

# Eleanor Palmer Primary School

## INVACUATION POLICY AND PROCEDURES

### Introduction

The safety of all children, visitors and staff at Eleanor Palmer Primary School is paramount. The Head Teacher, and nominated staff, ensure procedures are in place for the safe invacuation (confining in a safe space) of children, visitors and staff, including those who may be disabled, in the event of an emergency.

To ensure that staff are aware of their roles and responsibilities, all staff receive a briefing on the invacuation policy as and when it is updated. A copy of the invacuation procedure is part of induction for all new staff.

The invacuation procedure may be implemented in the event of:

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

**It is important to note that there may be other scenarios beyond those listed above in which the invacuation procedure may be used, this will be decided at the Head Teacher's discretion.**

### Notification of invacuation

Staff will be notified that invacuation procedures are to take place immediately on hearing the **continuous alarm**.

### Immediate action to take

- Follow instructions as they are given
- Try to remain calm and try to keep the children calm
- Avoid rash or excitable behaviour, i.e. shouting etc.
- Move slowly around the school
- Do not approach or confront an intruder

Staff will inform the Head Teacher as soon as an incident is reported. The Head Teacher will then inform all other staff. In the event of an intruder being on site the Head Teacher will initiate the invacuation procedure through activating the alarm in the office and taking the Emergency Folder. If the Head Teacher is absent, staff will inform the senior staff member responsible for deputising at the time and they will activate the alarm.

During or after an incident it may be decided that parents need to be contacted. In such case the office staff/SBM will send a text to all parents - this will be at the Head Teacher's discretion.

SBM or SSO to call police and any other appropriate emergency services using mobile phone once in a secure room.

## Procedure

On hearing the signal all staff are expected to follow the CLOSE procedure:

- C**lose all windows
- L**ock Up
- O**ut of sight and minimise movement
- S**tay silent and avoid drawing attention
- E**ndure. Be aware that you may be in invacuation for some time.

The signal will activate staff ushering children into the junior resources area or the hall (depending on which part of the school they are in at the time) as quickly as possible and closing all classroom, office and outside doors to remain safe. Children in the science lab should remain where they are and lock the doors.

- External doors/gates not to be locked if an intruder is suspected of being inside the school premises.
- If intruder is not yet inside building all external doors to be locked by SSO or member of SLT. A spare key to the external door to each building (Juniors and main school buildings) is located in a key coded box to the right of the relevant door. Please familiarise yourself with the location of these boxes. The code for each box is **2357**.
- If intruder is inside building, evacuate to Acland Burghley School.
- Children and staff to remain in block that they are in (even if it is not their own)
- Staff to clear all hallways, toilets and other areas that cannot be secured
- Teachers and TAs to remain with children and try to establish if any children are missing.
- Office to be informed by email if any staff or pupils are unaccounted for
- Other members of staff and visitors should stay in the block that they are in and secure it as best as they can, preferably by locking the doors and following the procedure below.
- Try to keep the pupils quiet and cover glass panels in doors if possible
- Switch off all lights inside safe area
- Move children away from windows and doors and have them sit on the floor or under a table
- Classes that are outside of the building should not enter the building but should follow the evacuation protocol.
- Keep out of sight
- Mobiles to be put on silent mode or turned off and should not be used as this may block communications with emergency services
- Any classroom phones should be kept free for the same reasons
- DO NOT respond to anyone at the door until "all clear" is announced by a senior member of staff or emergency services

## NO ONE SHOULD MOVE AROUND THE SCHOOL

### Staff Roles

1. Senior Admin Officer (or other member of office staff in her absence) to take emergency folder in office and distribute job cards to nominated individuals
2. Individual teachers to lock classroom doors and windows where possible

**It is important to note that in any emergency situation common sense must prevail. If there is a safer alternative to the procedures described above (such as a way to get children safely out of the building) then these actions may be taken at the discretion of a member of staff depending on the situation.**

After an incident that requires the invacuation policy to be engaged has taken place, the Head Teacher and Chair of Governors will report the incident directly to the Local Authority Health and Safety team.

### Communication with Parents

If necessary parents will be notified as soon as it is practicable to do so via the schools texting service.

Parents will be told:

***“...the school is in full invacuation situation. During this period the phones will be unmanned, external doors locked and nobody allowed in or out ...”***

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. This will be decided by the Head Teacher in consultation with the police and emergency services.

Pupils will not be released to parents during invacuation.

Parents will be asked not to call school as this may tie up emergency services

### **Review**

This policy and procedures will be reviewed annually as part of the school health and safety procedures

Date: March 2020

Review: March 2022