



# Invacuation and Lockdown Policy

<b>Version:</b>	4.0
<b>Date reviewed:</b>	May 2023
<b>Review date:</b>	May 2024
<b>Approved by HT/ Governors:</b>	May 2023

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### **1. SUMMARY**

Invacuation and Lockdown procedures will be used in response to internal or external incidents which could be a threat to the safety of staff and pupils of Fairfield School.

### **2. CRITICAL INCIDENT FLOWCHART**

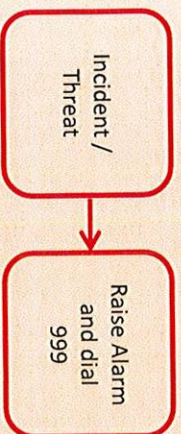
Command of the situation will be established via SLT on-site. The decision to initiate Invacuation or Lockdown will only be given by the Headteacher, or a member of SLT in their absence.

The Critical Incident flowchart should be followed to help advise on what actions to take. See next page.

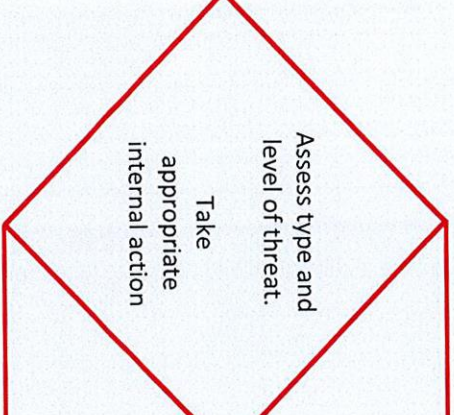


# CRITICAL INCIDENT FLOWCHART

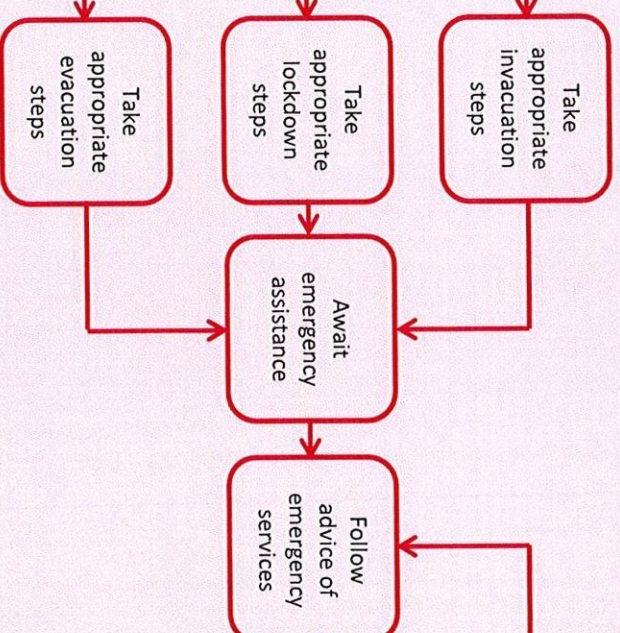
## 1. INITIATION



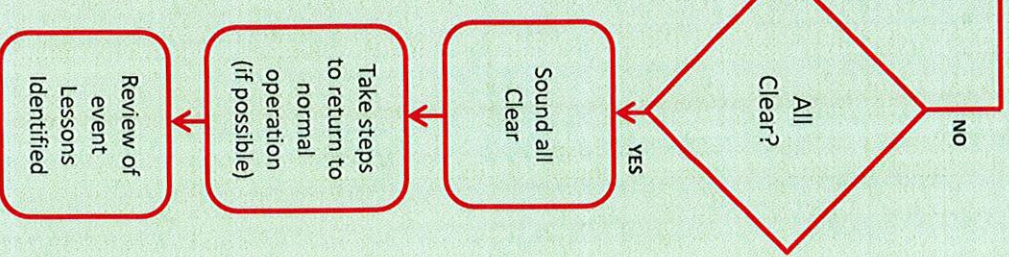
## 2. CRITICAL DECISION



## 3. ONGOING SITUATION



## 4. RESOLUTION / AFTERMATH



### Initial event could include:

- Intruder
- Hostage
- Violent event in school
- External pollution (e.g. smoke)
- Road traffic accident
- Dangerous animal on site
- Armed attack (e.g. knife / gun)
- Severe weather event
- Sudden death of pupil / member of staff
- Suspicious item / bomb threat
- Fire

