

**INVACUATION PROCEDURE**

**‘GO IN, STAY IN’ REGULATIONS**

**Please keep these procedures in a conspicuous place**

**ALARM**

Anyone discovering an issue/threat while children are outside should activate the alert by continually blowing their whistle, all staff to join in blowing whistles. Children are instructed by staff to go into school. All pupils should go into the main school building. Staff tell children ‘GO IN, STAY IN.’

The office staff and a member of the senior leadership team MUST be informed immediately. A tannoy message will be transmitted to ensure everyone else in school is aware.

Message to be communicated: ***‘Invacuation procedures are in process. Please return to your classrooms quickly and quietly***

A member of the senior leadership team will alert the emergency services when deemed necessary.

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All staff are responsible for opening fire doors to ensure access for all.

As soon as the whistle sounds, everyone enters the school building and wherever possible return to their own classrooms. Move quickly, calmly and silently. **NO RUNNING**

External door must be locked once the last adult is inside the building.

Anyone at Early Birds/ Night Owls stay and follow same lockdown procedures as the rest of school

**GO IN STAY IN**

Return to your classroom

Close blinds

Move away from the windows

Stay calm

Remain quiet and out of sight

Lock doors wherever possible

Turn off lights, Smartboards, computers

Take class fire register

If instructed, children to sit on the floor

All further communication via staff mobile phones – shared WhatsApp group

SLT with no class responsibility congregate in Headteacher’s Office

Office staff to lock main entrance and close blinds and assemble in the nearest classroom if it safe to do so.

Wait for further instruction before leaving the classroom/ safe zone

**ROLL CALL**

Staff update WhatsApp group – all present/ name of child/ adult missing

Staff must update the WhatsApp group if they have an additional child / adult that is not normally there

Visitors/volunteers to go to the nearest classroom and be accounted for in the class register

Any missing child or adult should be searched for by a member of SLT

Members of the admin team should assemble in the nearest classroom once tannoy message shared.

**CALLING THE EMERGENCY SERVICES**

A member of the senior leadership team will contact the emergency services if applicable

The safety of children, staff and visitors is the first concern.

On arrival the emergency services must be informed of any missing person and their possible whereabouts.

**DO NOT ATTEMPT TO TACKLE THE THREAT / INTRUDER.**

**Communication Between Parents/Carers and the School**

If the school is in a lockdown situation, phone lines and entrances will be unmanned, external doors locked and nobody will be allowed in or out.

Any incident or development is communicated to parents/carers as soon as is practicable using pre-planned text message/ email where possible. Social media and Marvellous Me should not be used. It is the responsibility of the office staff to communicate with parents and under the instruction of the Headteacher or member of the senior leadership team.

Key information that may be provided depending on the situation:

* The school has an ongoing security situation.
* Their child’s welfare is important and that the school has followed lockdown procedures.
* Request that they not to contact the school.
* Request that they do not come to the school as this will interfere with emergency services access to the site and may even put themselves and others in danger.
* How they may get information about when it is safe to collect their children, and where this will be from (e.g. parent text/police).
* What will happen if the lockdown continues beyond school hours.