



Invacuation, Lockdown and Evacuation Policy/Procedure

Written by	Adopted by Governing Body	Review Date
K Curtis/K Smith	Autumn 2026	Autumn 2027

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1. Introduction

Statement of Intent

Riverview Family of Schools (The Federation) recognises the potentially serious risk to children, staff and visitors in emergency or harmful situations. The safety of pupils, staff members and visitors on the premises is paramount and The Federation takes its duty to protect the wellbeing and welfare of these people very seriously.

The main priority is to prevent an emergency from occurring; 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.

An emergency response may be activated by any number of situations, but some of the more typical might be:

- An intruder/unauthorised person(s) considered dangerous on the school site
- Instances where staff, students, volunteers or visitors from within the setting become a threat to the wellbeing of others
- Domestic breakdowns where estranged parties attempt to abduct children
- A reported incident/civil disturbance in the local community with the potential to pose a risk to pupils and staff in the school
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants
- A major fire in the vicinity of the school

In the event of an emergency situation it is important for staff to:

- remain calm
- reassure pupils in their care
- remind pupils to follow the instructions given to them

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. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance.

The policy operates in conjunction with the following Federation policies/procedures:

- Emergency Plan
- Health and Safety Policy
- Bomb Threat Policy
- Full Lockdown Procedure
- Partial Lockdown Procedure
- Invacuation Procedure
- Evacuation Procedure
- Fire Evacuation Plan
- Personal Emergency Evacuation Plan
- Business Continuity Plan
- School Security Policy
- Security Risk Assessment

3. Types of lockdown

The level of lockdown may vary depending on the type of incident.

3.1 Invacuation

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.

During an invacuation, staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching and work can continue as usual. This may be because of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be because of a warning being received regarding the risk of air pollution etc.

Immediate action to take in the event of an invacuation:

- All outside activity ceases immediately, pupils and staff return to the building
- All staff and pupils remain in the building and external doors and windows are closed
- Free movement may be permitted within the building dependent upon circumstance
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating, and air conditioning systems should be closed or turned off. Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants
- Staff should await further instructions

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.

Invacuation may also be a precautionary measure, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Advice will be sought from Emergency Services as to the best course of action in respect of the prevailing threat.

Appendix A - Invacuation Procedure

3.2 Lockdown

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.

This signifies an immediate threat to the school and may be an escalation of an invacuation. The aim of a lockdown is for the school and its rooms to appear empty.

Immediate action to take in the event of a lockdown:

- All pupils/staff stay in their classroom or move to the nearest classroom. If there are any students on the corridor they are to be called into the nearest classroom to shelter in place throughout the lockdown
- Any pupils being educated in the grounds of the school are to move to the nearest classroom or area of safety (sports hall/sports village)
- If they are on the further part of the school field they are to go to a neighbouring property and seek help

- Only pupils/staff in the hall are to move to the drama studio via the doors at the back of the stage
- Admin staff to exit the main reception area and get to the nearest point of safety
- Other office staff should remain in their offices
- Once inside the classroom/office, staff are to:
 - secure/lock the classroom doors,
 - advise the pupils to remain out of sight and where possible in a location that would protect them i.e. on the floor, under tables, away from windows and doors,
 - close all vents/windows
 - close all blinds,
 - put tables in front of the classroom door as a barricade,
 - turn off the lights, smartboard and other light sources,
 - make sure mobile phones are on silent,
- External doors closed
- Staff should await further instructions
- DO NOT open the door until the 'all clear' is announced

Staff and pupils remain in lockdown until it has been lifted by a senior member of staff/Emergency Services. At any point during the lockdown, the fire alarm may sound, which isn't necessarily a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

Appendix B - Full Lockdown Flowchart

3.3 Evacuation

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.

