



**William Henry  
Smith Foundation**

# **School/College Invacuation, Lockdown and Evacuation Policy**

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## School/College details

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|------------------------------|-------------------------|
| <b>Status:</b>               | <b>In-house</b>         |
| <b>Approval by:</b>          | <b>Lisa King</b>        |
| <b>Frequency of review:</b>  | <b>2 Yearly</b>         |
| <b>Lead member of staff:</b> | <b>Sarah Kaler</b>      |
| <b>Responsibility of:</b>    | <b>Tina Read</b>        |
| <b>Last reviewed:</b>        | <b>Summer Term 2024</b> |
| <b>Next Review Date:</b>     | <b>Summer Term 2026</b> |
| <b>Policy Number:</b>        | <b>FWS 32</b>           |

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## Statement of intent

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The safety of students, staff members and visitors on the premises is paramount and School/College takes their duty to protect the wellbeing and welfare of these people very seriously. The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the School/College. In an emergency, staff members at School/College will endeavour to take all reasonable actions in order to ensure the safety of students. The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all students, staff members and visitors.

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## 1.0 Legal Framework

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- 1.1. This policy has due regard to statutory legislation including, but not limited to, the following:
  - The Management of Health and Safety at Work Regulations 1999
  - The Health and Safety at Work etc. Act 1974
  - Regulatory Reform (Fire Safety) Order 2005
- 1.2. This policy has due regard to official guidance including, but not limited to, the following:
  - DfE (2014) 'Health and safety: advice on legal duties and powers'
  - DfE (2015) 'Emergency planning and response'
  - DfE (2014) 'Fire safety in new and existing School/College buildings'
  - National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'
- 1.3. This policy will be applied in conjunction with the following School/College policies and procedures:
  - Health and Safety Policy
  - Adverse Weather Policy
  - Lockdown Procedure
  - Fire Evacuation Plan
  - School/College Emergency Plan
  - Business Continuity Plan
  - Exam Contingency Plan

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## 2.0 Definitions

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- 2.1. An 'evacuation' is the orderly removal of students, staff members and visitors from the School/College building; this can be as a result of a fire or other incident within the building.
- 2.2. The term 'invacuation' refers to the process of making staff members aware of an emergency and moving students, staff members and visitors to the most sheltered areas within the building. This

procedure is employed if moving outside would increase the risk of harm to people, e.g. toxic fumes in the air.

- 2.3. '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.

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### 3.0 Roles & Responsibilities

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- 3.1. Staff members will act in accordance with the School/College's Invacuation, Lockdown and Evacuation Policy at all times.
- 3.2. It is the Principals responsibility to ensure effective and rehearsed emergency procedures are in place at The William Henry Smith School and Sixth Form/College.
- 3.3. The Principal is responsible for ensuring that all staff members are aware of the policy and have a copy to access.
- 3.4. It is the responsibility of the Principal to ensure that new staff members are trained in implementing all of the emergency procedures.
- 3.5. The Head of Central Services is responsible for recording all evacuation procedures, including drills and practices.
- 3.6. Heads of departments are responsible for ensuring procedures are understood by all staff members within their department.
- 3.7. A member of SLT is responsible for raising the alarm of an emergency and will delegate this duty to a designated member of staff to carry out when they are not present at the School/College.
- 3.8. The responsibility of informing the relevant external services, such as the police, in the event of an emergency is a member of SLT.
- 3.9. All staff members are responsible for ensuring students, fellow staff members and visitors remain as safe as possible whilst on the School/College premises.
- 3.10. It is the responsibility of all staff members to ensure that registers are accurately taken and the names of missing students are immediately reported to SLT.
- 3.11. Staff members will inform the Principal or SLTS School/College of any students missing from the classroom when the alarm was raised.
- 3.12. All staff members are responsible for maintaining an orderly manner and encouraging students to stay calm during emergency procedures.
- 3.13. The site manager is responsible for ensuring that emergency exits are clearly signposted.

