SS Simon & Jude
Church of England Primary School

# Invacuation and Evacuation Policy

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| Document written by | Katie Jones |
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**‘I can do all things through him who strengthens me’**
**Philippians 4:13**

## Our Vision:

We strive to build a community which nurtures positive relationships that permeate through all aspects of life. A community where barriers do not define us, but instead offer opportunity for growth. No matter our background, through our faith, we will find the strength and courage to flourish as citizens of the future.

## Our Mission:

Empowering individuals to flourish together in the image of God.

## Our Values:



| Updates | | |
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| **Date** | **Page Number** | **Update** |
| Sept 25 | 6 | Legal Framework |
| Sept 25 | 6 | Roles and Responsibilities |
| Sept 25 | 10 | Communication during an incident |
| Apr 26 | | Updated roles linked to change in leadership structure |
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## Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and SS Simon and Jude CE Primary 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 the school will endeavour to take all reasonable actions to ensure the safety of pupils and visitors.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

This policy will be implemented alongside the school's 'Invacuation Procedure' and 'Evacuation Procedure'

## 1. Legal framework

This policy 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
- The Terrorism (Protection of Premises) Act 2025
- 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 (2025) 'Protective security and preparedness for education settings'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Invacuation Procedure
- Evacuation Procedure
- Fire Evacuation Plan
- Personal Emergency Evacuation Plan
- Business Continuity Plan

## 2. Definitions

The term **'invacuation'** refers to keeping everyone 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.

The term **'evacuation'** refers to the orderly removal of everyone from the school building; this can be as a result of a fire or other incident within the building.

## 3. Roles and responsibilities

The Local Advisory 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 executive headteacher and health and safety coordinator, to ensure its effectiveness.

The executive headteacher / head of school 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 policy.
- Ensuring effective and rehearsed emergency procedures are in place at the school.
- Ensuring all staff members are aware of this policy and receive training on the procedures.
- Ensuring all staff receive training following any changes to the school's emergency procedures.
- Appointing a security lead who will also act as the incident lead when incidents occur.
- Appointing deputy incident leads to cover the absence of the first incident lead.
- Organising security preparedness and awareness training, including training on the RUN HIDE TELL principles.
- Acting as the responsible person for the control of the premises or events taking place on the school premises.
- Notifying the Security Industry Authority (SIA) when they assume or relinquish control of the premises.
- Establishing the appropriate evacuation, invacuation, lockdown and communication protocols.

The executive headteacher / head of school will also assume the role of security lead and 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 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.
- Helping individuals to remain calm during an incident, particularly younger pupils.
- Responding appropriately to, and having appropriate emergency procedures for, any safety concerns, e.g. people reported missing.
- 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 executive headteacher / head of school or the senior leadership team.
- Supporting the executive headteacher / head of school 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.

Katie Jones / Jill Ashmore (or in their absence a member of the senior leadership team) 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.

## 4. Appropriate procedures

The executive headteacher 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

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 incident leader 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 incident leader will decide on what procedure should be implemented taking into account the circumstances of the situation.

## 5. Implementing procedures

When an incident occurs, the incident leader will decide 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 these procedures are made available to staff and visitors via the school office. They are also shared with the staff at the start of the academic year through the 'MyActivity' section on MySam.

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. Evacuation and invacuation reports will be completed and shared with all staff and the Local Advisory Board.

### National Emergency Alerts system

The school will ensure at least one school-owned mobile device is compatible with receiving alerts from the national Emergency Alerts system. This device will always be switched on and will always be in possession of a member of staff.

If an alert via the national Emergency Alerts system is received, the executive headteacher / head of school 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. RUN HIDE TELL

All staff will be able to make informed choices when faced with a terrorist incident. Staff members will receive training on, and will familiarise themselves with the RUN HIDE TELL principles and will use these principles in conjunction with their knowledge of the school site.

For pupils and staff members with SEND, the school will adjust the generic plan to consider the impact of disability and plan holding areas if necessary.

When following the HIDE principles, the incident lead will also activate the school's lockdown procedures.

## 7. Communicating during an incident

Procedures will be planned and communicated to all those who need to be aware of them 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.

The school will inform parents when an emergency procedure has been practised. This will be communicated via the school's newsletter. 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 Arbor app for parents.

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.

### Mobile phone use

During an incident, staff will be instructed **not to use mobile phones** unless directed by the incident lead.
This is to:

- Prevent the spread of misinformation.
- Avoid unnecessary panic.
- Ensure that emergency communication lines remain clear.
- Help safeguard pupil safety by not disclosing locations or sensitive details.

The school will include this guidance in staff induction meetings.

### Social media use

Staff and pupils will be instructed to refrain from posting on social media during an incident. Guidance will include:

- Not sharing any information, images or speculation about the incident.
- Waiting for official communications before commenting.
- Being mindful of the impact on other members of the school community, including families and staff.

Every effort will be taken to maintain the integrity of the incident response, protect personal privacy, and prevent the circulation of unverified or harmful information.

## 8. 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 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.

## 9. 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.

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 incident leader.
- Support will be sought where necessary, for example, from counselling services.
- Parents and other stakeholders will be informed if appropriate.
- 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.

## 10. Conducting practices

Practices of each emergency procedure will be conducted at least termly. Before a practice takes place, staff and pupils will be informed that this is happening.

During a practice, all pupils and staff will be expected to follow the relevant procedure. Any issues or concerns that arise from the practice will be considered by the executive headteacher and changes will be made to procedures if necessary.

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

## 11. Monitoring and review

All the procedures outlined in this policy will be tested at least termly.

This policy will be reviewed on an annual basis, or sooner if statutory guidance is released before the review date. The next scheduled review date is July 2027.

This policy will also be reviewed and evaluated following any incidents which require it to be activated.

The review will be conducted by the executive headteacher, senior leaders and in collaboration with the Local Advisory Board.