

# LEAVENING COMMUNITY PRIMARY SCHOOL



## Lockdown Procedures

### Evacuation and Invacuation Procedures

**Member of staff responsible:** Sian Mitchell

**Link Governor responsible:** Neil Audsley

**Approved by Governors on:** September 2023

**Review Date:** September 2024

**Chair of Governors:** James Robinson

**Headteacher:** Sian Mitchell

## Leavening Community Primary School full lockdown procedure

Incident control officers and response team		
Role	Nominated person	Emergency contact number
Incident control officer	<a href="#">Sian Mitchell</a>	<a href="#">07834063720</a>
Deputy incident control officer	<a href="#">Sarah Bennett</a>	<a href="#">07828 950059</a>
Communications officer	<a href="#">Susie Kemp</a>	<a href="#">01653658313</a>

Signals	
Full lockdown signal	<a href="#">Siren sounds</a>
All-clear signal	<a href="#">Whistle is blown</a>
Evacuation signal	<a href="#">Fire alarm sounds</a>

Other arrangements		
Safe areas	<a href="#">School Hall</a>	
Outdoor safe area	<a href="#">Acorns outdoor classroom</a>	
Evacuation point	<a href="#">On site- conkers playground</a>	
Pre-arranged alternative place of safety if required to leave the site	Venue name	Venerable Bede Leavening Church Malton Rd, Leavening, Malton YO17 9SW
	Venue type	Church
	Point of contact	<i>Rev'd Cate Turner Interim Rector, West Buckrose</i>

	<b>Contact number</b>	01653 619928
Useful information about the alternative place of safety	<u><a href="#">This venue is not locked and is always open.</a></u>	
Communication arrangements	<u><a href="#">Communication Officer will ensure communication as per this policy.</a></u>	

Full lockdown procedure	
Initial implementation	
The school is made aware of the incident that requires the full lockdown procedure to be implemented.	
If a situation warranting a full lockdown is brought to the attention of the school by an alert through the national Emergency Alerts system, the staff member(s) who received the alert informs the <u><a href="#">headteacher</a></u> or a member of the incident response team.	
The <u><a href="#">headteacher</a></u> makes the decision to implement the full lockdown procedure.	
The full lockdown signal is given.	
The <u><a href="#">SLT</a></u> uses <u><a href="#">an internal messaging system</a></u> to ensure all staff members are aware of the incident that has occurred and the type of lockdown procedure to be implemented, and that the lockdown is not a practice.	
The <u><a href="#">site manager</a></u> is contacted to ensure they are aware of the implementation of the full lockdown.	
The <u><a href="#">headteacher</a></u> contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.	
Parents are informed via <u><a href="#">the school's parent messaging system</a></u> that a full lockdown is taking place.	
Immediate action	
All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building, unless it is unsafe to do so, and staff ensure all doors are securely locked.	
If it is not safe for people outside to return indoors, they will be directed to a safe evacuation point.	
Retractable security bollards are triggered at all access points so that unauthorised vehicles are blocked.	

Any lifts are disabled without returning to the ground floor.
The ventilation systems are turned off to prevent the spread of contaminants, e.g. sarin.
Staff, pupils and visitors that remain outside during the lockdown hide in the designated outdoor safe area until the emergency services arrive.
Staff escort pupils and visitors to the nearest safe area.
The <a href="#">headteacher</a> and <a href="#">site manager</a> check outdoor areas and ensure all pupils, staff and visitors are inside the school building.
When everyone is inside, all external doors and windows are locked, and blinds and/or curtains closed; doors and windows remain locked until the 'all-clear' signal is given or unless otherwise instructed by the <a href="#">headteacher</a> or emergency services.
All internal doors to safe areas are locked and any windows on doors are covered.
Access points to safe areas are blocked off by moving furniture to obstruct doorways.
Lights in all safe areas are turned off.
Once the building and safe rooms are secure, <a href="#">one</a> staff member per safe area conducts a register or headcount. Staff notify the <a href="#">headteacher</a> if any pupils, members of staff or visitors are not accounted for via <a href="#">two-way radio</a> or <a href="#">mobile phone</a> , and an immediate search is instigated by the <a href="#">headteacher</a> , where appropriate and safe to do so.
<b>During the full lockdown</b>
Verbal communication is kept to essential communication. All mobile phones are turned onto silent and communication devices are not used if it would be unsafe to do so, e.g. if usage would lead to the safe area location being revealed.
Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight, e.g. under a desk.
All staff, pupils and visitors remain in their safe area unless otherwise stated by the <a href="#">headteacher</a> or emergency services.
All pupils, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to a safe area.
If possible, the <a href="#">headteacher</a> will check for missing or injured pupils, staff or visitors.
Pupils and visitors are kept calm during the lockdown.
No pupil is released to their parents during the lockdown.