- 3.14. It is the responsibility of School/College Head of Central Services to provide the emergency services with copies of the site plan.
- 3.15. School/College office staff are responsible for ensuring that all contractors or external services working within the School/College are supplied with a copy of the evacuation procedure when their work initially commences.
- 3.16. The School/College SLT will continuously monitor the situation and keep both the emergency services and fellow colleagues up-to-date.

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#### 4.0 Invacuation procedure

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- 4.1. The aim of the invacuation procedure is to protect lives by keeping people inside away from perceived danger. This procedure will be used in the event of armed intrusion, chemical spillages and air pollution.
- 4.2. If a staff member sees anything on site, that could cause a serious threat, contact a member of SLT immediately, Senior staff for college. After assessing the threat, the member of SLT/Senior staff will make the decision on activating full lockdown/partial lockdown.
- 4.3. The warning siren for WHSS invacuation procedure is an alarm sound through the Tanoy system, and a voice message through all telephones, College site is voice message through the telephones.
- 4.4. Staff members will keep in contact using School/College telephones/mobile phones in order to inform each other of any problems experienced while carrying out the procedure, e.g. missing students.
- 4.5. Throughout the procedure, the Principal, SLT, or another designated member of staff, will continuously keep other staff members updated, where possible, using School/College telephones or mobile phones.
- 4.6. During an invacuation, students, staff members and visitors outside the School/College building will move quickly and quietly through the nearest entrance to the building.
- 4.7. If staff are in buildings adjacent to where students or other staff members are outside, they will signal to the class to come inside immediately.
- 4.8. When all personnel are inside, doors and windows are to remain closed.
- 4.9. Main entrances into the School/College site will be locked if necessary.
- 4.10. Each Learning Group is guided towards their class room by their teacher, or appropriate adult, ensuring that all students, staff members and visitors are accounted for.
- 4.11. Reception staff need to ensure all visitors are accounted for.
- 4.12. Students and staff members are to remain inside and follow procedure, until you receive the “all clear” via test and email.
- 4.13. When the invacuation procedure has finished, students will return to their timetabled LMG room where a register will be taken.

- 4.14. Following an occurrence necessitating the invacuation procedure, the following actions will be taken:
- A follow up talk with staff members and students will be delivered by the Principal
  - Support will be sought where necessary, such as counsellors
  - Parents and other stakeholders will be informed via letter, if deemed necessary.
  - The response to the crisis will be evaluated and procedures amended where necessary
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## 5.0 Lockdown procedure

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- 5.1. This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of students, staff members and visitors.
- 5.2. The Principal will ensure that all staff members understand when and how this procedure will be implemented.
- 5.3. Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.
- 5.4. The SLT/Senior staff will take all factors into consideration when deciding whether to partially or fully lockdown the School/College. Where possible, advice will be sought from the emergency services.
- 5.5. The partial lockdown procedure is a precautionary measure but puts the School/College in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:
- A local risk of air pollution
  - A civil disturbance in the local community with the potential to pose a risk to the School/College
- 5.6. The full lockdown procedure will be used in the event of, but not limited to, the following:
- An intruder on the School/College site
  - A major fire in the vicinity of the School/College
  - The close proximity of a dangerous dog, or other animal, roaming loose
- 5.7. A member of SLT for School/College or Senior Staff for College will raise the alarm, by keying in the activation code from their extension number.
- 5.8. In the event of full lockdown, for School/College site, lockdown sound will come out of the Tanoy's, message will amplify through all desk phones, advising of lockdown, each member of staff will receive a text and email message. For College it will be a message through the desk telephones and a text and email to all staff. The code phrase 'Bill Smith is on Site' will be used.
- 5.9. Lines of communication between staff members will be kept open through the use of School/College telephones and mobile phones; however, unnecessary calls to the School/College office will not be made as this could delay important communication.

