

***“A unique family working together to be the best”***

**Forest Lodge Community Primary School**



# **Invacuation Policy**

# FOREST LODGE COMMUNITY PRIMARY SCHOOL

## INVACUATION PROCEDURES

### INVACUATION / LOCK DOWN / LOCK IN

#### Rationale

This policy is in place to support the procedure to combat a threat to children and staff which may occur whilst they are outside the school building, but within the school grounds.

This policy sets out the school's response to such an emergency but recognises that it is impossible to legislate for every possible scenario so as to protect 100% of the time. The policy, therefore will be kept under constant review to reflect changing circumstances and experience.

This policy applies at all times of the day and is shared with all members of staff.

#### Calmness is the key

It is vital that the policy and its implementation, does not lead to a panic mentality. Children should be encouraged to treat any emergency with the utmost calm and follow the guidelines with common sense. They need to be taught how to respond through practice as well as through talk.

#### Threats

There are a number of possible situations that could be seen as a threat and therefore demand a response. For example

1. An animal wandering into the school grounds
2. A stranger (adult/youth) who enters or attempts to enter the school grounds.
3. An object thrown into the school grounds from outside.
4. The collapse of a tree, wall or fence etc.

What to do when the invacuation siren sounds during lesson time.

Teachers/Student

Quickly, calmly and quietly:

Ensure all students remain in their supervised building or room

Ensure that windows are closed.

Doors where possible are to be locked so that they cannot be opened from the outside, whilst ensuring the group inside can evacuate, should they be threatened by anyone in the room.

Blinds and curtains that are available are to be drawn.

Students should be directed to stay quiet, calm and sit on the floor, out of sight of windows, where possible.

If the group is outside, they are to move to the nearest available classroom.

Staff in charge are to check that all students are present/accounted for and are to make note of students who are missing from the class.

Non-teaching Staff

Quickly, calmly and quietly:

Ensure all staff remain in their building or office

Ensure that windows are closed.

Doors are to be locked where possible so that they cannot be opened from the outside, whilst ensuring the people inside can evacuate, should they be threatened by anyone in the room.

Blinds and curtains that are available are to be drawn.

Staff should be directed to stay quiet, calm and sit on the floor, out of sight of windows, where possible.

If the staff member is outside, they are to move to the nearest available room.

What to do when the invacuation siren sounds before/after school or during break

Times or lunchtimes

Staff/Students who are in the school grounds

Quickly, calmly and quietly:

Move to the nearest classroom immediately.

Ensure that windows are closed.

Doors are to be locked where possible so that they cannot be opened from the outside, whilst ensuring the group inside can evacuate, should they be threatened by anyone in the room.

Air conditioning units are to be switched off.

Blinds and curtains that are available are to be drawn.

Students to stay quiet, calm and sit on the floor, out of sight of windows where possible.

It is important that staff **DO NOT** make contact with intruders in any way

## FOREST LODGE COMMUNITY PRIMARY SCHOOL

### INVACUATION PROCEDURES AT PLAYTIMES / LUNCH TIMES AND OUTDOOR SPORTS

IN CASE OF HAZARDOUS GASES, TOXIC FUMES, A STRANGER OR STRAY ANIMAL (i.e. DOG OR FOX) GETS INTO SCHOOL OR ON THE PLAYGROUND/FIELD

- > On seeing the risk one member of staff to blow whistle continually.
- > Contact Headteacher immediately
- > Office to phone 999
- > All other staff to escort the children into the building by the nearest door, calmly and without panicking them.
- > Two members of staff to confront the unfamiliar person/animal and send an older child to fetch help.
- > IF PERSON/ANIMAL IS HOSTILE DO NOT PUT YOURSELF IN DANGER GET HELP.
- > Proceed to classrooms and keep children calm.
- > Check all the children are registered.
- > Wait for the all clear to be given by the Head Teacher.

DO NOT GO BACK OUTSIDE UNTIL THE DANGER HAS DISAPPEARED