



# SEABRIDGE PRIMARY SCHOOL

## INVACUATION AND LOCKDOWN POLICY

‘Working Together To Be The Best We  
Can’

Approved by Academy Council

Date Approved:

Review Interval: 2 years

Last Review: July 2025

Next Review: July 2027

## INTRODUCTION AND RATIONALE

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise any disruption to the learning environment whilst ensuring the safety of all students and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- a reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school)
- an intruder on the school site (with the potential to pose a risk to staff and students)
- a warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- a major fire in the vicinity of the school

The school recognises that all situations are different and so has two levels of lockdown depending on the nature of the incident to be avoided - **Invacuation and Full Lockdown**.

**The signal and immediate actions are the same for both levels.  
Staff should assume full lockdown when the signal is heard.**

Once all staff and students are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the emergency Services which will then be communicated to staff and pupils. If the level is scaled down to Invacuation, pupils will not need to hide under desks but still need to remain in their assembly room until 'All Clear' is given.

## OVERVIEW OF THE PROCEDURE

Once the alarm has sounded the immediate action will be as follows:

- All pupils return to or remain in a classroom.
- If pupils are outside, a message will be given to staff by mobile phone about whether to make their way into the school building or seek refuge in the woodland area.
- The fob system will be activated, locking all external doors. Classroom doors will need to be blocked if possible.
- Windows are closed, blinds drawn and pupils sit quietly out of sight (eg under desks).
- A register or head count is taken. Staff to inform a member of SLT by phone of any missing pupils.
- Staff and pupils will remain in lockdown until it has been lifted by a senior member of staff or the emergency services.
- At any point during the lockdown, the fire alarm may sound and a verbal message sent via classroom telephones, where possible, to evacuate the building.
- During the lockdown staff will keep agreed lines of communication open, via classroom telephones, but will not make unnecessary calls to the central office as this could delay more important communication.

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by the school newsletter or via the school website. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they:

- are reassured that the school understands their concern for their child's welfare and that it is doing everything possible to ensure his/her safety
- do not need to contact the school - calling the school could tie up telephone lines that are needed for contacting the emergency services
- do not come to the school - this could interfere with emergency services' access to the school and may even put themselves and others in danger
- wait for the school to contact them about when it is safe for them to come to get their children, and where this will be from.

#### **Parents will be told**

*'...the school is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody will be allowed in or out...'*

#### **Emergency Services**

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 decisions of the head teacher or delegated senior leader regarding the timing of any communication to parents.

#### **KNOWLEDGE OF THE POLICY AND PROCEDURE**

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff as well as parents.

To achieve this, a lockdown drill should be undertaken at least once a year. Pupils should also be aware of the plan.

## PROCEDURE

Management and Control	
Nominated Person	Responsibility
Head Teacher	In touch with emergency services
Office Staff	Liaison with parents
Class teachers	Pupil control

Signals	
Signal for invacuation and lockdown	<p>Continuous high pitched sound from the key pad system activated by using the pin code.</p> <p>External door locks will be activated.</p> <p>Any doors not on this system need to be locked manually.</p>
Signal for all-clear	Tannoy through school system to be cascaded where no phone in classroom. SLT to ensure all staff know the all-clear has been given by walk round the school.

Invacuation and Lockdown	
Specified assembly rooms	
Classrooms	<p>For pupils and school staff if already working in here:</p> <ul style="list-style-type: none"> <li>- blinds to be drawn</li> <li>- lights switched off</li> <li>- doors blocked to prevent access</li> <li>- mobile phones switched on and set to silent and non-vibrate</li> <li>- pupils under desks and remain silent</li> </ul>
Media Suite	<p>For pupils and school staff if already working here:</p> <ul style="list-style-type: none"> <li>- blinds to be drawn</li> <li>- lights switched off</li> <li>- doors blocked to prevent access</li> <li>- mobile phones switched on and set to silent and non-vibrate</li> <li>- pupils to go to radio station rooms, remaining still and silent</li> </ul>

<b>Cookery Room</b>	<p>For pupils and school staff if already working here:</p> <ul style="list-style-type: none"> <li>- blinds to be drawn</li> <li>- lights switched off</li> <li>- doors blocked to prevent access</li> <li>- mobile phones switched on and set to silent and non-vibrate</li> <li>- pupils to go to the sensory room remaining still and quiet</li> </ul>
<b>Community Room</b>	<p>For pupils and staff if already working here:</p> <ul style="list-style-type: none"> <li>- lights switched off</li> <li>- door to KS1 Hall blocked to prevent access</li> <li>- mobile phones switched to silent and non-vibrate</li> <li>- pupils to go through to the radio station rooms to hide and remain still and silent</li> </ul>
<b>Radio Station</b>	<p>For pupils and staff if already working here:</p> <ul style="list-style-type: none"> <li>- lights switched off</li> <li>- door to media suite blocked to prevent access</li> <li>- door to community room blocked once any pupils have come through to the radio station</li> <li>- mobile phones switched to silent and non-vibrate</li> <li>- pupils to go through to the radio station rooms to hide and remain still and silent</li> </ul>
<b>KS2 Hall</b>	<p>For pupils and school staff if already working here:</p> <ul style="list-style-type: none"> <li>- all curtains to be drawn</li> <li>- lights switched off</li> <li>- doors blocked to prevent access</li> <li>- mobile phones switched on and set to silent and non-vibrate</li> <li>- pupils to use all available spaces e.g. behind computer station, in front of kitchen hatch, PE store cupboard (if possible), remaining still and silent</li> </ul>
<b>KS1Hall</b>	<p>For pupils and school staff if already working here:</p> <ul style="list-style-type: none"> <li>- make way immediately to the KS2 Hall ensuring the link corridor door is shut and locked</li> <li>- follow procedures for KS2 Hall</li> </ul>
<b>Library</b>	<p>For pupils and school staff if already working here.</p> <ul style="list-style-type: none"> <li>- all blinds to be drawn</li> <li>- lights switched off</li> <li>- both doors blocked to prevent access</li> <li>- mobile phones switched on and set to silent and non-vibrate</li> <li>- pupils under desks and remain still and silent</li> </ul>
<b>Meeting Room</b>	<p>For anyone working here:</p> <ul style="list-style-type: none"> <li>- blinds to be drawn</li> <li>- windows closed if safe to do so</li> <li>- lights switched off</li> <li>- door blocked to prevent access</li> <li>- people under the desk and remain still and silent</li> </ul>

