



INVACUATION PROCEDURE

1. Introduction

- 1.1 This guidance is specific in dealing with an invacuation (or Shelter-in) of the school building in the event of a chemical incident or terrorist attack.
- 1.2 Staff must familiarise themselves with the contents of these guidance notes and ensure that they comply with any duties and/or procedures contained within the document.
- 1.3 The school will take action on the receipt of appropriate warnings from the relevant authorities in the event of the need to stay inside the school building.

2. Action to take when the appropriate warning is received

- 2.1 Once an appropriate warning has been received and properly verified as from the relevant authorities (e.g. Police/Fire Service/Local Authority) there will be a 3 short burst ringing of the school bell twice by the school maintenance officer or member of the leadership team.
- 2.2 The School Business Manager will alert the rest of the Senior Leadership Team (SLT) and wait within the reception area for further communication from the appropriate authorities.
- 2.3 On hearing the bell the staff will inform pupils to remain calm, close all windows and remain in their classroom until further notice.
- 2.4 Staff will have taken a register at the beginning of the lesson. The names of any pupils unaccounted for will be given to the Headteacher (or the Deputy in their absence).
- 2.5 If the warning to remain in the building is raised during lunch or break, all staff and pupils will go to their classroom for a full register. The names of any pupils unaccounted for will be given to the Headteacher (or the Deputy in their absence).
- 2.7 If the warning comes when all or some of the children are at the school field, a member of the SLT or the office team will contact the lead member of staff at the field by mobile phone and advise them of the situation.
- 2.6 Pupils not accounted for will be checked with the School Business Manager to confirm if they have been on site that day and previously signed out.
- 2.8 An appropriate message will be sent to all parents/carers via email and text messaging service to advise of the following:

Due to an ongoing incident in the area, the school has been advised to follow the 'invacuation procedure'. Do not come to the school site and do not phone the school so lines can be kept free. Please see the school website for further information.

- 2.9 Any visitors or contractors on site will be asked to return to the reception area and await further instruction. They will wait in the meeting room area.
- 2.10 The school's site maintenance officer will perform a building check to ensure that the external building doors are locked and that individuals cannot enter any buildings.
- 2.11 The Site Maintenance Officer will advise all staff to ensure that all windows are closed.
- 2.12 The Site Maintenance Officer will contact the cleaning team to advise them not to attend the school site and await further information.
- 2.13 If it is pre-lunch when the warning is received the School Business Manager will contact the Mid-Day Assistants and ask them not to attend the school and await further information.
- 2.14 In the absence of the Business Manager, the admin assistant or a member of the leadership team will deputise.
- 2.15 For out of school hours situations, all companies leasing or using the building will be advised of this invacuation procedure.

3. Developing dynamic lockdown procedures

- 3.1 If a member of the Senior Leadership Team (SLT) or the SMO receive information that the risk requires a dynamic lockdown, external doors will be locked and all pupils may be advised to hide under the tables.
- 3.2 Governors have considered advice from Counter Terrorism Policing (North West) and Cheshire Constabulary (2018)

4. Action to take once it is confirmed safe to leave the building

- 4.1 Staff and pupils will be advised that it is safe to leave the building via the same method, e.g. 3 short bursts of the school bell rung twice.
- 4.2 Parents/Carers will be advised by email and text messaging service.
- 4.3 If it is before the end of the normal school day the Site Maintenance Officer will contact the cleaning team to advise them to attend as normal.
- 4.4 If it is before lunch the School Business Manager will contact the Mid-Day Assistants to advise them to attend as normal.

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