



Invacuation, Lockdown and Evacuation Policy

Date policy last reviewed: June 2026

Statement of intent

Radwinter CofE Primary School is committed to maintaining a safe and secure environment. While prevention is our priority, we recognise that emergencies may occur and must be managed effectively.

This policy sets out clear procedures for:

- Evacuation (leaving the building)
- Invacuation (remaining safely indoors)
- Lockdown (securing the site against a threat)

These procedures are designed to:

- Protect life
- Minimise risk and confusion
- Ensure a calm, coordinated response
- Enable swift support from emergency services

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- DfE (2014) 'Fire safety in new and existing school buildings'
- DfE (2023) 'School and college security'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2023) 'Emergency planning and response for education, childcare, and children's social care settings'

This policy operates in conjunction with the following school policies:

- Emergency Plan
- Health and Safety Policy
- Fire Evacuation Plan
- Personal Emergency Evacuation Plan
- Business Continuity Plan
- School Security Policy

2. Definitions

Evacuation: Leaving the building safely due to internal risk (e.g. fire).

Invacuation: Moving inside and remaining indoors due to external risk.

Lockdown: Securing the building to protect from an immediate threat (partial or full).

3. Roles and responsibilities

Governing Body

- Ensures appropriate policies and procedures are in place
- Monitors effectiveness and compliance

Headteacher

- Overall responsibility for emergency decision-making

- Liaises with emergency services
- Ensures staff training and awareness

Health and Safety Lead

- Develops and reviews procedures
- Leads training and drills
- Conducts risk assessments

Staff

- Follow procedures calmly and promptly
- Ensure pupils are accounted for at all times

Office Staff

- Maintain contact with emergency services
- Provide registers and site information

4. Appropriate procedures

The Headteacher (or senior leader in their absence) will determine which procedure to initiate based on risk assessment and advice from emergency services.

Evacuation may be required for:

- Fire
- Structural risk
- Bomb threat within building

Invacuation may be required for:

- Hazardous fumes or spillages nearby
- Dangerous situations in the local area

Lockdown may be required for:

- Intruder on site
- Serious safeguarding or security threat

5. Implementing procedures

When an incident occurs, the headteacher and health and safety coordinator will make a decision on which emergency procedure should be implemented. They will take account of all the circumstances and seek advice from the emergency services where necessary.

The school will implement one of the following procedures depending on the circumstances:

- Evacuation Procedure
- Invacuation Procedure
- Partial Lockdown Procedure
- Full Lockdown Procedure

All of these procedures are made available to staff and visitors via the school office.

Procedures and policies will be regularly tested to identify where improvements can be made and to enable the school to assess what the wider residual effects of an incident are likely to be. The school will consider

involving neighbouring schools, local police, the LA and other outside agencies in helping evaluate the school's implementation of its procedures. Procedures will be tested in accordance with the [Conducting practices](#) section of this policy.

National Emergency Alerts system

If an alert via the national Emergency Alerts system is received, the headteacher will be alerted as soon as possible. The headteacher and health and safety coordinator will check the current alerts [online](#) to ensure the alert is genuine where necessary.

The relevant emergency procedure will be implemented depending on the nature of the danger.

6. Evacuation Procedure

- Alarm sounded
- Pupils leave building via nearest safe exit
- Staff lead classes to assembly point
- Registers taken immediately
- Any missing persons reported to SLT/emergency services

7. Invacuation Procedure

- Signal given to move indoors
- External doors and windows secured
- Pupils remain calm and supervised
- Ongoing communication maintained via SLT

8. Lockdown Procedures

Partial Lockdown

- External doors secured
- Movement minimised
- Teaching continues where safe

Full Lockdown

- Doors locked and barricaded where appropriate
- Lights off and pupils hidden from view
- Silence maintained
- No one enters or leaves site

Clear communication systems will be used (e.g. agreed signal or message).

9. Personal Emergency Evacuation Plan (PEEP)

Where a member of staff, pupil or visitor has a disability which may result in them needing help in evacuating the premises, a PEEP will be put in place.

The purpose of a PEEP is to enable the school to implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise.

These plans will ensure that no one is discriminated against, or treated less favourably, in the event of an emergency.

A PEEP will identify the following:

- Support arrangements
- Evacuation routes
- Staff responsibilities

10. Communication with parents

- Parents will be informed as soon as it is safe to do so
- Communication will be via official school channels
- Parents must not attend the site unless instructed

11. Actions following incidents

Following an occurrence necessitating the implementation of an emergency procedure, the following actions will be taken:

- A follow-up talk with staff members and pupils will be delivered by the headteacher as required
- Support will be sought where necessary, for example, from counselling services
- Parents and other stakeholders will be informed via letter or email as required
- The response to the crisis will be evaluated and procedures amended where necessary
- The school's Business Continuity Plan will be activated to help restore normality following an incident

12. Conducting practises

Practises of each emergency procedure will be conducted at least annually. During a practise, all pupils and staff will be expected to follow the relevant procedure. Any issues or concerns that arise from the practise will be considered by the headteacher and health and safety coordinator and changes will be made to procedures if necessary.

13. Monitoring and review

All of the procedures outlined in this policy will be tested at least annually.

This policy will be reviewed on an annual basis, or sooner if statutory guidance is released before the review date. The next scheduled review date is June 2027.