Wolsey House Primary School

Invacuation, Lockdown and Evacuation Policy

Policy date: October 2026

Policy review date: October 2027

Together we grow, achieve and thrive.

Contents

Statement of intent 3

1. Legal and guidance framework 3

2. Definitions 4

3. Roles and responsibilities 5

4. Invacuation procedure 10

5. Lockdown procedure 12

6. Evacuation procedure 15

7. Personal Emergency Evacuation Plans (PEEPs) 17

8. Fires 19

9. Bomb threats and suspicious items 20

10. Suspicious items 21

11. Communication with parents and carers 21

12. Monitoring and review 22

Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and Wolsey House Primary School takes their duty to protect the wellbeing and welfare of these people very seriously.

The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the school. In an emergency, staff members will endeavour to take all reasonable actions in order to ensure the safety of pupils.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

1. Legal and guidance framework

1.1 Legislation

This policy has been prepared with regard to relevant legislation, including:

- the 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;
- the Equality Act 2010;
- section 175 of the Education Act 2002;
- the School Premises (England) Regulations 2012; and
- the statutory framework for the Early Years Foundation Stage, where applicable.

The Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law, received Royal Assent on 3 April 2025 but is not yet in force. The school will monitor commencement arrangements, statutory guidance and information issued by the Security Industry Authority and will prepare proportionately for any duties that will apply to the school when the legislation is commenced.

1.2 National and local guidance

This policy has regard to current national guidance, including:

- DfE, *Health and safety: responsibilities and duties for schools*;
- DfE, *Emergency planning and response for education, childcare and children's social care settings*;
- DfE, *School and college security*;
- DfE, *Protective security and preparedness for education settings*;
- National Protective Security Authority, *Evacuation, invacuation and lockdown guidance*;
- ProtectUK guidance on dynamic lockdown, protective security and responding to terrorist incidents;
- HM Government, *Fire safety risk assessment: educational premises*;
- current government guidance on the Terrorism (Protection of Premises) Act 2025; and
- relevant emergency-planning, health-and-safety and fire-safety guidance issued by Leicester City Council, Leicestershire Police and Leicestershire Fire and Rescue Service.

Guidance and legislation will be checked when this policy is reviewed. Where national or local guidance changes before the formal review date, the school will amend its procedures as necessary.

1.3 Related school policies and plans

This policy should be read alongside the school's:

- Health and Safety Policy;
- Fire Risk Assessment and Fire Evacuation Plan;
- Emergency or Critical Incident Plan;
- restricted operational lockdown and invacuation procedures;
- Business Continuity Plan;
- First Aid Policy;
- Supporting Pupils with Medical Conditions Policy;
- Safeguarding and Child Protection Policy;
- Educational Visits Policy;
- Accessibility Policy and Accessibility Plan;
- Visitor and Site Security procedures;
- communication and parental-notification procedures; and
- individual Personal Emergency Evacuation Plans and other individual emergency arrangements.

Detailed alarm signals, communication methods, emergency contact information, assembly or shelter locations and other security-sensitive operational information will be held in a restricted operational plan rather than in the publicly available policy.

An individual Personal Emergency Evacuation Plan will be prepared for any pupil, employee or regular visitor who may require assistance to evacuate. Corresponding individual arrangements will be considered for invacuation and lockdown where required. These arrangements may be coordinated with an education, health and care plan, individual healthcare plan, disability-related reasonable adjustments or workplace risk assessment, but will remain distinct and readily accessible emergency-planning documents.**2. Definitions**

2.1 Evacuation

Evacuation means moving pupils, staff, visitors and contractors away from a building, part of the site or other area affected by an internal or immediate danger. This may be required because of fire, smoke, a gas leak, structural damage, a suspicious item or another incident.

People will normally move by the safest available route to a designated assembly point, alternative safe location or off-site place of safety. The safest route or destination may differ from the normal fire-evacuation arrangements depending on the nature and location of the danger.

2.2 Invacuation

Invacuation means moving people to one or more safer locations inside the school because going outside or remaining in an exposed part of the site would increase the risk of harm.

Invacuation may be used in response to incidents such as:

- hazardous fumes or air pollution;
- severe weather;
- a dangerous animal;
- a disturbance or emergency in the surrounding area; or
- another external hazard that does not require a security lockdown.

Depending on the incident, invacuation may require doors and windows to be closed, ventilation systems to be isolated where this can be done safely, movement around the site to be restricted and emergency-service instructions to be followed.

2.3 Shelter in place

Shelter in place means remaining in the current room or moving to a safer internal area and taking protective action appropriate to the hazard. It is one form of invacuation and may be used where movement through the building or evacuation outside would create a greater risk.

2.4 Lockdown

Lockdown means restricting access to and movement within the school in response to an actual or potential security threat. Its purpose is to prevent or delay access by a person who may cause harm and to reduce people's exposure to danger.

A lockdown may be:

- **partial**, where movement or access is restricted in part of the site while normal activity continues elsewhere where it is safe to do so; or
- **full**, where pupils, staff and visitors take immediate shelter in the nearest suitable location and secure themselves as far as it is safe and practicable.

During a lockdown, people must not place themselves at additional risk by approaching exposed doors, windows or corridors. Doors and windows will be secured only where this can be done safely. Staff and pupils will remain out of sight, minimise noise and follow the school's agreed procedure and instructions from the police or other emergency services.