Immediate action to take in the event of an evacuation:

- On hearing the fire alarm all staff, students and visitors are to calmly exit the building via the nearest emergency exit
- Persons who need assistance to exit the building are to proceed to the nearest refuge point and call for assistance via the intercom
- The lift is not to be used during an evacuation. If a person is in the lift when the fire alarm is activated, they are to continue to their chosen floor and then exit via the nearest fire exit.
- All persons are to meet at the assembly point on the front courts where a register will be taken
- Once the all clear has been given, only then will persons be allowed to re-enter the building

4. 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 Head Teacher and Health and Safety Coordinator, to ensure its effectiveness.

The Federation Lead/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 Security Lead 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/carers about incidents
- Leading any responses to media interest
- Managing resources effectively, including consideration for the wellbeing of staff, pupils, visitors 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

The Federation Lead, Head of School or their deputy, 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

5. Communication

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

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/carers, 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, pupils and visitors 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 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, between the Incident Lead and other staff members. Internal email systems and messaging systems i.e. WhatsApp will be used for this purpose. Devices will need to be on silent
- Be portable and not dependant on Wi-Fi and wired connections

When communicating with the Police and other Emergency responders, call handlers will give them as much information as possible and cooperate with their instructions.

5.1 Receiving the initial incident call

External threat

The initial call informing the school of an external threat (incident in the local community, environmental threat etc.) will normally be received in the School office by one of the Administration team. The team are to take basic details and forward the call to:

Baysgarth:

1. Federation Lead or,

2. Deputy Head or,
3. Senior member of staff in charge

Castledyke:

1. Head of School - or,
2. Senior member of staff in charge

The member of staff will take the full details of the incident (Appendix C Notification of Incident), take onboard the level of threat and assess whether partial or full lockdown is required.

Internal threat

If the threat is internal the call may come over the radio from a staff member to raise the initial alarm.

5.2 Alerting staff and pupils - Invacuation or Lockdown

As soon as there is a risk identified for pupils and staff, communication will be sent to staff via:

- Internal communications - the internal lock down alarm system, message sent via the clevertouch screens, two-way radios, mobile phone, internal email, texts etc.

The Federation does not use the fire alarm during a lockdown as a means of notifying staff and pupils that a lockdown has commenced. Likewise, if the fire alarm sounds during a lockdown, staff and pupils are to stay in situ until communication is received from the Incident Lead.

The following procedures will be used:

[RUN. TELL. HIDE](#)

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 RUN TELL HIDE 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.

Once pupils, staff and visitors are safe within the building

The **CLOSE** procedure will be followed:

Close all windows and doors

Lock classroom doors

Out of sight and minimise movement

Stay silent and avoid drawing any attention

Endure. Be aware/prepared you may be in lockdown for some time.

During the lockdown all internal radios will be tuned to channel 7 for further communication from the Incident Lead. However, this will not be used whilst the threat is active as it would alert the intruder to the location of staff and pupils.

5.3 Emergency Services

The Incident Lead will contact the Emergency Services to notify them of the incident giving them as much information as is available to them at the time.

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

Emergency Services will support the decision of the Incident Lead regarding the timing of communication to parents/carers. In the event of a prolonged lockdown or more severe scenario, Emergency Services, Local Authorities and Voluntary Sector organisations will work together to coordinate practical and emotional support for those affected by any emergency.

5.4 Communication with parents/carers

The school will promptly communicate to parents/carers about incidents to reassure them that the situation is being handled. Parents/carers 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/carers via a secure communication method, e.g. a letter home. The school will be mindful not to 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/carers will be informed of any developments as soon as is practicable via Arbor.

Parents/carers 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/carers when it is safe for them to collect their child.

Whilst talking to parents/carers, 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, depending on the type of incident taking place.

5.5 Mobile phone use

During an incident, pupils will be instructed not to use mobile phones unless directed by staff.

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
- Avoid alerting any intruder to their location (phone noise, light from the phone being detected etc)

The school will include this guidance in routine safety briefings to pupils.

