WATTON WESTFIELD INFANT & NURSERY

WATTON JUNIOR

'A Community of Ambition, Creativity and Kindness'

Lockdown, Invacuation and Evacuation policy and procedures

This policy will be reviewed in full by the Governing Body on an annual basis.

Reviewed By	Local Governing Body
Meeting at which policy was reviewed and approved	March 2026
Next Review Date	Spring 2027

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1.0 Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and the Watton Federation of Schools takes their 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 our Watton Federation of Schools will endeavour to take all reasonable actions in order to ensure the safety of pupils.

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.

2.0 Legal framework

2.1 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
- Terrorism (Protection of Premises) Act 2025

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

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2022) 'Emergency planning and response'
- DfE (2014) 'Fire safety in new and existing school buildings'
- Home Office (2025) Terrorism (protection of premises) Act 2025: Standard duty requirements fact sheet
- ProtectUK 'Protective Security Advice and Guidance'

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

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

3.0 Definitions

3.1 An **'evacuation'** is 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.

3.2 The term **'invacuation'** refers to the process of making staff members aware of an emergency and moving pupils, staff members and visitors to the most sheltered areas within the building. This procedure is employed if moving outside would increase the risk of harm to people, e.g. toxic fumes in the air.

3.3 **'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.

4.0 Roles and responsibilities

4.1 Staff members will act in accordance with the school's Invacuation, Lockdown and Evacuation Policy at all times.

4.2 It is the Executive Headteacher's responsibility as the schools' named 'Responsible Person', to ensure effective and rehearsed emergency procedures are in place at our Watton Federation of Schools.

4.3 The Executive Headteacher is responsible for ensuring that all staff members are aware of the policy and have a copy to access.

4.4 It is the responsibility of the Executive Headteacher to ensure that new staff members are trained in implementing all of the emergency procedures.

4.5 The Executive Headteacher is responsible for recording all evacuation procedures, including drills and practices, in the Evacuation Record Log (appendix A).

4.6 The Executive Headteacher is responsible for ensuring procedures are understood by all staff members.

4.7 The Executive Headteacher is responsible for raising the alarm of an emergency and will delegate this duty to a designated member of staff to carry out when they are not present at the school.

4.8 The responsibility of informing the relevant external services, such as the police, in the event of an emergency is delegated to a member of the office staff.

4.9 All staff members are responsible for ensuring pupils, fellow staff members and visitors remain as safe as possible whilst on the school premises.

4.10 It is the responsibility of all staff members to ensure that registers are accurately taken and the names of missing pupils are immediately reported to the office or Executive Headteacher as applicable.

4.11 Staff members will inform the Executive Headteacher or school office of any pupils missing from the classroom when the alarm was raised.

4.12 All staff members are responsible for maintaining an orderly manner and encouraging pupils to stay calm during emergency procedures.

4.13 The Trustee for Health and Safety is responsible for ensuring that emergency exits are clearly signposted.

4.14 It is the responsibility of school office staff to provide the emergency services with copies of the site plan.

4.15 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.

4.16 The school office staff will continuously monitor the situation and keep both the emergency services and fellow colleagues up to date.

5.0 Invacuation procedure

5.1 The aim of the invacuation procedure is to protect lives by keeping people inside away from perceived danger. This procedure will be used in the event of armed intrusion, chemical spillages and air pollution.

5.2 The warning siren for invacuation procedure is the sound of the air horn in a long continuous burst at Watton Westfield and to use the electronic bell at WJS. The air horn is kept in the main school office / classroom blocks for SLT to use.

5.3 The Executive Headteacher/SLT will sound the alarm as soon as a concern has been raised.

5.4 Staff members will keep in contact using internal phones or mobile phones in order to inform each other of any problems experienced while carrying out the procedure, e.g. missing pupils.

5.5 Throughout the procedure, the Executive Headteacher or another designated member of staff, will continuously keep other staff members updated, where possible, using internal phones or mobile phones. During an invacuation, pupils, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building.

5.6 If staff are in buildings adjacent to where pupils or other staff members are outside, they will signal to the class to come inside immediately.