2.5 All clear

All clear means the formally authorised instruction that an evacuation, invacuation, shelter or lockdown response has ended or that people should move to the next stage of the emergency response.

An all-clear instruction will be issued only through the school's agreed communication method or directly by the police, fire and rescue service or another authorised incident lead. Staff and pupils must not assume that an incident has ended because alarms, noise or external activity have stopped.

3. Roles and responsibilities

3.1 Governing body

The governing body is responsible for:

- ensuring that suitable emergency-planning, evacuation, invacuation and lockdown arrangements are in place;
- providing appropriate oversight, challenge and resources;
- receiving assurance that procedures are practised, reviewed and improved;
- monitoring whether appropriate arrangements are made for disabled pupils, employees and visitors and others who may require assistance; and
- monitoring the school's preparation for relevant future duties under the Terrorism (Protection of Premises) Act 2025.

Governors will not normally receive security-sensitive operational details unless they require the information to discharge their responsibilities.

3.2 Headteacher

The headteacher has overall responsibility for:

- implementing this policy and the associated restricted operational procedures;
- ensuring that proportionate risk assessments and emergency plans are in place;
- appointing an incident lead and deputies so that responsibility is clear whenever the school or its extended provision is operating;
- ensuring staff understand the procedures and receive appropriate induction, training and updates;
- ensuring that pupils are prepared in an age-appropriate and reassuring manner;
- ensuring evacuation, invacuation and lockdown drills are planned and undertaken at appropriate intervals;
- ensuring that drills and actual incidents are recorded, evaluated and used to improve practice;
- ensuring that parents and carers receive appropriate information about the school's emergency arrangements without disclosing security-sensitive details;
- coordinating with the local authority, emergency services and other relevant agencies; and
- ensuring that individual emergency arrangements and Personal Emergency Evacuation Plans are prepared and reviewed where required.

The headteacher may delegate particular tasks, but retains overall responsibility for ensuring that suitable arrangements are maintained.

3.3 Incident lead

During an emergency, the headteacher will normally act as the incident lead. If the headteacher is unavailable, the most senior available member of staff identified in the restricted operational plan will assume the role.

The incident lead will:

- assess the available information and initiate the most appropriate response;
- raise or authorise the agreed alarm or communication signal where it is safe to do so;
- contact, or direct another person to contact, the emergency services;
- coordinate the school's immediate response;
- obtain information about pupils, staff, visitors and contractors who are missing, injured or otherwise at risk;
- maintain communication with staff and relevant agencies where circumstances permit;
- determine, with advice from emergency services where available, whether evacuation, invacuation, lockdown, relocation or another response is required;
- ensure that appropriate welfare and safeguarding arrangements are established; and
- authorise communications with parents, carers, governors and the wider community.

No member of staff should delay taking immediate protective action while waiting for the headteacher or incident lead where there is an evident and urgent risk to life.

Once the emergency services assume operational control, their instructions will take precedence. The incident lead will support them and provide relevant information.

3.4 Senior leaders

Senior leaders will:

- support or deputise for the incident lead;
- help communicate instructions and coordinate different areas of the site;
- monitor implementation of procedures;
- help account for pupils, employees, visitors and contractors;
- support pupils and staff who require additional assistance;
- ensure that safeguarding and welfare needs are considered; and
- assist with post-incident communication, debriefing and review.

3.5 Office staff

Office staff will:

- maintain readily accessible and up-to-date emergency contact information;
- maintain systems showing which pupils, staff, visitors and contractors are expected to be on site;
- contact the emergency services and other agencies when directed or when immediate action is required;
- provide emergency responders with relevant site information, plans, access details and known hazards where it is safe to do so;
- support the reconciliation of pupil, staff, visitor and contractor records;
- assist with communication to parents and carers using approved messages and systems;
- keep a record of significant communications and actions where circumstances permit; and
- ensure emergency contact and pupil information can be accessed if the main office or electronic systems are unavailable.

Office staff will not place themselves at risk by returning to an unsafe location to retrieve registers, plans or equipment.

3.6 Office Manager

The Office Manager will:

- maintain records of emergency drills and actual incidents;
- record the date, type and outcome of each drill;
- record any issues, near misses and actions identified;
- monitor completion of agreed actions;
- retain records securely in the designated shared or electronic location; and
- support the headteacher in reviewing the effectiveness of procedures.

Security-sensitive records will be accessible only to those who require them.

3.7 Site Manager

The Site Manager will:

- help ensure that emergency exits, escape routes, fire doors, gates, alarms and relevant emergency equipment are appropriately maintained and kept accessible;
- report defects or hazards promptly;
- maintain current site plans and information about utilities and significant hazards;
- assist emergency services with safe access to the site where possible;

- isolate utilities or building systems only when trained, authorised and safe to do so; and
- support the review of premises-related learning following drills or incidents.

The Site Manager will not enter or remain in an unsafe area to secure the premises, operate equipment or retrieve information.

3.8 Teachers and other employees responsible for groups

Staff responsible for a class or group will:

- follow the agreed procedure and instructions from the incident lead or emergency services;
- take immediate protective action where waiting for further instruction would increase danger;
- supervise pupils and maintain a calm, clear and reassuring manner;
- bring the class register iPad, grab bag or other emergency information only where it is immediately available and safe to do so;
- account for pupils as soon as reasonably practicable;
- report any missing, additional, injured or distressed person immediately through the agreed communication route;
- prevent pupils from leaving the group unless authorised or necessary for immediate safety;
- provide reasonable assistance in accordance with pupils' individual emergency arrangements; and
- remain with pupils until responsibility is formally transferred or the all-clear is given.

