



**St. Michael's  
Church School**

# St. Michael's Church School Invacuation Protocol



ST. MICHAEL'S CHURCH SCHOOL  
INVACUATION PROTOCOL

**Policy Review Schedule**

<b>Version</b>	<b>Author</b>	<b>Summary</b>	<b>Review Date</b>	<b>Next Review</b>
<b>1.0</b>	<b>M Cruddace/B Smith</b>	<b>New Protocol</b>	<b>May 2021</b>	<b>May 2022</b>
<b>1.1</b>	<b>M Cruddace</b>	<b>No Changes</b>	<b>May 2021</b>	<b>May 2023</b>
<b>1.2</b>	<b>M Cruddace</b>	<b>Minor Amends</b>	<b>May 2023</b>	<b>May 2025</b>
<b>1.3</b>	<b>M Cruddace/M Harrison</b>	<b>Minor Amends</b>	<b>September 2025</b>	<b>September 2027</b>

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### **Introduction**

An invacuation or lockdown occurs when circumstances dictate that the safety of pupils and staff is better ensured by them being kept inside the building with the doors and windows locked and the blinds/shutters closed. Pupils should be moved away from the windows and doors for prime safety. The reasons for invacuation/lockdown could be as a result of a chemical spillage, weapons crisis, air pollution, nearby fire, criminal activity, dangerous dog, swarming insects etc.

### **Procedure**

- ❖ Remain calm
- ❖ Move slowly
- ❖ Obey instructions
- ❖ Do not provoke an incident

1. The office staff will contact the police on 999 if necessary.
2. If the children are in the building, the Headteacher or member of the Administration Team will activate the invacuation alarm button located in the front office. The agreed signal will be activated to inform staff and pupils that the school is in lockdown.
3. Depending on the circumstances, staff should ensure pupils remain in the classroom with locked doors and windows. Staff should close any blinds, and lock any doors, moving all the children to their designated area to sit down quietly.
4. If necessary pupils may need to be evacuated, in a quiet and orderly manner, away from the situation into a safer area defined by staff or police.
5. Staff should account for all children and staff, within their team using Arbor registration, immediately and inform the office of anyone missing. This can be done via email or telephone to the office so that staff do not need to wander around school.
6. Staff should try to keep the children calm and quiet.
7. If necessary, parents/carers should be notified as soon as practicable via Arbor messaging service, 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 there is no need for them to attend the school site until requested.
8. Parents should not contact the school as this will tie up the phone lines;
  - a) They should not attend school as this could interfere with the emergency services access to school and they may put themselves in danger;
  - b) They should wait for the school to contact them about when it is safe to collect their children.
9. Pupils will not be released to parents during a lockdown.

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10. If it is found to be necessary to evacuate the building, the fire alarm will be sounded.
11. School should stay in contact with Emergency Services at all times and follow their instructions.
12. A practice lockdown drill should be undertaken at least annually.
13. Parents should know that there is a Lockdown Plan and that a copy is on the website.
14. Lockdown information should be displayed in every classroom/area.

EYFS	Ensure all children are indoors and all external doors are secured behind them. Move to designated area of classroom, sit down and remain quiet. Staff to pull blinds down on all windows and doors.
Year 1	Ensure all children are indoors and all external doors are secured behind them. Move to designated area of classroom, sit down and remain quiet. Staff to pull blinds down on all windows and doors.
Year 2	Ensure all children are indoors and all external doors are secured behind them. Move to designated area of classroom, sit down and remain quiet. Staff to pull blinds down on all windows and doors.
Year 3	Ensure all children are indoors and all external doors are secured behind them. Move to designated area of classroom, sit down and remain quiet. Staff to pull blinds down on all windows and doors.
Year 4	Ensure all children are indoors and all external doors are secured behind them. Move to designated area of classroom, sit down and remain quiet. Staff to pull blinds down on all windows and doors.
Year 5	Ensure all children are indoors and all external doors are secured behind them. Move to designated area of classroom, sit down and remain quiet. Staff to pull blinds down on all windows and doors.
Year 6	Ensure all children are indoors and all external doors are secured behind them. Move to designated area of classroom, sit down and remain quiet. Staff to pull blinds down on all windows and doors.

Where possible, staff should ensure there is a laptop or iPad with them to be used as a possible means of communication.

Hall	Any children working in the hall at the time of an invacuation should move to sit against the internal wall between the kitchen and the hall. Staff to pull blinds down on all windows and doors and ensure all doors are locked.
Library	A member of staff should check the library and direct the children to the safest place depending on the number of children and the nature of the emergency. All external doors should then be locked and blinds pulled down.

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<p>Playground /field &amp; external areas</p>	<p>Ensure all children are brought inside quickly to the nearest, safe place. The Headteacher, or designated person, will activate the invacuation alarm and ensure that the children enter the school as calmly as possible.</p> <p>Gates are locked throughout the day and this should remain the case.</p>
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**Appendix 1 - Office Invacuation Protocol**

Upon realisation of threat to the school activate alarm by pressing the Invacuation Lockdown alarm.

1. Lock all external doors if safe to do so.
2. Lock and seal hatch doors
3. Close windows and blinds
4. Shut the office door.

Liaise with Headteacher for next steps including;

- Call emergency services – 999
- Call Local Authority – Chris Baird, Education Service Director, 07920160050
- Call ACT Multi-Academy Trust CEO – Alison Anderson
- Call Chair of Governors – Jaqueline McCamphill
- Media Contact as directed

Confirm class lockdown procedures have been carried out – office email monitored at all times

	Staff	Children		Staff	Children
Ladybirds			Nurture Hub		
Caterpillars			Assistant Head		
Hedgehogs			Family Support Workers		
Squirrels			Dragonfly Room		
Badgers			Kitchen		
Foxes			Administration Team		
Kingfishers			Sports Clubs		
Puffins			Trips off Site		
Swallows			Pre-School		
Ravens			Food Tech Room		
Kestrels					
Kites					
Eagles					
Owls					

No contact with external personnel – don't answer the external phone calls, only answer internal calls.

Keep class teachers informed of situation via office emails/classroom telephones.

Await further instructions from Headteacher in relation to contacting Parents via Arbor.