<b>Toilets</b>	Any staff and students in any of the corridors to go to the nearest office or classroom immediately - do not stay on corridors or in the toilets
<b>Outside</b>  NB: Staff to have mobile phone with them when outside with pupils	For pupils and school staff if already working here: <ul style="list-style-type: none"> <li>- message sent to staff outside via mobile phone for action to be taken:</li> <li>- make way into school to the nearest available classroom and follow room procedures</li> <li>- find a place to hide in woodland area, remaining still and silent</li> </ul>
<b>Staffroom</b>	For anyone working in here: <ul style="list-style-type: none"> <li>- blinds to be drawn</li> <li>- lights switched off</li> <li>- doors locked</li> <li>- mobile phones switched on and set to silent and non-vibrate</li> <li>- staff to go to SLT office, remaining still and silent with blinds drawn &amp; doors locked</li> </ul>
<b>Main School Office</b>	<b>Contact Emergency Services and trigger the signal and lockdown procedure.</b> <ul style="list-style-type: none"> <li>- blinds to be drawn</li> <li>- lights switched off</li> <li>- doors blocked to prevent access</li> <li>- mobile phones switched on and set to silent and non-vibrate</li> <li>- staff to hide under desks, remaining still and silent or make their way to the medical room, locking the door.</li> </ul>
<b>Medical Room</b>	For anyone in here: (office staff to check) <ul style="list-style-type: none"> <li>- lights switched off</li> <li>- door blocked to prevent access</li> <li>- mobiles phone of staff switched on and set to silent and non-vibrate</li> <li>- people to remain still and silent</li> </ul>
<b>Kitchen Staff</b>	For anyone working in here: <ul style="list-style-type: none"> <li>- lights switched off</li> <li>- external doors locked</li> <li>- hatches down and secured</li> <li>- mobile phones switched on and set to silent and non-vibrate;</li> <li>- staff to go to KS2 Hall (see above) and hall door then locked.</li> </ul>
<b>Site Supervisor</b>	To make way to nearest available classroom or office depending on location at the time of the alarm.

Additional Notes	
Entrance Points	<p>Doors will remain locked. In the interim if you are near an entrance point and can do so safely, lock that door.</p> <p>Internal doors may also need to be locked if a key is available. Otherwise they should be blocked to prevent access.</p> <p>Windows to be closed as long as it safe to do so and blinds drawn.</p>
Communication Arrangements	<ul style="list-style-type: none"> <li>• policy &amp; procedure to be shared with all staff, pupils and parents</li> <li>• office staff to contact emergency services</li> </ul>

	<ul style="list-style-type: none"> <li>• communication with emergency services to remain open</li> <li>• contact with school staff kept to a minimum.</li> <li>• mobile phones to be used if necessary</li> <li>• parents to be contacted as soon as possible</li> <li>• tannoy to be used to give the 'All Clear'</li> </ul> <p><u>Communication Methods</u></p> <ul style="list-style-type: none"> <li>• internal telephones</li> <li>• two-way radios</li> <li>• mobile phones</li> <li>• email</li> <li>• Parentmail</li> <li>• Dojo</li> </ul>
Miscellaneous	<p>All lights to be turned off, blinds to be closed, doors locked or blocked and pupils remain under desks until all clear given.</p> <p>Teaching staff to alert SLT to any students missing from their classroom immediately so emergency services can be informed.</p> <p>All mobile phones to be switched on and turned to <b>silent</b> and <b>non-vibrate</b>.</p> <p>Telephone lines to remain open to allow communication with emergency services.</p> <p>SLT to check the following areas during a drill only to ensure process is followed:</p> <p>Emma Kuffour - Office / Reception Classrooms / Media Suite</p> <p>Katie Fisher - Y3 / 4 / 5 classrooms</p> <p>Kirsty Edwards - Y6 classrooms / KS1 building</p> <p>Martyn Yearsley - Cookery room / sensory room / Nursery</p>

Invacuation / Lockdown Procedure Record				
Date:				
Step	Initial response	Check	Time	Signed
1	Ensure all pupils are inside the specified assembly rooms			
2	Secure all entry points to the assembly rooms			
3	Dial 999 for each emergency service that the incident requires			
4	Ensure that staff members take action to increase protection from further danger i.e. <ul style="list-style-type: none"> <li>• lock/block doors and block access points</li> <li>• sit on the floor, under tables or against the wall</li> <li>• keep out of sight and draw curtains/blinds to avoid detection</li> <li>• turn off lights</li> <li>• stay away from windows and doors</li> <li>• turn phones to silent and non-vibrate</li> </ul>			
5	Ensure that all pupils and staff members inside the specified assembly room(s) are aware of fire exit routes in case assembly rooms become unsafe.			
6	Check for missing or injured staff members and pupils if it is safe to do so, report to SLT via text - not telephone call.			
7	Remain inside the specified assembly room until the all clear signal has been given or unless told to evacuate by the emergency services.			

**Signed:**

**Date:**