Staff must not place themselves or other pupils at unreasonable risk by searching for a missing person. Relevant information will be passed immediately to the incident lead and emergency services.

3.9 All employees

All employees must:

- familiarise themselves with this policy and the operational arrangements relevant to their role and location;
- take part in required training and drills;
- know how to raise the alarm and obtain emergency assistance;
- follow instructions promptly, while using professional judgement where immediate circumstances require a different action to protect life;
- challenge or report blocked exits, security weaknesses, communication failures or other concerns;
- support pupils, colleagues and visitors to remain as calm and safe as possible;
- not use personal devices to photograph, record, livestream or publish information about an emergency;
- maintain appropriate confidentiality; and
- participate in post-incident welfare checks, debriefing or review where requested.

3.10 Personal Emergency Evacuation Plans and individual needs

The SENDCO, relevant line manager, class teacher and other appropriate staff will work together to identify pupils, employees and regular visitors who may require:

- physical assistance;
- an alternative route or safe location;

- specialist equipment;
- support with communication or sensory processing;
- medication or medical support;
- a familiar adult;
- additional preparation for drills; or
- another reasonable adjustment.

An individual Personal Emergency Evacuation Plan or equivalent emergency arrangement will be prepared, shared with relevant staff, practised where appropriate and reviewed at least annually and following any significant change, drill or incident.

No person will be assumed to require the same support in an evacuation, invacuation and lockdown; each type of response will be considered separately.

3.11 Visitors and contractors

Office staff will provide visitors and contractors with proportionate emergency information when they sign in or begin work. This will include:

- how they will be alerted;
- the action they should take;
- where they should report;
- any relevant restrictions; and
- who will assist or account for them.

Visitors and contractors must sign in and out accurately, wear the required identification and follow staff and emergency-service instructions.

Contractors carrying out work that may affect alarms, exits, fire doors, access controls, utilities or emergency routes must agree suitable temporary arrangements with the Site Manager before work begins.

3.12 Extended-school and out-of-hours provision

Before-school, after-school, holiday and lettings arrangements will identify:

- the person responsible for initiating emergency procedures;
- how emergency services will be contacted;
- how pupils, staff and visitors will be accounted for;
- how parents and carers will be contacted;
- how individual needs will be met; and
- how the headteacher or another senior leader will be informed.

Organisations hiring or using the premises must follow the school's emergency and safeguarding requirements as a condition of use.

3.13 Drills, records and review

Evacuation, invacuation and lockdown procedures will be rehearsed at proportionate intervals. Drills will be:

- planned with regard to pupils' ages and needs;
- conducted in a calm and non-alarming manner;

- adapted where necessary for pupils or adults who may experience distress or require reasonable adjustments;
- coordinated so that different school sessions and extended provision are appropriately covered; and
- evaluated after completion.

Records will include the date, time, type of drill, areas involved, time taken where relevant, persons unaccounted for, communication or equipment difficulties, reasonable-adjustment issues, lessons learned, actions required, responsible persons and completion dates.

Following an actual incident, the school will undertake an appropriate debrief and review. This will include consideration of pupil and staff welfare, safeguarding, communications, accessibility, business continuity and whether policies, risk assessments or individual plans require amendment.

4. Invacuation procedure

4.1 The purpose of the invacuation procedure is to protect pupils, staff and visitors by moving them to safer locations within the school building where remaining outside, or evacuating the premises, would expose them to greater danger. It may be used in response to incidents such as chemical spillages, smoke or air pollution, a dangerous animal, severe weather or another external hazard.

Where there is an armed or violent intruder, or another immediate security threat, the school's lockdown procedure will normally be followed. The appropriate response will depend on the location and nature of the threat, and staff must not move pupils towards a known or suspected danger.

4.2 The agreed invacuation warning will be activated using the school's alarm system. The signal is clearly distinguishable from the fire-evacuation alarm and understood by all staff. Staff will immediately follow the invacuation procedure and await further instructions where these can be given safely. If the circumstances require lockdown, the separate lockdown procedure in section 5 will be implemented.

4.3 The Office Manager, Site Manager, Headteacher or another authorised member of staff will activate the invacuation warning as soon as a concern is identified. Where there is an immediate risk to life, staff must take prompt protective action and must not delay while waiting for authorisation.

4.4 Staff will use the school's agreed communication arrangements to report important information, including missing or additional pupils, injuries or problems securing an area. Mobile phones may be used where it is safe and practicable to do so, but staff should keep devices on silent where sound could increase the risk. The school will maintain walkie-talkies in case mobile telephone services or internet access are unavailable. Radios and mobile phones must not be used close to a suspicious item, in accordance with section 10.

4.5 The headteacher, incident lead or another designated senior member of staff will provide updates and instructions using the agreed communication system, where it is safe and possible to do so.

4.6 During an invacuation, pupils, staff and visitors who are outside will move quickly and calmly to the nearest appropriate internal safe location, using the safest available route. They must not enter or cross an area where the threat is known or suspected to be present. Where entering the building would increase the risk, staff will move the group away from the danger to an alternative place of safety and contact the school.

