
Invacuation Policy

Summer 2016

Summary

This policy outlines our invacuation procedures should the school receive warning of a threat to our community.

Recommendation

Governors are requested to read this policy, consider its content and approve its adoption. This policy should be reviewed annually.

Author's Role	Headteacher
Date	Summer 2017
Internal Review Date	Summer 2018
Official Review Date	As updates

Introduction:

From June 2017, an invacuation procedure drill (similar to a fire drill) will take place termly. Its purpose is to ensure that we have an even safer and more secure learning environment for our pupils.

Teachers have explained and discussed this procedure with their class.

Invacuation procedures are used in response to an internal or external incident which could be a threat to the safety of children and staff in our school.

Invacuation procedures may be activated in response to any number of situations. For example:

1. A reported incident, disturbance in the local community.
2. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
3. An intruder on site.
4. A major fire in the vicinity of the school
5. The close proximity of an unaccompanied animal eg a dog.

Our procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all children and staff.

INVACUATION PROCEDURE

Invacuation procedures are a sensible, reasonable and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of pupils and staff in our school. Procedures aim to minimise disruption to the learning environment whilst securing the safety of all our pupils and staff.

Invacuation procedures may be activated in response to any number of situations – for example:

- A reported incident or disturbance in the local community (with the potential to pose a risk to pupils and staff in the school)
- An intruder on the school site (with the potential to pose a risk to pupils and members of staff)
- A warning received regarding a risk locally, of air pollution (e.g. smoke plume, gas cloud)
- A major fire in the vicinity of the school
- The close proximity of an animal roaming loose eg dog.

Fieldhead Carr Primary School's Invacuation plan is as follows:

Signals	
Signal for Invacuation	3 short rings of school bell
Signal for all-clear	2 long rings of school bell
Invacuation	
Room most suitable for Invacuation	All children will proceed to the dining hall as there are no windows at person height. If this isn't possible, pupils will remain in classrooms.
Entrance points (e.g. gates, doors and windows) which should be secured	All gates, doors and windows should be shut and blinds should be down. Put tables across corridor door to prevent entry. Lights off. All

	adults to action this – silence. Move to one area – furthest from the corridor door.
Communication arrangements	<ul style="list-style-type: none"> • Classroom telephones • Mobile telephones (SLT)

HEADTEACHER ACTIONS

Following the invacuation signal, the Headteacher will take the actions below. Urgently.

Initial Response-Lockdown	Tick/Sign/Time
Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety. Check with class teachers via a thumbs up signal that all children are accounted for.	
Lock / secure entrance points (e.g. doors, windows)	
Dial 999. Dial once for each emergency service required.	
Ensure all individuals take action to increase protection from all potential threats: <ul style="list-style-type: none"> • Block access points (e.g. move furniture to obstruct doorways) • Sit on the floor, under tables or against a wall • Keep out of sight • Blinds – pull down • Turn off lights 	
Stay away from windows and doors.	
Ensure that pupils, staff and visitors are aware of the closest exit point.	
If possible, check for missing / injured pupils, staff and visitors.	
Remain inside until the all-clear has been given, or unless told to evacuate by the emergency services.	