- 5.10. As soon as the alarm has been raised, School/College member of SLT/Senior staff will ensure that the relevant emergency services are informed and kept up to date with the situation.
- 5.11. In the event of School/College implementing the lockdown procedure, students will be instructed to remain in their classroom or will be guided to the nearest appropriate room.
- 5.12. Staff members will ensure that the toilets, canteen and playgrounds are cleared of all students, staff members and visitors.
- 5.13. Students who are outside the School/College, or not in classrooms, will be led inside as quickly as possible, unless this will endanger them and others.
- 5.14. If staff members and students remain outside during the implementation of a full lockdown, they will hide out of sight until the emergency services have arrived.
- 5.15. Classroom teachers are responsible for the students within their classroom.
- 5.16. When all personnel and students are inside, doors and windows are to be securely locked, including fire doors, external doors and internal doors.
- 5.17. Classroom teachers will conduct a register or headcount. Staff will notify School/College SLT/Senior staff immediately of any students not accounted for via School/College telephone or mobile phone, and an immediate search will be instigated, where appropriate.
- 5.18. Once all personnel and students are inside, the senior leadership team (SLT) will conduct an on-going and dynamic risk assessment based on advice from the emergency services.
- 5.19. All students, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.
- 5.20. In the event of a partial lockdown, movement may be permitted within the building, dependent upon the circumstances, but this will be supervised by a staff member.
- 5.21. In the event of an air pollution issue, air vents will be closed, where possible, as an additional precaution.
- 5.22. In the event of a full lockdown, once all students have been accounted for, the following actions will be carried out by staff members in order to increase protection:
- Drawing all curtains and blinds
  - Turning off all lights and electronical monitors expressing light. Turning School/College phone volumes down, and mobiles to silent.
  - Instructing all students to either sit on the floor, under a table or against a solid wall.
  - Ensuring all people are kept out of sight
- 5.23. All personnel will remain inside until an 'all clear' signal has been given, by text and email, or unless told to evacuate by the emergency services.
- 5.24. If someone is taken hostage on the premises, the School/College will seek to evacuate the rest of the site.

- 5.25. Parents/carers will be notified as soon as it is practicable to do so via the text messaging service.
- 5.26. Students will not be released to parents/carers during a lockdown.
- 5.27. If it is necessary to evacuate the building, a continuous ring of the fire alarm will be sounded.
- 5.28. In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken at least once a year.

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## 6.0 Evacuation procedure

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- 6.1. School/College will carry out evacuation drills at least once a term in order to ensure students and staff members fully understand what is involved in the procedure and that it is implemented effectively.
- 6.2. In an emergency situation such as a fire, the School/College's evacuation procedure will be implemented with the priority of getting everyone out of the School/College safely and calling the emergency services.
- 6.3. All staff members will have a copy of the evacuation procedure and clear instructions regarding the fire evacuation procedure will be displayed in every classroom.
- 6.4. New staff members are advised of evacuation procedures as part of their induction training.
- 6.5. The designated fire warden for the School/College is Head of Central Services.
- 6.6. School/College has undertaken the appropriate fire awareness and fire warden training that meets the fire authority's regulations.
- 6.7. The Principal will ensure that all staff members are aware of the designated evacuation points.
- 6.8. The signal for the evacuation procedure to be implemented is the continuous sound of the fire alarm.
- 6.9. When the alarm is sounded, students and visitors will immediately stop what they are doing, stand still and wait for further instructions to be given by a staff member.
- 6.10. Staff members will direct students to the nearest or safest exit.
- 6.11. It is staff members' responsibility to ensure that exits are never obstructed or blocked.
- 6.12. Staff members will ensure that there are no students left in the toilets, changing rooms, corridors or School/College hall etc.
- 6.13. Students will walk in an orderly and quiet manner to the designated evacuation point.
- 6.14. Staff members will be aware of any students under their care who have a Personal Emergency Evacuation Plan (PEEP).
- 6.15. When students are lined up in their learning groups at their designated evacuation points a register and headcount will be taken.