4.7 Staff in nearby buildings or rooms will alert groups outside to come inside where this is the safest course of action. Staff must not leave a place of safety or expose themselves to danger in order to collect another person.

4.8 Once people are inside, designated external doors and windows will be secured where appropriate. Blinds will be closed where this is relevant to the nature of the incident. Staff and pupils will move away from external doors and windows and position themselves in the safest available part of the room.

For an airborne hazard, windows and external doors will be closed and mechanical ventilation or air-conditioning will be switched off where this can be done safely and in accordance with the school's operational emergency plan.

4.9 The school's designated internal safe locations are identified within its operational emergency plan and site risk assessment. Classrooms and halls may be used where they are assessed as suitable for the particular incident. Staff must follow any updated instructions because the safest location may vary according to the nature and location of the hazard.

4.10 Each class or group will be guided to the nearest appropriate safe location by the member of staff responsible for them. Reasonable adjustments and any relevant personal emergency arrangements will be implemented for pupils, staff or visitors who need additional assistance.

4.11 Where invacuation occurs during breaktime, lunchtime, before or after school, or during an extended-school activity, staff will direct pupils to the nearest appropriate safe location in accordance with the school's operational arrangements.

4.12 Staff will instruct pupils to remain calm and stay away from external doors and windows.

4.13 Where necessary because of the nature of the threat, pupils and staff will be instructed to sit or lie on the floor, remain quiet or take other protective action.

4.14 As soon as practicable, the member of staff responsible for each group will check the attendance register or undertake a headcount. Missing pupils, additional pupils, visitors or staff, and any known injuries will be reported immediately through the agreed communication system. No member of staff should leave a place of safety to search for a missing person where doing so would expose them or the pupils in their care to danger.

4.15 Pupils, staff and visitors will remain in their designated safe location until the all-clear or further instructions are communicated through the school's agreed and authenticated method. Where the emergency services have assumed control, their instructions will take precedence.

4.16 Following the all-clear, pupils will return to their classrooms or another designated location as instructed. Registers and visitor records will be checked again and any discrepancy reported immediately.

4.17 The school office or designated incident lead will contact and maintain communication with the emergency services where required, provide relevant information and follow their instructions. Emergency services will be informed of any missing persons, injuries, known hazards and individuals who may require assistance.

4.18 Following an incident requiring invacuation, the school will, as appropriate:

- check the immediate welfare of pupils, staff and visitors;
- provide pupils and staff with an age-appropriate explanation and debrief;

- make pastoral, medical or specialist support available where required;
- inform parents and carers as soon as reasonably practicable, taking account of emergency-service or safeguarding advice;
- make and retain an accurate record of the incident, decisions taken and actions completed;
- notify the local authority, governing body, insurers or other agencies where required;
- evaluate the effectiveness of the response; and
- review the relevant risk assessments, emergency plans and procedures and implement any lessons learned.

5. Lockdown procedure

5.1 This procedure will be implemented as a sensible and proportionate response to an internal or external security incident that has the potential to pose an immediate threat to the safety and wellbeing of pupils, staff and visitors.

Incidents involving external environmental hazards, such as air pollution, smoke, chemical spillages or dangerous animals, will normally be managed through the school's invacuation or shelter procedure unless the circumstances also require access to, or movement within, the premises to be restricted.

5.2 The headteacher will ensure that staff understand when and how the lockdown procedure may be implemented. Staff will receive appropriate information, instruction and opportunities to practise the procedure.

5.3 Depending on the nature, location and severity of the threat, the school may implement either a partial lockdown or a full lockdown.

5.4 The headteacher or designated incident lead will consider the available information when determining the appropriate response. Where possible, advice will be sought from the emergency services. Where there is an immediate threat to life, staff must take prompt protective action and must not wait for authorisation before moving themselves and pupils away from danger.

Partial lockdown

5.5 A partial lockdown is a precautionary measure that secures the external perimeter of the school and places the school in a state of readiness while allowing controlled activity within appropriate parts of the building. It may be implemented where:

- there is a disturbance or police incident within the local community;
- there is a potentially threatening person near, but not on, the school site;
- the police or another authorised agency advises the school to restrict access or movement; or
- another developing situation requires the school to increase its level of security.

Full lockdown

5.6 A full lockdown may be implemented where there is an immediate or significant security threat on, or in very close proximity to, the school site. This may include:

- an intruder or unauthorised person presenting a threat on the school site;
- a person believed to be carrying a weapon;
- a violent or potentially violent incident within or immediately outside the school;
- a credible threat communicated to the school; or

- an incident where the police advise the school to enter full lockdown.

5.7 The school's agreed lockdown warning will be activated through its alarm and communication systems. The lockdown warning will be clearly distinguishable from the fire-evacuation alarm and the invacuation signal.

The precise signals, code words and methods used to distinguish partial and full lockdown will be set out in the school's restricted operational procedure and communicated to all relevant staff.

5.8 Where it is safe and practicable, the headteacher, incident lead or designated senior member of staff will provide further information through the school's paging, internal telephone or mobile communication system.

5.9 Mobile phones may be used to communicate essential information where it is safe to do so. Devices should be placed on silent, including vibration being switched off where appropriate, and unnecessary calls or messages must be avoided. Staff must not photograph, film, livestream or post information about the incident on social media.