### RAPID decisions needed:

Senior management if available, but any member of staff may have to raise the alarm and make initial appraisal

### Communication:

- Two-way radios
- Classroom telephones
- Mobile phones
- Instant messaging / Email
- Other

### Lockdown:

- Block access points (e.g. move furniture to obstruct doorways)
- Keep out of sight
- Sit on the floor, under tables, against a solid wall
- Draw curtains / blinds
- Turn off lights
- Stay away from windows and doors
- Put mobile phones on silent

### School may need support:

- Emergency Services
- Local Authority



### 3. SCHOOL INVACUATION

Invacuation may be deemed the most appropriate course of action if an emergency situation occurs outside the school building which renders an evacuation unsafe. Staff and pupils would be expected to stay inside the school until advised otherwise by the emergency services.

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

- A reported incident or disturbance in the local community.
- A major fire in the vicinity of the school causing harmful smoke
- The close proximity of a dangerous dog / other animal.

#### **Actions**

Initiate Invacuation by **using the telephone system which is linked** to the tannoy system. **A separate notification should also be sent by using the Net Support** computer monitor notification system. Word of mouth communication may be required if you are unable to use **the other methods**.

All entrances to the school will be secured in an effort to prevent a threat from entering or impacting on the premises.

Pinnacle staff – to lock all external lockable gates if safe to do so

Office Staff – Main entrance to the school locked via using the Lockdown switch located on the wall in the office

If staff / students are outside when an Invacuation is actioned they should return back into the building.

SLT to secure all external doors to the premises to ensure no-one goes outside.

### 4. SCHOOL LOCKDOWN

This scenario involves a serious or immediate threat that requires urgent action. This could be an intruder inside the school or a person on the school site who is regarded as a danger or threat to pupils/staff. This high level threat could come from such things as

- An active shooter
- A dangerously out of control intruder.

#### **Actions**

Initiate Lockdown by **using the telephone system which is linked** to the tannoy system. **A separate notification should also be sent by using the Net Support** computer monitor notification system. Word of mouth communication may be required if you are unable to use **the other methods**.

If safe to do so the SLT should report to the Headteacher for communication and direction. If in immediate danger get to place of safety and lock down.

Staff will

- 1) Remain calm and alert

- 2) Clear corridors and communal areas, and move immediately to a secure location such as a classroom or office
- 3) Lock the door, or if it cannot be locked barricade it with whatever is available
- 4) Turn off the lights, close the windows and blinds. Move to the safest area of the room and hide out of sight of an intruder
- 5) Remain quiet until LOCKDOWN is lifted and you are given the all clear message from either a recognised member of SLT or emergency services. Or evacuate the building if the fire alarm is heard.
- 6) Only use a mobile phone/radio if the situation has developed further and information has to be relayed.

## 5. COMMUNICATION

External communication (with parents/carers, the media etc) is actioned by the Headteacher alone, or a member of SLT in their absence.

The SLT lead should contact the Emergency Planning Department on **01484 221000** (ask for emergency planning). Out of hours' number is **07773 344999**

The line is available 24 hours a day and 365 days a year.

The **Emergency Planning Department** number should not be used for any other purpose other than to alert us to a crisis needing support – it is a dedicated number which is available for this purpose only. The number should not be given to the press, parents or public requesting information during the course of a crisis.

When you ring the **Emergency Planning Department**, brief details will be taken from you to ensure that the most appropriate response and support is identified. This is normally either: -

- **Level One Response**  
Support is offered by one Kirklees Council service only e.g. Property Maintenance.
- **Level Two Response**  
A Crisis Manager will be appointed to co-ordinate appropriate support to the school, which may include the convening of a Crisis Management Team and sending a Rapid Response Team to the school.

When the crisis is over and the school begins to return to normal, the Headteacher and Crisis Manager will hold debriefing meetings for staff and pupils, identify high-risk pupils, promote discussion in class and identify the need for individual or group treatment and make arrangements for such treatment with psychologists and welfare officers as required.

Useful Contacts	Telephone number
Emergency Services	999
Emergency Planning Department Kirklees	01484 221000 (ask for emergency planning) Out of hours number is <b>07773 344999</b>
Health and Safety Department Kirklees	01484 226457
Kirklees Press Office	01484 221000 (ask for press office)