5.6 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.

5.7 Alerting staff and pupils - all clear

Once the incident has been given the 'all clear' status. The following steps will be completed:

- The internal alarm will be stopped to signal that the imminent threat has passed. However, staff and pupils are to remain in place until:-
- A message has been sent to the internal screens to advise that the incident is over and it is safe for all persons to leave the room they are sheltering in
- Use of the internal radio system to communication with staff the next steps

6. Incident Debrief

Following the incident a welfare check will be made on staff and pupils. Appendix E will be used to identify methods of support for persons affected by the incident.

Staff are reminded of the confidential welfare service that is available to them should they need to speak to someone.

Senior Leaders are to reflect on the incident and assess any areas that could be improved, should the need for a lockdown ever arise again.

Partial Lockdown Flowchart

NOTIFICATION RECEIVED TO SHELTER DUE TO ENVIRONMENTAL FACTOR OR INCIDENT IN THE LOCAL COMMUNITY

PARTIAL LOCKDOWN

Initiate the partial lockdown signal (internal radio, email and message to staff)

PARTIAL LOCKDOWN IS IN FULL EFFECT UNTIL INFORMED OTHERWISE

Staff direct students to nearest secure area, close vents, windows and all exterior doors

Students, staff and visitors are able to move around the building during partial lockdown unless risk changes and a full lockdown is initiated

A register to be taken of persons present in each building used for shelter
Individuals are to communicate via the internal radios and internal email system

If the fire alarm sounds this is to be disregarded

Remain in the secure location until the all clear is given; be prepared to initiate a full lockdown

ALL CLEAR

All clear to be initiated once this information has been received from environmental or Emergency Services.

Full Lockdown Flowchart**DO NOT CONFRONT THE SUSPECT!**

Notify the school office immediately via internal radio (channel 7)

LOCKDOWN

Initiate the lockdown signal (internal radio, email and message to staff)

LOCKDOWN IS IN FULL EFFECT UNTIL INFORMED OTHERWISE

Staff direct students to nearest secure area, close vents/windows, lock classroom doors

Students, staff and visitors to keep clear of doors and windows and remain quiet

A register to be taken of persons present in the room used for shelter
Individuals are to communicate via the internal radios with vital information only regarding the incident

Mobile phones are to be on silent and are only to be used if needed to communicate vital information

If the fire alarm sounds this is to be disregarded
Remain in the secure location until the all clear is given

CONTACT EMERGENCY SERVICES

Incident Controller to contact the Emergency Services with the following:

Identify yourself, the school and the school address

Describe the situation

Stay on the line and continue to provide information

Explain safe approach (routes/entrance) for the Police

Advise the police where they will be met

Begin to document time and events in relation to the incident

EMERGENCY PLAN**SECTION 1 - EMERGENCY CONTACTS**

School Details	
Name of school	
Type of school	
School operating hours (including extended hours)	
Approximate number of staff	
Approximate number of pupils	
Age range of pupils	
Location of grab bag/s	

Office contact details	
Office telephone number	
Office email address	
Main office contact	
Premises Manager	
Staff contact details	INSERT LINK TO ARBOR LIVE FEED

Other Organisations	
Emergency Services (Police, Fire, Ambulance)	Tel: 999
Police (non-emergency)	Tel: 101
NHS	Tel: 111 www.nhs.uk/111
Department for Education	Tel: 0370 000 2288 (office hours, general enquiries) www.gov.uk/dfes
Environment Agency	Tel: 0845 9881188 (24 hour flood line) www.gov.uk/ea

Met Office	Tel: 0370 9000100 (24 hour, weather desk) www.metoffice.gov.uk
Health and Safety Executive	Tel: 0845 300 9923 (office hours, incident contact centre) Tel: 0151 922 9235 (24 hour, duty officer) www.hse.gov.uk
Local Authority	www.northlincs.gov.uk

Radio/Media Stations	
BBC Radio Humberside	95.9 FM
Viking FM	96.9 FM

Utilities	
Gas	
Electricity	
Water	WAVE
Catering	Chartwells

EMERGENCY PLAN

SECTION 2 – NOTIFICATION OF INCIDENT

This form should be used to document as much information as possible in relation to the initial lockdown alert.