5.10 As soon as practicable, the school office or another designated person will contact the police or other relevant emergency service and provide available information about:

- the nature and location of the threat;
- the number and description of any person involved;
- any weapons seen or reported;
- missing or injured people;
- the parts of the site affected; and
- any pupils, staff or visitors requiring additional assistance.

Immediate protective action

5.11 When lockdown is announced, pupils, staff and visitors will remain in their current secure room or move to the nearest appropriate safe location, using the safest available route.

5.12 Staff must not automatically enter corridors, toilets, halls, playgrounds or other exposed areas to collect or search for people. They should only do so where the immediate circumstances indicate that it is safe and necessary.

5.13 Pupils and staff who are outside will enter the nearest safe building where this can be achieved without moving towards the threat. If entering the building would expose them to greater danger, they will move away from the threat, leave the site where appropriate or hide in the safest available location.

5.14 Staff and pupils who cannot safely enter a building will follow the principles of moving away from danger, finding effective cover, remaining out of sight and contacting the police when it is safe to do so.

5.15 The member of staff present will assume responsibility for the pupils and other people within their immediate group. Staff may take responsibility for pupils who are not normally in their class.

5.16 Doors and windows will be secured where this can be done safely. Fire doors will be closed but must not be secured in a way that prevents an emergency escape or conflicts with the school's fire-safety arrangements.

5.17 The member of staff responsible for each room or group will undertake a register or headcount as soon as practicable. Missing pupils, additional pupils, visitors, staff members or known injuries will be reported via internal phone systems or mobile phones.

No member of staff should leave a place of safety to search for a missing person where doing so would expose them or the pupils in their care to danger. Information about missing persons will be passed immediately to the incident lead and emergency services.

5.18 The headteacher, incident lead and senior leadership team will continue to assess the situation dynamically, taking account of available information and advice from the emergency services. Once the police or another emergency service assumes control, their instructions will take precedence.

5.19 Staff should be aware of possible alternative escape routes. The safest route during a security incident may not be the normal fire-evacuation route. If remaining in the room becomes more dangerous than leaving it, staff should use their judgement to move pupils away from the threat by the safest available route.

5.20 Depending on the circumstances, pupils may be instructed to move away from danger, hide, disperse or evacuate. Any such action must be based on the nature and location of the threat.

5.21 Within a secured room, pupils may be instructed to sit or lie on the floor or take cover in the safest available location. Staff should take account of pupils' ages, SEND, medical conditions, mobility and communication needs.

5.22 During a partial lockdown, controlled movement within the building may continue where authorised by the incident lead and supported by the ongoing risk assessment.

5.23 During a full lockdown, staff will take appropriate measures to reduce visibility and delay access, which may include:

- securing doors and windows;
- closing curtains or blinds where this does not require anyone to approach an exposed window;
- switching off lights, screens and other unnecessary equipment;
- moving people out of sight and away from doors and windows;
- keeping everyone as quiet as reasonably possible;
- silencing mobile phones and other devices; and
- using furniture to provide additional protection or obstruct access where this can be done safely and without preventing an emergency escape.

Ending or changing the lockdown

5.24 Everyone will remain in their safe location until:

- the authenticated all-clear is communicated through the school's agreed system;
- the emergency services give instructions to leave or move; or
- remaining in that location presents a more immediate danger than leaving it.

Staff must not respond to an unverified message, voice or signal claiming that the lockdown has ended.

5.25 If the situation changes and evacuation becomes necessary, instructions will be communicated through the agreed emergency system. Staff will use the safest available route and must not automatically use the normal fire-evacuation route if it leads towards the threat.

5.26 In the event of a hostage situation, staff will immediately inform the police where possible and follow police instructions. The remainder of the site will be protected, moved or evacuated only where this is assessed as the safest response. Staff must not attempt to confront, negotiate with or rescue people from the hostage situation unless directed by the police.

Communication with families

5.27 Parents and carers will be informed as soon as it is safe and practicable to do so, normally through Weduc. Communications will provide clear instructions and will not include sensitive operational information that could compromise safety or a police response.

5.28 Pupils will not be released to parents or carers during a lockdown. Parents and carers will be instructed not to attend the school, telephone the school unnecessarily or post details of the incident on social media. Arrangements for collection or reunification will be communicated once it is safe to do so.

Training and review

5.29 Lockdown arrangements will be considered and tested through appropriately planned exercises. These may include senior-leadership discussions, tabletop exercises and carefully managed staff or pupil drills. Exercises involving pupils will be age-appropriate, non-alarming and adapted for pupils with SEND, medical needs or previous experiences that may make participation distressing.

5.30 Lockdown arrangements will be reviewed at least annually and following:

- any lockdown incident or exercise;
- significant changes to the school site or staffing;
- relevant advice from the police, local authority or government; or
- the identification of a new or changed security risk.

Lessons learned and required actions will be recorded and followed through.

6. Evacuation procedure

6.1 Wolsey House Primary School will carry out an evacuation drill at least once each term to ensure that pupils and staff understand the procedure and that it can be implemented safely and effectively. Drills will be recorded and, where appropriate, varied to test arrangements at different times of the school day or when a usual escape route is unavailable.

6.2 In an emergency such as a fire, the school's evacuation procedure will be implemented immediately, with priority given to raising the alarm, evacuating everyone safely and contacting the emergency services.