- 6.16. Any missing student, staff member or visitor will be reported to the designated fire warden, detailing their name, the date/time and where they were last seen, and any other relevant information about the person, e.g. any medical conditions.
- 6.17. Missing personnel and students will be immediately searched for if it is safe to do so.
- 6.18. Under no circumstances will any staff member, student or visitor re-enter the building during the evacuation procedure, unless the 'all clear' is given by the Fire Warden or emergency services.
- 6.19. The School/College office staff will call the emergency services as soon as the alarm is raised and they have safely exited the building.
- 6.20. If required, parents will be contacted in order to collect their children. This will be done using the School/College's text messaging service.

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## 7.0 Personal Emergency Evacuation Plan (PEEP)

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- 7.1 Where a member of staff, student or visitor has a disability which may result in them needing help in evacuating the premises, a PEEP will be put in place.
- 7.2 The purpose of a PEEP is to enable School/College to implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise.
- 7.3 These plans ensure that no one is discriminated against, or treated less favourably, in the event of an emergency.
- 7.4 A PEEP will identify the following:
- Any specific needs of the individual
  - Responsibilities of staff members
  - Specific evacuation routes, where applicable
  - Refuge areas
  - Any specific evacuation procedure requirements
- 7.4.1 Where possible, students with PEEPs in place will exit the premises using the same route as the rest of their LMG, unless otherwise stated within their plan.
- 7.4.2 A PEEP will be reviewed on an annual basis in order to ensure that the most up-to-date information is available.
- 7.5 When there is a change in the individual's health, a change of procedure, or an alteration made to the premises, a PEEP will be reviewed and amended to reflect these changes.
- 7.5.1 The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.
- 7.6 PEEPs will be set out in the format demonstrated in Appendix A.



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## 8.0 Fires

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- 8.1 In the event of a fire, School/College will invoke the evacuation procedure.
- 8.2 Under no circumstances will entrances to the School/College and emergency exits be blocked or obstructed.
- 8.3 Emergency lighting will be installed and appropriately used where necessary.
- 8.4 It is the responsibility of the **Head of Central Services** to ensure that exits are clearly marked.
- 8.5 The **Head of Central Services** is responsible for ensuring every room is equipped with the necessary fire safety equipment.
- 8.6 All staff members will act as 'fire wardens' in the event of a fire.
- 8.7 The Principal will delegate the role of **designated fire warden** to a member of the maintenance team. This individual will undergo extra training and will take a lead role in the evacuation of the building.
- 8.8 If an evacuation procedure, or similar, is implemented due to the risk of a fire, these events will be recorded in the **Evacuation Record Log**.

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## 9.0 Bomb Threats

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- 9.1 In the event of School/College or a nearby area receiving a bomb threat, the Principal will decide which procedure to use by taking into consideration which poses the least risk.
- 9.2 School/College will act in accordance with the Emergency Plan in order to ensure the welfare of students, staff members and visitors.
- 9.3 The School/College will immediately contact the emergency services after receiving a threat and will carefully follow their instructions.
- 9.4 The emergency services will still be contacted if the threat is believed to be a hoax.

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## 10.0 Communication with parents/carers

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- 10.1 Arrangements and information regarding School/College invacuation, lockdown and evacuation procedures will be routinely shared with parents/carers either via newsletter or the School/College website.
- 10.2 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.
- 10.3 Parents/carers will be informed not to ring or come to the School/College as this could interfere with the work of the emergency services and may result in putting themselves and others in danger.
- 10.4 School/College will contact parents/carers when it is safe for them to collect their child.
- 10.5 Whilst talking to parents/carers, it is important for the School/College to reassure them that they understand their concern for their child's welfare, and that the School/College is doing everything possible to ensure the safety and wellbeing of all students.

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## 11.0 Monitoring and review

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- 11.1. This policy will be reviewed on a 2 yearly basis, or sooner, if statutory guidance is released before the review date, which is Spring term 2026.

# Appendix A - Personal Emergency Evacuation Plan

## PEEP for a student at William Henry Smith School/College

This section is to be completed by the **form tutor** or **Principal**. If the individual has classes in more than one building, it may be necessary to prepare a separate PEEP for each building.