INITIAL INCIDENT REPORT

Name of informant	
Contact details of the informant	
Date of the notification call	
Time of the notification call	
Exact location of the incident	
Details of the incident:	
Where is the informant located now?	
Who is affected? (get names, injuries, where they are currently, where they are going to shelter):	
Lockdown required:	NONE PARTIAL FULL LOCKDOWN

REPORT ESCALATION

Who has been informed	Federation Lead/Head Teacher	Y/N
	Head of School	Y/N
	Deputy Head	Y/N
	School staff	Y/N
	Governors	Y/N
	Pupils	Y/N
	Parents/carers	Y/N
	Police	Y/N
	Ambulance	Y/N
	Fire & Rescue	Y/N
	Local Authority	Y/N
	Health and Safety Executive	Y/N
	Media	Y/N
Other (Please state)		

Grab Bag Contents

It is recommended that the contents of the grab bag are checked once a term and after use:

Item	Notes / instructions	Date checked	Checked by
Emergency plan			
First aid kit			
Wind up Torch			
Two-way radios			
Wind up radio			
Batteries			
Whistle			
Loud hailer			
Armbands/high-visibility tabards			
Blankets/ Space Blankets			
Gloves			
Medical conditions/medication lists			
Insurance documents			

POST INCIDENT SUPPORT CHECKLIST

Post incident support - assistance for students, parents / carers and staff	Completed Sign / time / date
Identify students, parents/carers and staff who may be particularly affected by the incident	
Consider requesting support from educational professionals and or other organisation (such as the Local Authority, Academy Trust, Samaritans, Teacher Support Network, NSPCC etc. that are suitably trained	
Offer students and staff the opportunity for psychological support and counselling	
Ensure staff and students know that support is available and arrange access to these services as necessary	
Ensure that staff and students have access to breakout areas where they can take timeout	
Consider how it is appropriate to debrief all staff and students, and by whom	
Provide opportunities for students to discuss their experiences (e.g. promoting discussion during class, arranging a special lesson). Do not discourage students from talking about their experiences. Consider creating a safe space for students to record messages, and/or utilising IT	
Arrange for a member of staff to visit those affected (at home or at hospital). Ask for consent from parents / carers before doing this	
Make arrangements to express sympathy to those who have been hurt. Consider encouraging students to send cards / messages to those affected	
Manage any distress that could be caused by ongoing Police enquiries, legal proceedings and media attention	
Cancel or rearrange any events which are inappropriate	
Be sensitive about the demands on staff and students (e.g. deadlines for coursework, imminent exams, duties and burdens) where appropriate consider deferring/cancelling activities	
Send a communication (letter/email) to debrief parents / carers with information about: the nature of the incident, action taken, arrangements for support, what further actions the school is taking (i.e. lessons learned), who they can contact to discuss further	
Provide parents / carers with appropriate updates and information	
Do not make public any sensitive / confidential information about individuals	
Consider organising an event for parents / carers to discuss any issues or concerns they might have	
If students or staff who were particularly affected by the incident leave school consider notifying the Head Teacher of the new school/college ensuring confidentiality and sensitivity	
Ensure that new staff and students are aware of the incident, and how it affected the school community	
Follow school return to work procedures to make returning as easy as possible	
Ensure that the appropriate support is in place for as long as necessary	

Additional consideration should be given to:
Funeral arrangements and religious activities
Remembrance activities and memorials, including how it is appropriate to mark anniversaries etc
Support families and the local community if affected by the incident (e.g. community events, fund raising).
Any media activities
Any building works including security or safety improvements