5.7 When all personnel are inside, doors and windows are to be securely locked.

5.8 Main entrances into the school site will be locked if necessary.

5.9 Prior to the procedure, the Executive Headteacher or a delegated member of staff will identify designated ‘safe rooms’ throughout the school building, which all staff members will be made aware of.

5.10 The schools' designated 'safe rooms' are as follows:

School	Designated room(s)	Designated staff member for that room
Watton Westfield	KS1 Classrooms EYFS/Nursery classrooms or Hall if safe	SLT/DSLs
Watton Junior School	Classrooms or Lunch hall if safe	SLT/DSLs

5.11 Each class is guided towards their designated 'safe room' by their classroom teacher ensuring that all pupils, staff members and visitors are accounted for.

5.12 When the invacuation procedure occurs during lunchtime, or a lesson change over, all staff members will guide pupils towards the nearest designated 'safe room'. **This will be the nearest building that is safe to access and not necessarily the classroom that pupils are assigned to.**

5.13 Staff members will instruct pupils to stay away from the windows and doors.

5.14 Where necessary, pupils will be informed to lie or sit on the floor.

5.15 Pupils and staff members are to remain in their designated rooms/positions until told to do so by the emergency services, or the Executive Headteacher has given an announcement to declare the risk has gone.

5.16 When the invacuation procedure has finished, pupils will return to their timetabled classroom where a register will be taken.

5.17 Throughout the invacuation procedure, the school office will keep in contact with the emergency services, ensuring the procedure is being implemented correctly.

5.18 Following an occurrence necessitating the invacuation procedure, the following actions will be taken:

5.19 A follow up talk with staff members and pupils will be delivered by the Executive Headteacher or Deputy Headteacher

5.20 Support will be sought where necessary, such as counsellors

5.21 Parents/carers and other stakeholders will be informed via letter

5.22 The response to the crisis will be evaluated and procedures amended where necessary

6.0 Lockdown procedure

6.1 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 pupils, staff members and visitors.

6.2 The Executive Headteacher will ensure that all staff members understand when and how this procedure will be implemented.

6.3 Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.

6.4 The Executive Headteacher (or Head of School / Deputy Headteacher with delegated responsibility) will take all factors into consideration when deciding whether to partially or fully lockdown the school. Where possible, advice will be sought from the emergency services.

6.5 The partial lockdown procedure is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:

- A local risk of air pollution
- A civil disturbance in the local community with the potential to pose a risk to the school

The full lockdown procedure will be used in the event of, but not limited to, the following:

- 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

6.6 The signal given for staff members to implement the lockdown procedure is a **continuous a long continuous blast of the air horn** and **a whole school internal phone broadcast** at Watton Westfield and the **electronic bell** and **whole school internal phone broadcast** at Watton Junior School.

6.7 Internal phones or mobile phones will be used to make staff members aware of the incident that has occurred and inform them of the type of lockdown procedure which is to be implemented.

6.8 Lines of communication between staff members will be kept open through the use of Internal phones or mobile phones; however, unnecessary calls to the school office will not be made as this could delay important communication.

6.9 As soon as the alarm has been raised, the school office staff will ensure that the relevant emergency services are informed and kept up to date with the situation.

6.10 In the event of one of the schools implementing the lockdown procedure, pupils will be instructed to remain in their classroom, or will be guided to their nearest safe room.

6.11 Staff members will ensure that the toilets, canteen and playgrounds are cleared of all pupils, staff members and visitors.

6.12 Pupils who are outside the school, or not in classrooms, will be led inside as quickly as possible, unless this will endanger them and others.

6.13 If staff members and pupils remain outside during the implementation of a full lockdown, they will hide in the safest area until the emergency services have arrived.

6.14 The assigned classroom adults are responsible for the pupils within their classroom. If lockdown is initiated outside of class teaching time, pupils being supervised within an area of the site become the responsibility of the supervising adults.

6.15 When all personnel and pupils are inside, doors and windows are to be securely locked, including fire doors, external doors and internal doors.

6.16 Classroom teachers will conduct a register or headcount. Staff will notify the school office immediately of any pupils not accounted for via internal phones or mobile phones, and an immediate search will be instigated, where appropriate.