6.3 All staff will have access to the evacuation procedure. Clear fire-action instructions identifying the alarm, evacuation routes and assembly arrangements will be displayed prominently throughout the school, including in classrooms and other regularly occupied areas.

6.4 New staff, volunteers and regular contractors will be informed of the evacuation procedure as part of their induction or initial site briefing. All staff will receive appropriate refresher information and training.

6.5 The Office Manager is the school's lead Fire Warden/Fire Coordinator. The school will also identify trained Fire Wardens and suitable deputies to ensure that responsibilities can be fulfilled

during absences and throughout the school day, including during lunchtime, before- and after-school provision and other activities.

6.6 Designated teaching assistants and other identified staff will receive appropriate fire-awareness and Fire Warden training. They will be informed of any checking or sweeping duties allocated to them.

Any check or sweep must only be undertaken where it is safe to do so, must not involve entering an area affected by fire or smoke and must not delay the staff member's own evacuation. A sweep is a visual check made while leaving the building and is not a search.

6.7 The headteacher and Fire Coordinator will ensure that staff are aware of the designated evacuation routes, alternative routes and external assembly points.

6.8 Staff and pupils will normally use the nearest safe available exit. The nearest exit must not be used where it is obstructed or affected by fire, smoke or another hazard. Staff will instead direct the group to the nearest safe alternative exit and then to the designated external assembly point.

6.9 The signal to evacuate will be the continuous sound of the fire alarm.

6.10 When the fire alarm sounds, pupils, staff and visitors will stop what they are doing and evacuate the building immediately under the direction of staff. Personal belongings must not be collected.

6.11 Staff will direct pupils and visitors to the nearest safe exit and then to the designated assembly point. Where possible and safe, staff will close doors behind them to help restrict the spread of fire and smoke.

6.12 Fire exits, escape routes and access to firefighting equipment must be kept clear at all times. Staff who identify an obstruction or defect must report it immediately.

6.13 Designated staff will carry out their allocated checks of toilets, changing rooms, corridors, halls and other areas as they leave, where it is safe to do so. No one should delay their own evacuation or re-enter the building to undertake a check.

6.14 Pupils will leave the building and proceed to the assembly point in a calm, orderly and quiet manner so that instructions can be heard.

6.15 Staff will be aware of pupils, employees or regular visitors who have a Personal Emergency Evacuation Plan (PEEP) or require other assistance. The arrangements set out in the relevant PEEP will be followed.

6.16 At the assembly point, pupils will line up in their designated classes or year groups. Registers will be checked promptly using the school's agreed iPad system. A suitable backup will be available in case the iPads, network or electronic registers cannot be accessed.

The school will also account for:

- employees;
- visitors;
- volunteers;
- contractors; and
- pupils or staff who were working away from their usual class or location.

6.17 Any person who cannot be accounted for will be reported immediately to the headteacher, Fire Coordinator or person managing the assembly point. Available information will include:

- the person's name;
- where they were last seen;
- the time they were last seen;
- any known mobility, medical or communication needs; and
- any other information relevant to locating them safely.

6.18 Staff, pupils and visitors must not re-enter the building or place themselves at risk to search for a missing person. Information about anyone unaccounted for will be given immediately to the Fire and Rescue Service, who will determine how any search should be conducted.

6.19 No pupil, member of staff or visitor will re-enter the building until the Fire and Rescue Service has confirmed that it is safe following a fire or suspected fire. Following a drill or confirmed false alarm, the headteacher or designated Fire Coordinator may give permission to re-enter once the cause of the alarm has been established and it is confirmed that there is no danger.

6.20 In the event of a fire or suspected fire, the school office or another designated member of staff will call 999 as soon as possible from a safe location. The school will not assume that activation of the alarm automatically results in the Fire and Rescue Service being contacted.

The nominated member of staff will meet the emergency services where it is safe to do so and provide relevant information, including the location of the incident and details of anyone who is unaccounted for.

6.21 If the school building or normal assembly point cannot be used, pupils and staff will be moved to the school's identified alternative place of safety. Parents and carers will be contacted through Weduc where collection or alternative arrangements are necessary. Pupils will only be released through the school's agreed reunification and safeguarding arrangements.

6.22 All evacuations and evacuation drills will be recorded in the Evacuation Record Log. Records will include:

- the date and time;
- the reason for the evacuation or drill;
- the time taken to evacuate;
- any difficulties, delays or persons unaccounted for;
- whether PEEP arrangements operated effectively;
- any actions or learning identified; and
- the person responsible for ensuring that required actions are completed.

7. Personal Emergency Evacuation Plans (PEEPs)

7.1 Where a pupil, member of staff, volunteer or regular visitor has a disability, medical condition, temporary injury or other need that may affect their ability to recognise an alarm, understand instructions or evacuate the premises safely and promptly, an individual Personal Emergency Evacuation Plan (PEEP) will be prepared.

A temporary PEEP may be required following an injury, operation, change in mobility, pregnancy or other short-term circumstance.

7.2 The purpose of a PEEP is to set out the practical assistance and arrangements required to enable the individual to reach a place of safety during an emergency without relying on the attendance of the Fire and Rescue Service.

7.3 PEEPs will support the school in meeting its duties towards disabled people and in making reasonable adjustments. Arrangements will protect the individual's safety, dignity, privacy and independence as far as reasonably practicable.

