



Stokes Wood Primary School - Invacuation Policy

This policy should be read with Emergency Plan /Business Continuity Plan

Invacuation is the opposite from **evacuation**. This policy will be put into operation by any member of the Senior Leadership Team (SLT), Site Manager or in their absence the member of staff noticing the issue, if conditions outside of the building are deemed unsafe or dangerous. Refuge will be sought within the building in instances such as environmental hazards - smoke cloud, suspected chemical leak, or in incidences where dangerous interloper(s) are within the school grounds or immediate local vicinity etc

Overview of procedure

- **The Invacuation procedure will be signalled when a member of staff blows an air horn continuously and urgently.** If unable to do so staff members will communicate the need to go into the building urgently by whatever means eg: shouting instruction , blowing long blasts on a whistle urgently
- On hearing the signal, all outside staff and children must return to their classrooms or the nearest safe place indoors in a calm and orderly manner. Groups in Forest School will be phoned and instructed whether to stay where they are or to return to the school building, depending on the hazard/danger.
- Staff and children who are already within the building must either remain or return to their classroom or the nearest safe place. (Long blasts on whistles will be blown inside by office staff.)
- **All windows and doors must be shut and remain closed** until the '**All Clear**' is given by head teacher or deputy head teacher/ Assistant head teacher/ Site Manager/office staff.
- Reduce the visibility of adults and children in the room, from outside view by closing blinds, turning off lights, have children sitting/ lying on the floor.
- Do not leave your room until you receive the all clear by the Head Teacher, deputy head teacher/Assistant head teacher/Site Manager or office staff.
- Head, office staff and Site Manager to use grab and go 2 way walkie talkies, which will help to free up mobile lines and help with locking procedures very quickly. These are to be on charge in site operating times in the office/ Site manager's office. These are to be on the same operating channel.

Actions when invacuation required:

1. Assess situation
2. Signal Invacuation procedure and initiate air horn signal.
3. Report incident to the school office.
4. One member of staff must man the school office for communication purposes.
5. Contact any necessary emergency services describing nature of incident and access point to grounds.

6. Allocate roles from the school office.
7. Office staff to phone other staff using mobiles where possible and ascertain the situation.
8. Relocate staff and children if necessary. This includes sending support to staff on their own, or relocating staff and children out of classrooms into other areas of the school building.
9. Head Teacher, deputy head teacher/Assistant head teacher/Site Manager or office staff. to give the instruction for **all clear**.
10. Inform parents/carers after the event
11. Headteacher to arrange counselling as necessary.

Site Manager's Actions (or other member of staff who is asked to do so in his absence)

Once an Invacuation procedure is in operation the site manager must –

- Secure all external doors and physically lock lockable doors.
- Secure front doors and lock.
- Keep in contact with the school office.
- Proceed to office as soon as possible.

Office Staff Actions

- Once an Invacuation procedure is in operation, the office staff will assist the Head and deputy head.
- Keep in contact with the Headteacher and Site Manager.
- If necessary, a member of staff may be instructed to assist Site Manager in securing doors.
- Ensure both automatic car park and pedestrian entrance gates are closed and emergency stop button pressed in from reception. This will prevent any unauthorised entry during invacuation period.
- Office staff will communicate with classrooms via mobile phones and e-mail upon instruction from the Head and deputy, in order to gain a census of staff and children, provide information to staff, offer further instructions. If no mobile/e mail contact possible, this will then be done on foot if it is safe to do so.
- Parents should know that there is an Evacuation Policy and that a copy is on the website. If necessary, parents/carers should be notified as soon as practicable to do so via email, text and facebook that there is a lockdown situation. They should be given enough information about what will happen so that they are reassured that everything possible is being done to ensure their child's safety and asked not to contact the school to keep lines free. This will help with any hearsay and mass panic with clear instruction.

Teacher/TA Actions

- Return to or remain in class.
- Secure classroom internal and external doors and windows
- Staff should account for all children immediately and inform the office of anyone missing. This can be done via email – to the office and the headteacher so that staff do not need to wander around school.
- Children with significant needs may need to be taken to an alternative place if safe to do so (family room)
- Switch off internal lights
- Close blinds .
- Keep calm and vigilant.

- The school office will contact you for status update and to pass on further instructions.
- Only contact the school office in an emergency. Otherwise wait for information to reach you.
- Wait for the **all clear** instruction.

This policy will be reviewed with the Health and Safety policies, annually.