



BCS Policy:

Invacuation, Lockdown & Evacuation

Date: September 2026

INTRODUCTION

The safety of students, staff members and visitors on the premises is paramount and The Branch Christian School 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 The Branch Christian School will endeavour to take all reasonable actions in order to ensure the safety of students.

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

LEGALITIES

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
- Critical Incident Policy
- Fire Evacuation Plan
- Personal Emergency Evacuation Plan

DEFINITIONS

Evacuation: the orderly removal of students, staff members and visitors from the school building; this can be as a result of a fire or other incident within the building.

Invacuation: the process of making staff members aware of an emergency and moving students, 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.

Lockdown: 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.

ROLES AND RESPONSIBILITIES

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

It is the Headteacher's responsibility to ensure effective and rehearsed emergency procedures are in place at the school.

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

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

The Headteacher is responsible for recording all evacuation procedures, including drills and practices, in the **Invacuation Record Log** (*Appendix A*).

The Trustees/Governors are responsible for ensuring procedures are understood by all staff members within their department.

The Headteacher is responsible for raising the alarm in an emergency and will delegate this duty to the school administrator to carry out when she is not present at the school.

The responsibility of informing the relevant external services, such as the police, in the event of an emergency is delegated to the school administrator.

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

It is the responsibility of all staff members to ensure that registers are accurately taken and the names of missing students are immediately reported to the school administrator or Headteacher.

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

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

The school administrator is responsible for ensuring that emergency exits are clearly signposted.

It is the responsibility of the school administrator to provide the emergency services with copies of the site plan.

The school administrator is 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.

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

INVACUATION PROCEDURE

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.

The warning system is our fire alarm system for external evacuation but if it is an invacuation the alarm should be three sharp whistle blows which will inform senior leaders/staff informing colleagues to prepare for an internal invacuation or lockdown.

The senior member of staff who suspects a concern will sound the alarm as soon as they have reason to suspect that there is a danger to pupils and staff and as appropriate to each situation should the external route be considered the best option.

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

Throughout the procedure, the Headteacher, or another designated member of staff, will continuously keep other staff members updated, where possible, using mobile phones.

During an invacuation, students, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building.

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

The school's designated 'safe rooms' are the tower store area, health room, pre-school area, upper storeroom or kitchen. All staff members should be aware of these areas.

Each Learning Centre is guided towards their designated 'safe room' by their supervisor, ensuring that all students, staff members and visitors are accounted for.

When the invacuation procedure occurs during lunchtime, or a lesson change over, all staff members will guide students towards the nearest designated 'safe room'.

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

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

Students and staff members 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 invacuation procedure has finished, students will return to their timetabled Learning Centre where a register will be taken.

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

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

- A follow up talk with staff members and students will be delivered by the Headteacher.
- Support will be sought where necessary, such as counsellors.
- Parents/carers and other stakeholders will be informed via email.
- The response to the crisis will be evaluated and procedures amended where necessary.

LOCKDOWN PROCEDURE

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 students, staff members and visitors.

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

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

The Headteacher 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.

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

The signal given for staff members to implement the lockdown procedure will be sent round by a member of staff.

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.

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

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

In the event of the school implementing the lockdown procedure, students will be instructed to remain in their Learning Centre or will be guided to the nearest room.

Staff members will ensure that the toilets, playgrounds and other general areas are cleared of all students, staff members and visitors.

Students who are outside the school, or not in Learning Centres, will be led inside as quickly as possible, unless this will endanger them and others.

If staff members and students remain outside during the implementation of a full lockdown, they will hide in the designated safe area (on the grounds in the bushes) until the emergency services have arrived.

Supervisors are responsible for the students within their Learning Centre.

When all personnel and students are inside, doors are to be securely locked, including fire doors, external doors and internal doors, and windows firmly closed.

Supervisors or senior leaders will conduct a register or headcount. Staff will notify the school administrator immediately of any students not accounted for via mobile phone, and an immediate search will be instigated, where appropriate.