6.17 Once all personnel and pupils are inside, the Senior Leadership Team (SLT) will conduct an on-going and dynamic risk assessment based on advice from the emergency services.

6.18 All pupils, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.

6.19 Pupils may be asked to hide or disperse if this will improve their safety.

6.20 Pupils are instructed to take cover under their tables where possible.

6.21 In the event of a partial lockdown, movement may be permitted within the building, dependent upon the circumstances, but this will be supervised by a designated staff member for each block.

6.22 In the event of an air pollution issue, ventilation will be restricted, where possible, as an additional precaution.

6.23 In the event of a full lockdown, staff will implement the 'Run, Hide, Tell' principles:

- RUN to a place of safety if there is a safe route
- HIDE if you cannot run; turn phones to silent and move away from doors
- TELL the police by calling 999 as soon as it is safe to do so

6.24 Once all pupils have been accounted for, the following actions will be carried out by staff members in order to increase protection:

- Blocking off access points by moving furniture to obstruct doorways etc.
- Drawing all curtains and blinds
- Turning off all lights and electronical monitors expressing light
- Instructing all pupils to either sit on the floor, under a table or against a wall
- Ensuring all people are kept out of sight and away from windows or doors

6.25 All personnel will remain inside until an 'all clear' signal has been given, either via internal phones, mobile phones or by the SLT, or unless told to evacuate by the emergency services.

6.26 If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.

6.27 Parents/carers will be notified as soon as it is practicable to do so via the text messaging server, and Parent messaging app as a backup communication system.

6.28 Pupils will not be released to parents/carers during a lockdown.

6.29 If it is necessary to evacuate the building, a continuous ring of the fire alarm will be sounded.

6.30 In order to ensure the effective implementation of the lockdown procedure, it will be discussed annually at INSET

6.31 At least one lockdown drill will be completed annually in each of the Watton Federation schools

7.0 Evacuation procedure

7.1 Watton Federation of Schools will carry out evacuation drills at least **once** a term in order to ensure pupils and staff members fully understand what is involved in the procedure and that it is implemented effectively.

7.2 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.

7.3 All staff members will have a copy of the evacuation procedure and clear instructions regarding the fire evacuation procedure will be displayed in every classroom.

7.4 New staff members are advised of evacuation procedures as part of their induction training.

7.5 The designated fire warden for the schools is the Executive Headteacher, who will designate additional fire wardens across each site

7.6 The Watton Federation of Schools have undertaken the appropriate fire awareness and fire warden training that meets the fire authority's regulations.

7.7 The Executive Headteacher will ensure that all staff members are aware of the designated evacuation points to the fire assembly point.

7.8 The staff and children will evacuate via the safest route through the fire exits.

7.9 The signal for the evacuation procedure to be implemented is the continuous sound of the fire alarm.

7.10 When the alarm is sounded, pupils and visitors will immediately stop what they are doing, stand still and wait for further instructions to be given by a staff member.

7.11 Staff members will direct pupils to the nearest or safest exit.

7.12 It is staff members' responsibility to ensure that exits are never obstructed or blocked.

7.13 Staff members will ensure that there are no pupils left in the toilets, changing rooms, corridors or school hall, etc.

7.14 Pupils will walk in an orderly and quiet manner to the designated assembly point.

7.15 Staff members will be aware of any pupils under their care who have a Personal Emergency Evacuation Plan (PEEP).

7.16 When pupils are lined up in their classes at their designated assembly point a register and headcount will be taken.

7.17 Any missing pupil, staff member or visitor will be reported to the designated fire warden, detailing their name, the date/time and where they were last seen, and any other relevant information about the person, e.g. any medical conditions.

7.18 Missing personnel and pupils will be immediately searched for if it is safe to do so.

7.19 Under no circumstances will any staff member, pupil or visitor re-enter the building during the evacuation procedure, unless the 'all clear' is given by the Executive Headteacher, Head of School or Deputy Headteacher, or emergency services.

7.20 The Executive Headteacher (or delegated senior leader) or the school office staff will call the emergency services as soon as the alarm is raised, and they have safely exited the building.

