: Place a green card under the doorway and in the exterior window if the situation in the classroom is stable. Place a red card under the doorway and in the exterior window if there is a problem in the classroom that needs a prioritised response. (The absence of any card will be treated as a red card).</p>

Alarm or signal for lockdown	Signal for all clear
<ul style="list-style-type: none"> <li>• Dedicated 'lockdown' alarm tone</li> <li>• Internal message systems email</li> </ul>	<p>When the lockdown is lifted by the Police or Headteacher, all doors will be unlocked by the Site Agent, Business Manager or SLT who will announce that the lockdown has now ended. Teachers must not unlock their classroom doors at any point, please wait for it to be unlocked externally.</p>
Lockdown drill checklist	

Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)	
Account for pupils, staff and visitors using registers	
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan	
Close blinds and curtains	
Turn off the lights, fans and/or mobile air conditioning units	
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows	
Stay as silent as possible – put any mobile phones on silent	
Make sure everyone is aware of an exit point in case an intruder gains access	
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services	
Place red/green card under the door and in the window	

Classroom Names	Room Numbers
Genesis	7
Omega	8
Solar	17
Lunar	27
Aviary	25
Aquarium	26
Arboreal	18
Stellar	28

Alina	10
Alpha	9
Aurora	19
Vesper	20
Creation room	21
Serenity room	1
Serenity room office	2
Main office	3
Head Teachers office	4
Spare room	5
SLT office	6
Kitchen	11
Intervention room hall	12
Assistant heads office	13
Site agents' office	14
Medical room	15
Deputy heads office	16
Staff room	22
Intervention room	23
Lighthouse 1	29
Lighthouse 2	30