Once all personnel and students are inside, Headteacher and Trustees/Governors will conduct an on-going and dynamic risk assessment based on advice from the emergency services.

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

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

Students will be instructed to take cover under their offices where possible.

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 staff member.

In the event of a full lockdown

Once all students 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.
- Turning off all lights and electronical monitors expressing light
- Instructing all students to either sit on the floor, under a table or office, or against a wall
- Ensuring all people are kept out of sight and away from windows or doors

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

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

Parents/carers will be notified as soon as it is practicable to do so via text messaging.

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

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

In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken at least once a year.

EVACUATION PROCEDURE

The Branch Christian School will carry out evacuation drills at least once a year in order to ensure students 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 have a copy 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 Miss Bailey.

The Branch Christian School has undertaken the appropriate fire awareness training that meets the fire authority's regulations.

The Branch Christian School will ensure that all staff members are aware of the designated evacuation points.

The designated evacuation points are the front door and/or the back door.

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

When the alarm is sounded, students 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 students to the nearest or safest exit.

It is the school administrator's responsibility to ensure that exits are never obstructed or blocked.

Staff members will ensure that there are no students left in the toilets, kitchen, health room, etc.

Students will walk in an orderly and quiet manner to the designated evacuation point.

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

When students are lined up at their designated evacuation points a register and headcount will be taken.

Any missing student, 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.

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

Under no circumstances will any staff member, student or visitor re-enter the building during the evacuation procedure, unless the 'all clear' is given by the Headteacher, school administrator or emergency services.

The school administrator will call the emergency services as soon as the alarm is raised and they have safely exited the building.

An **emergency evacuation pack** is kept in the health room, which contains a first aid kit, and the mobile phone. Each child's emergency contact details are kept in the school office.

If required, parents/carers will be contacted in order to collect their children. This will be done using text messaging.

All evacuations will be recorded using the **Evacuation Record Log** or equivalent form ([Appendix A](#)).

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

If disabled or sensory-impaired people join the school, whether staff or students, we would form a PEEP according to their needs to assist with escaping from fire. It may be necessary for staff to be trained in the correct procedures to cope with this eventuality. Advice on the specific needs of disabled and sensory-impaired people would be obtained from organisations representing the various groups if necessary. We would take into account those who may need assistance to escape, e.g. by having adequate staffing levels in premises providing treatment or care.

FIRES

In the event of a fire, The Branch Christian School will invoke the evacuation procedure.

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

Emergency lighting will be appropriately used where necessary.

It is the responsibility of Mr J Holt to ensure that exits are clearly marked.

Mr J Holt is responsible for ensuring every room is equipped with the necessary fire safety equipment.

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

The Headteacher will delegate the role of **designated fire warden**. This individual will undergo extra training and will take a lead role in the evacuation of the building.

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 the 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.

The school will act in order to ensure the welfare of students, 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 the school's invacuation, lockdown and evacuation procedures will be routinely shared with parents/carers either via newsletter or the school website or both.

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.

The school will contact parents/carers when it is safe for them to collect their child.

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 students.

MONITORING AND REVIEW

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

The review will be conducted by the Headteacher in collaboration with the Trustees/Governors.

Policy Review Information:

Review date	Changes made	By whom	Date of next review
July 2020	Policy created.	Mrs J Holt	July 2023
July 2020	None	Mr S Hodgson	July 2023
July 2023		Mrs JE Holt	July 2026

		Mr J Holt	
September 2026	Minor room alterations	Mrs J E Holt Mr J Holt	September 2027

Appendix A – Evacuation/ Invacuation Record Log

DATE AND TIME OF EVACUATION	REASON FOR EVACUATION	CONFIRMATION OF REGISTERS BEING TAKEN	TIME IT TOOK TO EVACUATE	PROBLEMS WHICH CAUSED DELAYS	FURTHER ACTIONS REQUIRED TO IMPROVE THE PROCEDURE	ANY OTHER RELEVANT INFORMATION