**Name:** \_\_\_\_\_

**Form and year group:** \_\_\_\_\_

**Building:** \_\_\_\_\_

### Awareness of procedure

\_\_\_\_\_ is informed of a fire evacuation by: (please tick relevant box)

Existing alarm system ☐

Visual alarm system ☐

Pager device ☐

Other (please specify) \_\_\_\_\_

### Designated assistance

The following people have been appointed to give assistance to **name of individual** in the event of an emergency:

**Name of designated person:** \_\_\_\_\_

**Contact details of designated person:** \_\_\_\_\_

\_\_\_\_\_

**Name of designated person:** \_\_\_\_\_

**Contact details of designated person:** \_\_\_\_\_

\_\_\_\_\_

**Name of designated person:** \_\_\_\_\_

**Contact details of designated person:** \_\_\_\_\_

\_\_\_\_\_

**Methods of assistance** (e.g. transfer procedures, methods of guidance)

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**Equipment provided** (including means of communication)

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**Personal evacuation procedure** (a step-by-step account, from the first alarm sound)

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## Reviews

Form tutor/Principal name: 

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Form tutor/Principal signature: 

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Date: 

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Individual's name: 

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Individual's signature: 

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Date: 

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### Staff Invacuation, Lockdown Procedure – Education Time

If you become aware of a potential danger or threat, contact a member of SLT to advise of the situation, using the code phrase “**Bill Smith is on Site**” if necessary.

SLT to consider the danger and decide what threat level is needed, Invacuation or Lockdown.

If full lockdown is needed, SLT will commence activation, you will hear lockdown alarm from the speakers, lockdown message from all telephones, lockdown email and text to all staff – in the event of partial lockdown, SLT will use telephones and emails to communicate with staff.

Upon hearing the lockdown alarm and messages please make your way to the nearest safe building and await further communication.

#### Level one – Invacuation – Minimal Security

In the event of an invacuation. Staff and students are to remain indoors with doors and windows closed, and to carry on as normal so as not to cause distress or anxiety to students, take register, remain indoors until you receive the “**all clear**” from a member of SLT via email.

#### Level Two – Partial Lockdown

In the event of a Partial Lockdown. Staff and students are to remain indoors, lock all doors and windows, block access where possible, and continue as normal as possible to reduce distress to students, take register, remain indoors until you receive the “**all clear**” from a member of SLT via email.

#### Level Three – Full Lockdown

In the event of a Full Lockdown, the code phrase “**Bill Smith is on Site**” will be used. Follow partial lockdown procedures along with ensuring all students and staff sit on the floor against a solid wall away from glass, turn off lights, close blinds or curtains, switch mobile phones to silent, and turn volume down on school telephones, remain quiet until you receive the “**all clear**” from a member of SLT via telephone message/text & email.

### Staff Invacuation, Lockdown Procedure – Care Time

If you become aware of a potential danger or threat, contact the Senior on Site to advise of the situation, using the code phrase "Bill Smith is on Site" if necessary.

The senior on Site will consider the danger and decide what threat level is needed, Invacuation or Lockdown.

If full lockdown is needed, SOS will commence activation, you will hear lockdown alarm from the speakers, lockdown message from all telephones, lockdown email and text to all staff – in the event of partial lockdown, SOS will use telephones and emails to communicate with staff.

Upon hearing the lockdown alarm, please make your way to the nearest safe building, and await further communications.

#### Level one – Invacuation – Minimal Security

In the event of an invacuation. Staff and students are to remain indoors with doors and windows closed, and to carry on as normal so as not to cause distress or anxiety to students, take register, remain indoors until you receive the "all clear" from the SOC via telephone or email.

#### Level Two – Partial Lockdown

In the event of a Partial Lockdown. Staff and students are to remain indoors, lock all doors and windows, block access where possible, and continue as normal as possible to reduce distress to students, take register, remain indoors until you receive the "all clear" from the SOC via telephone or email.