7.4 A PEEP will identify, where relevant:

- the individual's mobility, sensory, communication, medical or other relevant needs;
- how the individual will recognise the alarm and receive instructions;
- the assistance required and how it will be provided;
- the staff responsible for providing assistance and suitable deputies;
- the primary and alternative evacuation routes;
- any refuge areas and arrangements for communication and onward evacuation;
- any specialist equipment required;
- any arrangements relating to stairs, doors, lifts or changes in floor level;
- the designated assembly point and how the individual will be accounted for;
- arrangements applying at different times of the day or in different parts of the school;
- arrangements for educational visits or off-site activities, where applicable; and
- any training or practice required to ensure that the plan can be implemented safely.

7.5 Where it is safe and suitable, an individual with a PEEP will use the same evacuation route as their class, group or colleagues. Where this is not possible, the alternative route and assistance arrangements will be clearly recorded in the PEEP.

A lift must not be used during an evacuation unless it is specifically designed and approved for evacuation use and its use is included within the individual's PEEP and the school's fire-risk assessment.

7.6 Where a refuge forms part of a PEEP, it will be treated as a temporary place of relative safety rather than the final evacuation point. The plan will state:

- how the individual will communicate with the person managing the evacuation;
- how their location will be confirmed;
- who will provide assistance; and
- how and when onward evacuation will take place.

7.7 The individual concerned will be involved in preparing and reviewing their PEEP wherever possible. For a pupil, their parent or carer will also be consulted, together with relevant school staff and, where appropriate, health or other professionals. The pupil's views will be obtained in a way that reflects their age, understanding and communication needs.

7.8 Staff allocated responsibilities within a PEEP will be informed of their role and given appropriate information, instruction and training. Arrangements will be practised sensitively where this is safe and appropriate, taking account of the individual's wishes and needs.

7.9 Each PEEP will be reviewed at least annually and sooner where:

- the individual's needs, health, mobility or circumstances change;
- the individual moves to a different classroom or working location;
- there is a change to staffing or the people allocated to provide assistance;

- the premises, evacuation routes, alarm system or emergency procedures change;
- specialist equipment is introduced or altered;
- a drill or emergency identifies that the arrangements were ineffective; or
- the individual, parent, carer or relevant professional requests a review.

7.10 PEEPs will be stored securely but will be readily accessible to staff who need the information in order to fulfil their responsibilities. Relevant information will be shared on a need-to-know basis and handled in accordance with the school's data-protection arrangements.

7.11 Where a visitor unexpectedly requires assistance and it has not been possible to prepare an individual PEEP in advance, reception or the member of staff hosting the visitor will agree suitable emergency arrangements with them on arrival.

7.12 The school will consider whether pupils, staff or visitors with additional needs require corresponding individual arrangements for invacuation or lockdown. These arrangements may be recorded alongside the PEEP or within a separate emergency support plan, as appropriate.

8. Fires

8.1 In the event of a fire or suspected fire, the school will raise the alarm and implement its evacuation procedure immediately.

8.2 Fire exits, emergency routes, corridors, stairways and access to firefighting equipment must be kept clear and unobstructed at all times. Any obstruction or defect must be reported immediately.

8.3 Suitable emergency lighting will be provided, tested and maintained in accordance with the school's fire-risk assessment and advice from competent fire-safety professionals.

8.4 The Office Manager and Site Manager will ensure that fire exits and evacuation routes are appropriately marked and that required inspections and checks are completed and recorded. The Health and Safety Governor will monitor these arrangements through the governing body's health and safety and premises oversight.

8.5 The headteacher, Office Manager and Site Manager will ensure that appropriate fire-detection, alarm and firefighting equipment is provided, inspected, tested and maintained in accordance with the school's fire-risk assessment and relevant servicing requirements.

Staff must not attempt to fight a fire unless they have received appropriate training, it is safe to do so and their actions will not delay evacuation.

8.6 All staff are responsible for understanding and following the school's fire-emergency procedures. This does not mean that every member of staff is a designated Fire Warden.

8.7 The headteacher will designate an appropriate number of trained Fire Wardens and deputies. At Wolsey House Primary School, designated teaching assistants and other identified staff who have received additional training may undertake allocated checking or sweeping duties.

A sweep is a visual check made while leaving the building. Staff must not enter an area affected by fire or smoke, delay their own evacuation or re-enter the building to complete a search.

8.8 All fire evacuations, false alarms and evacuation drills will be recorded in the Evacuation Record Log. Any difficulties, delays, equipment failures or other learning will be recorded and followed up. The fire-risk assessment and procedures will be reviewed where an incident or drill identifies that changes are required.

9. Bomb threats and suspicious items

9.1 All bomb threats will be taken seriously and reported immediately to the police by calling 999, regardless of how implausible or inaccurate the threat may appear.

9.2 Where a bomb threat is received by telephone, the member of staff receiving the call should, as far as safely possible:

- remain calm and listen carefully;
- keep the caller talking for as long as possible;
- attract the attention of a colleague and ask them to call 999;
- record the exact words used by the caller;
- note the displayed telephone number, time of the call and any background sounds;
- record any information about the caller's voice and the location or timing mentioned;
- avoid interrupting or challenging the caller; and
- complete the school's bomb-threat checklist as soon as possible.

9.3 Where a threat is received by email, text message, letter or social media, staff must not reply to, forward, alter or delete the message. The communication and any associated information must be preserved for the police. Written items should be handled as little as possible.

