

SS John & Monica Catholic Primary School

Policy for Evacuation, Invacuation, Lockdown and Partial Lockdown



Our Mission

'At SS John and Monica's we learn through the example of Jesus to love, respect, understand and value each other'

Policy Statement

SS John & Monica Catholic Primary School is committed to safeguarding the welfare of all pupils, staff, visitors and volunteers. Although the school is a safe environment, emergency procedures may be required in rare circumstances. This policy sets out clear procedures to ensure a calm, swift and coordinated response to serious incidents.

This policy applies to evacuation, invacuation, partial lockdown and full lockdown procedures and forms part of the school's safeguarding, health and safety and emergency planning arrangements.

Definitions

- **Evacuation:** The safe and orderly movement of pupils, staff and visitors out of the building to a designated assembly point.
- **Invacuation:** The process of bringing everyone into the building and securing doors and windows due to an external threat.
- **Partial Lockdown:** A precautionary measure restricting site access while limited internal movement may continue under instruction.
- **Full Lockdown:** A procedure where the school secures itself, pupils and staff remain in safe areas and movement is minimised due to a serious threat.

Roles and Responsibilities

Governing Body

- Ensure appropriate emergency procedures are in place.
- Review this policy annually.

Headteacher

- Hold overall responsibility for emergency decision-making.
- Ensure emergency procedures are effective, known and rehearsed.
- Raise the alarm or delegate this responsibility when absent.
- Liaise with emergency services and the local authority.
- Communicate with parents and carers when appropriate.

Staff (including Lunchtime Supervisors)

- Familiarise themselves with this policy.
- Follow evacuation, invacuation and lockdown procedures at all times.
- Act promptly and follow instructions during emergencies.
- Take responsibility for pupils in their care.
- Complete accurate registers and report missing pupils immediately.
- Inform the Headteacher or school office of missing pupils when alarms are raised.
- Ensure office staff contact emergency services when required.
- Ensure evacuation drills and procedures are recorded by the Building Services Manager.

- Ensure contractors receive evacuation procedures and ongoing situations are monitored.

Pupils

- Follow staff instructions calmly and sensibly at all times.

Evacuation Procedures

- Implement evacuation immediately when required and prioritise safe exit.
- Display fire evacuation instructions in every classroom.
- Appoint and maintain trained designated fire wardens.
- Follow standard fire alarm evacuation procedures.
- Treat a continuous fire alarm as the evacuation signal.
- Direct pupils to the nearest safe exit.
- Keep all exits clear and unobstructed.
- Check toilets, corridors, halls and changing areas.
- Use emergency lighting where necessary.
- Escort pupils calmly to the KS2 playground for roll call.
- Take registers and headcounts at the assembly point.
- Report missing individuals immediately with full details.
- Prevent re-entry to the building until the all-clear is given.
- Ensure office staff contact emergency services once safely outside.
- Escort pupils off-site to St Mary's Parish Hall if required.
- Follow Personal Emergency Evacuation Plans where applicable.
- Contact parents and carers for collection when necessary using school systems.

Bomb Threats

- Assess risk and select the procedure posing the least danger.
- Follow the Critical Incident Policy at all times.
- Contact emergency services immediately and follow instructions.
- Treat all threats seriously, including suspected hoaxes.

Personal Emergency Evacuation Plans (PEEPs)

- Put a PEEP in place for any individual requiring evacuation support.
- Ensure no individual is disadvantaged during an emergency.
- Identify individual needs, staff responsibilities, evacuation routes, refuge areas and procedures.
- Evacuate pupils with PEEPs alongside their class unless otherwise stated.
- Review PEEPs annually and following any change in need or environment.
- Consult the individual and relevant staff during each review.

Invacuation Procedures

When Used

- Initiate evacuation due to police incidents, environmental hazards, severe weather, dangerous animals or civil disturbance.

Signal

- Use the intermittent lockdown alarm or a clear verbal instruction from senior leaders.

Immediate Actions

- Direct all pupils, staff and visitors outside to enter the nearest safe entrance.
- Instruct lunchtime supervisors and outdoor staff to move pupils indoors.
- Require Forest School groups to remain inside and secure doors.
- Secure all external doors and gates once entry is complete.

Once Indoors

- Take immediate registers.
- Report missing or additional individuals to the Headteacher.
- Stop movement unless directed otherwise.
- Continue learning where appropriate.

Communication

- Liaise with emergency services as required.
- Inform parents and carers when it is safe to do so.

Partial Lockdown Procedures

Purpose

- Use partial lockdown in response to potential or emerging risk.

Actions

- Lock all external doors and gates.
- Control access to the site.
- Keep pupils inside the building.
- Continue learning where possible.
- Maintain vigilance and await further instruction.

Full Lockdown Procedures

When Used

- Implement full lockdown due to an intruder, serious threat or emergency service instruction.

Signal

- Activate the intermittent lockdown alarm.

Immediate Actions for Staff

- Move pupils to the nearest secure room or safe area.
- Lock doors and close windows.
- Close blinds where possible.
- Turn off lights and screens.
- Keep pupils calm and quiet.
- Take immediate registers.
- Email the Headteacher to confirm pupil numbers.
- The following staff are responsible for checking specific doors

Door Location	Responsibility	In Event of Absence
Front Door	Office Staff Member	Office Staff Member
Hall Door/Y2 Door	M.Elliott	A.Ullah
Y1 Door/Forest School	A.Ullah	M.Elliott
Rec	Rec staff	Rec staff

During Lockdown

- Prevent all movement until the all-clear is given.
- Keep mobile phones on silent.
- Follow senior leader instructions at all times.

Communication with Parents and Carers

- Provide information about emergency procedures upon request.
- Inform parents and carers as soon as it is safe during real incidents.
- Instruct parents not to contact or attend the school during emergencies.
- Contact parents when it is safe to collect pupils.
- Reassure parents that pupil safety and wellbeing remain the highest priority.

Linked Policies

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Fire Safety and Evacuation Policy
- Behaviour Policy
- SEND Policy

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