7.21 Emergency details are kept online and can be accessed off the premises from a nearby the school.

7.22 If required, parents/carers will be contacted in order to collect their children. This will be done using the school's text messaging server.

7.23 All evacuations will be recorded using the Evacuation Record Log (Appendix A) or Fire Drill Log (See file in office)

7.24 If it is deemed unsafe to evacuate to the designated assembly point with the school grounds, the each school will evacuate to the other school's field's assembly point,

7:25 In the event that re-entry to a school's buildings is not possible, pupils, staff and visitors will be sheltered in the other school's site whilst longer-term arrangements are made.

8.0 Personal Emergency Evacuation Plan (PEEP)

8.1 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.

8.2 The purpose of a PEEP is to enable The Watton Federation of Schools **to** implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise.

8.3 These plans ensure that no one is discriminated against, or treated less favourably, in the event of an emergency.

8.4 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

8.5 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.

8.6 A PEEP will be reviewed on an annual basis in order to ensure that the most up-to-date information is available.

8.7 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.

8.8 The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.

8.9 PEEPs will be set out in the format demonstrated in Appendix B.

9.0 Fires

9.1 In the event of a fire, the Watton Federation of Schools will invoke the evacuation procedure.

9.2 Under no circumstances will entrances to the school and emergency exits be blocked or obstructed.

9.3 Emergency lighting will be installed and appropriately used where necessary.

9.4 It is the responsibility of the Trustee for Health and Safety to ensure that exits are clearly marked.

9.5 The site manager is responsible for ensuring every room is equipped with the necessary fire safety equipment.

9.6 All staff members will act as 'fire wardens' in the event of a fire.

9.7 The Executive Headteacher and Deputy Headteacher have the delegated role of designated fire wardens. They will undergo extra training and will take a lead role in the evacuation of the building.

9.8 If an evacuation procedure, or similar, is implemented due to the risk of a fire, these events will be recorded in the Fire Record Log.

10.0 Bomb threats

10.1 In the event of the Watton Federation of Schools or nearby areas receiving a bomb threat, the Executive Headteacher will decide which procedure to use by taking into consideration which poses the least risk.

10.2 The school will immediately contact the emergency services after receiving a threat and will carefully follow their instructions.

10.3 The emergency services will still be contacted if the threat is believed to be a hoax.

11.0 Communication with parents/carers

11.1 Arrangements and information regarding the Watton Federation of Schools' invacuation, lockdown and evacuation procedures will be routinely shared with parents/carers either via newsletter or the school website.

11.2 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.

11.3 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.

11.4 The Watton Federation of Schools will contact parents/carers when it is safe for them to collect their child.

11.5 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 pupils.

12.0 Monitoring and review

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

12.2 The review will be conducted by the Executive Headteacher in collaboration with the Governors of the Watton Federation of Schools.

Appendix 1: Evacuation Record Log (for fire drill see Fire Evacuation Log)

Date and time of evacuation	Reason for evacuation	Confirmation of taking registers	Time it took to evacuate	Problems which delayed the evacuation	Further actions to improve the procedure	Any other relevant information
EXAMPLE: 25/06/2016 10:20am	Fire drill	Signed by headteacher	18 minutes	Confusion amongst the EYFS class	EYFS pupils will undergo further drills as practice	None

Appendix 2: Evaluation post-lockdown, invacuation or evacuation

Event type (tick)		*Reason*	
Invacuation	☐	Drill	☐
Evacuation	☐	Emergency	☐
Lockdown	☐	Accidental	☐
Date			
Details			
Evaluation			

Necessary Actions			
Action	*Person responsible*	*Date by*	*Completed (tick)*
			☐
			☐
			☐
			☐

Appendix 3: Personal Emergency Evacuation Plan

PEEP for a pupil at name of school

This section is to be completed by the **teacher** or SENDCo. If the individual has classes in more than one building, it may be necessary to prepare a separate PEEP for each building.

Name: _____

Form and year group: _____

Building: _____

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 **name of individual** 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

Teacher/ SENDCO name: _____

Teacher/ SENDCO signature: _____

Date: _____

Individual's name: _____

Individual's signature: _____

Date: _____