9.4 The headteacher or designated incident lead will determine the school's immediate protective response, taking account of:

- the information contained within the threat;
- the location of any suspected item;
- the location of pupils, staff and visitors;
- the safety of evacuation routes and assembly locations; and
- advice from the police or other emergency services.

The response may involve evacuation, invacuation, lockdown, movement to another part of the site or remaining in place. Immediate protective action must not be delayed while awaiting the headteacher where there is a clear risk to life.

9.5 Staff will be notified through the school's agreed emergency communication system. The precise code words, alarm signals and operational messages will be contained within the school's restricted emergency procedure and communicated to relevant staff.

9.6 The normal fire alarm and fire-evacuation route will not automatically be used for a bomb threat. The threat or a suspicious item may be on or near the normal evacuation route or assembly point. Staff will follow the specific instructions issued by the incident lead or emergency services and must not move pupils past a suspicious item.

9.7 Where an off-site evacuation is required, pupils and staff will normally be directed to the school's planned alternative assembly location identified within the restricted operational emergency plan, provided that:

- the location and route have been assessed as safe;
- the threat is not on or close to the route or assembly point;
- the site remains available and accessible;
- arrangements have been agreed with the receiving site; and
- the police or other emergency services have not directed the school elsewhere.

An alternative location will be used where the National Space Centre or the route to it may be unsafe.

9.8 Staff will guide pupils by the safest available route to the location identified by the incident lead or emergency services. Registers or headcounts will be completed as soon as practicable, and pupils, staff, visitors, volunteers and contractors will be accounted for.

9.9 Any person who cannot be accounted for will be reported immediately to the incident lead and police. Staff will provide the person's name, where and when they were last seen and any relevant medical, mobility or communication needs.

Staff must not re-enter an affected building or area to search for a missing person. Searches connected with a bomb threat or suspicious item will only be undertaken by the police or other appropriately trained personnel.

10. Suspicious items

10.1 If a suspicious item is discovered, staff must:

- not touch, move, open or examine it;
- move pupils and other people away from it without passing close to it;
- keep people away from windows and out of direct line of sight;
- prevent anyone from entering the affected area where this can be done safely;
- inform the headteacher, incident lead or senior member of staff; and
- call 999 from a safe location.

Mobile phones and radios must not be used within 15 metres of a suspected item.

10.2 Staff must not undertake their own search for an explosive device. They may provide the police with information about anything unusual, missing, out of place or inconsistent with the normal school environment.

10.3 The school will follow police instructions throughout the incident. No one will return to an affected building or area until the police or other emergency services confirm that it is safe.

10.4 The incident, decisions, communications and actions taken will be recorded. Following the incident, the school will review its risk assessment, emergency procedures and any pastoral or welfare support required.

11. Communication with parents and carers

11.1 Parents and carers will be provided with general information about the school's emergency arrangements. Detailed information that could compromise site security, including code words, precise safe locations, internal communications and operational responsibilities, will be restricted to those who need to know it.

11.2 During a genuine emergency, parents and carers will be informed as soon as it is safe and practicable to do so, taking account of advice from the police and other emergency services. Communication will normally be made through Weduc, with alternative methods used where necessary.

11.3 Parents and carers will be instructed:

- not to telephone the school unless they have essential information;

- not to attend the school or alternative assembly location until asked to do so;
- not to share unverified information, photographs, locations or operational details on social media; and
- to follow the collection or reunification instructions issued by the school.

These precautions help to keep access routes clear, avoid overwhelming communication systems and prevent pupils, families or emergency responders being placed at additional risk.

11.4 Pupils will not be released during an invacuation or lockdown. When it is safe to release pupils, the school will inform parents and carers of the collection location and procedure. Pupils will only be released to an authorised adult in accordance with the school's safeguarding and reunification arrangements.

11.5 Communications will acknowledge the concerns of parents and carers, provide accurate information that can safely be shared and explain the actions they should take. The school will avoid speculation and will correct significant misinformation where appropriate.

11.6 Where possible, communications will be made accessible to families who have additional communication needs or who require translated or alternative-format information.

12. Monitoring and review

12.1 This policy will be reviewed annually and sooner where:

- an emergency, drill or exercise identifies required improvements;
- the school's premises, staffing or operational arrangements change significantly;
- the fire-risk assessment or security risk assessment is updated;
- advice is received from the police, Fire and Rescue Service, local authority or another relevant agency;
- relevant legislation or statutory guidance changes; or
- the Terrorism (Protection of Premises) Act 2025 comes into force or further applicable guidance is issued.

12.2 The headteacher will coordinate the review in consultation with the Office Manager, Site Manager, senior leaders and other relevant staff. The governing body will provide oversight and approve the policy in accordance with the school's policy-review arrangements.

12.3 The effectiveness of the procedures will be monitored through:

- records of drills and exercises;
- evaluations following incidents and false alarms;
- fire-safety and site-security inspections;
- review of PEEPs and other individual emergency arrangements;
- staff feedback and identified training needs; and
- confirmation that actions arising from reviews have been completed.

12.4 Detailed operational information, including alarm signals, code words, safe rooms, alternative routes, contact information and staff deployment, will be reviewed alongside this policy but retained within the school's restricted emergency plan. It will only be shared with staff, emergency services and other people who need the information.