#### Level Three – Full Lockdown

In the event of a Full Lockdown, the code phrase "Bill Smith is on Site" will be used. Follow partial lockdown procedures along with ensuring all students and staff sit on the floor against a solid wall away from glass, turn off lights, close blinds or curtains, switch mobile phones to silent, and turn volume down on School telephones, remain quiet until you receive the "all clear" from the SOC via telephone message/text & email.

## **LOCKDOWN LEVELS AND PROCEDURES**

### **Level one – Invacuation – Minimal Security**

Called when a situation outside the building may have an impact on School

- All outside doors and windows to remain closed
- Students and staff outside the building return immediately
- Entry/Exit only with SLT or Police approval
- Continue with normal schedule inside the School

### **Level Two – Partial Lockdown**

Called when a situation inside or outside the building may have an impact on School

- Students return to classrooms
- All outside doors and windows are locked
- Attendance taken immediately
- Continue with normal schedule inside the School

### **Level Three – Full Lockdown**

Called when a situation inside or outside the building threatens the safety of students and staff within the School/College.

- All students and staff to be out of sight from doors and windows
- All outside doors and windows remain locked
- Attendance taken immediately, any missing staff/student to be reported to a member of SLT
- Our code phrase "Bill Smith is on Site" will be used in this situation
- Lights and monitors are turned off
- Students and Staff sit on the floor against a solid wall, away from glass, close blinds and curtains
- Switch mobile phones to silent, and turn volume down on School telephones, await communication
- Everyone to remain silent

## Staff Invacuation, Lockdown Procedure – College

If you become aware of a potential danger or threat, contact Senior Staff to advise of the situation, using the code phrase "**Bill Smith is on Site**" if necessary.

The Senior Staff will consider the danger and decide what threat level is needed, Invacuation or Lockdown.

If full lockdown is needed, Senior Staff will commence activation, you will hear lockdown message from all telephones, lockdown email and text to all staff – in the event of partial lockdown, Senior staff will use telephones and emails to communicate with staff.

Upon hearing the lockdown alarm, please make your way to the nearest safe building, and await further communications.

### Level one – Invacuation – Minimal Security

In the event of an invacuation. Staff and students are to remain indoors with doors and windows closed, and to carry on as normal so as not to cause distress or anxiety to students, take register, remain indoors until you receive the "**all clear**" from Senior Staff via telephone or email.

### Level Two – Partial Lockdown

In the event of a Partial Lockdown. Staff and students are to remain indoors, lock all doors and windows, block access where possible, and continue as normal as possible to reduce distress to students, take register, remain indoors until you receive the "**all clear**" from Senior Staff via telephone or email.

### Level Three – Full Lockdown

In the event of a Full Lockdown, the code phrase "**Bill Smith is on Site**" will be used. Follow partial lockdown procedures along with ensuring all students and staff sit on the floor against a solid wall away from glass, turn off lights, close blinds or curtains, switch mobile phones to silent, and turn volume down on College telephones, remain quiet until you receive the "**all clear**" from senior staff via telephone message/text & email.



## **LOCKDOWN LEVELS AND PROCEDURES**

### **Level one – Invacuation – Minimal Security**

Called when a situation outside the building may have an impact on College

- All outside doors and windows to remain closed
- Students and staff outside the building return immediately
- Entry/Exit only with SLT or Police approval
- Continue with normal schedule inside the College

### **Level Two – Partial Lockdown**

Called when a situation inside or outside the building may have an impact on College

- Students return to classrooms
- All outside doors and windows are locked
- Attendance taken immediately
- Continue with normal schedule inside the College

### **Level Three – Full Lockdown**

Called when a situation inside or outside the building threatens the safety of students and staff within the School/College.

- All students and staff to be out of sight from doors and windows
- All outside doors and windows remain locked
- Attendance taken immediately, any missing staff/student to be reported to a member of Senior Staff
- Our code phrase “Bill Smith is on Site” will be used in this situation
- Lights and monitors are turned off
- Students and Staff sit on the floor against a solid wall, away from glass, close blinds and curtains
- Switch mobile phones to silent, and turn volume down on college telephones, await communication
- Everyone to remain silent