An automated answer machine message informs callers that a full lockdown procedure is in place.
The <a href="#">headteacher</a> keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.
The <a href="#">headteacher</a> sounds the evacuation signal if it is necessary to evacuate the building.
The rest of the building is evacuated to the designated evacuation point if someone is taken hostage on the school site.
The full lockdown only ends once the all-clear signal has been delivered.
<b>Further action after the lockdown</b>
Parents are informed of the incident via a <a href="#">letter</a> .
The <a href="#">SLT</a> reviews the full lockdown procedure for its effectiveness and make changes as necessary.

### Partial Lockdown Procedure

Signals		
Partial lockdown signal	<a href="#">Calm communication from incident control officers and/or communication officers</a>	
Escalation to full lockdown signal	<a href="#">Siren Sounds</a>	
All-clear signal	<a href="#">Whistle blown</a>	
Evacuation signal	<a href="#">Fire alarm sounded</a>	
Other arrangements		
Safe areas	<a href="#">School Hall</a>	
Outdoor safe area	<a href="#">Acorns outdoor classroom</a>	
Evacuation point	<a href="#">On site- conkers playground</a>	
Pre-arranged alternative place of safety if required to leave the site	Venue name	Venerable Bede Leavening Church Malton Rd, Leavening, Malton YO17 9SW
	Venue type	Church

	<b>Point of contact</b>	<i>Rev'd Cate Turner Interim Rector, West Buckrose</i>
	<b>Contact number</b>	01653 619928
Useful information about the alternative place of safety	<u><a href="#">This venue is not locked and is always open.</a></u>	
Communication arrangements	<u><a href="#">Communication      Officer      will      ensure communication as per this policy.</a></u>	

Partial lockdown procedure	
Initial implementation	
The school is made aware of an incident that requires the partial lockdown procedure to be implemented.	
If a situation warranting a partial lockdown is brought to the attention of the school by an alert through the national Emergency Alerts system, the staff member(s) who received the alert informs the <u><a href="#">headteacher</a></u> or a member of the incident response team.	
The <u><a href="#">headteacher</a></u> makes the decision to implement the partial lockdown procedure.	
The partial lockdown signal is given.	
The <u><a href="#">SLT</a></u> uses <u><a href="#">two-way radios</a></u> or <u><a href="#">mobile phones</a></u> to ensure all staff members are aware of the incident that has occurred and of the type of lockdown procedure to be implemented, and that the lockdown is not a practice.	
The <u><a href="#">site manager</a></u> is contacted to ensure they are aware of the implementation of the partial lockdown.	
The <u><a href="#">headteacher</a></u> contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.	
Parents are informed via <u><a href="#">the school's parent messaging system</a></u> that a partial lockdown is taking place.	
Immediate action	
All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building and staff ensure doors are secure.	
Pupils, staff and visitors go to the designated safe areas.	

The <a href="#">headteacher</a> and <a href="#">site manager</a> check outdoor areas and ensure all staff, pupils and visitors are inside the school building.
All external doors and windows are locked and remain locked until the 'all-clear' signal is given, or unless otherwise instructed by the <a href="#">headteacher</a> or emergency services.
If the incident or potential threat involves an explosion, all windows, blinds and/or curtains are closed.
In the event of an air pollution issue, all air vents are closed by the <a href="#">site manager</a> .
The <a href="#">headteacher</a> alerts staff members <a href="#">via two-way radio</a> that the building is secure.
Once the building is secure, <a href="#">one</a> staff member per safe area conducts a register or headcount. Staff notify the <a href="#">headteacher</a> immediately if any pupils, members of staff or visitors are not accounted for via <a href="#">two-way radio</a> or <a href="#">mobile phone</a> , and an immediate search is instigated where appropriate.
<b>During the partial lockdown</b>
All staff, pupils and visitors remain in the school building – free movement is permitted, unless otherwise stated by the <a href="#">headteacher</a> or emergency services.
Pupils and visitors are kept calm during the partial lockdown.
Pupils are not released to their parents during the partial lockdown – pupils with mobile phones are advised to contact their parents to inform them they are safe, but will not be let out of the school building until the all-clear signal has been given.
<a href="#">Office staff</a> answer telephone calls from parents and inform them pupils will not be released while the partial lockdown is in place.
The <a href="#">headteacher</a> keeps in contact with the relevant emergency services to assess the best course of action in respect of the threat or incident.
If it is necessary to escalate the partial lockdown to a full lockdown, the full lockdown signal is sounded and the <a href="#">Full Lockdown Procedure</a> is followed.
If it is necessary to evacuate the building, the evacuation signal is sounded and the <a href="#">Evacuation Procedure</a> is followed.
The partial lockdown only ends once the all-clear signal has been delivered.
<b>Further action after the lockdown</b>
Parents are fully informed of the incident <a href="#">via letter</a> .
The <a href="#">SLT</a> reviews the partial lockdown procedure for its effectiveness and make changes as necessary.

## Leavening Community Primary invacuation procedure

Incident control officers and response team		
Role	Nominated person	Emergency contact number
Incident control officer	<a href="#">Sian Mitchell</a>	<a href="#">07834063720</a>
Deputy incident control officer	<a href="#">Sarah Bennett</a>	<a href="#">07828 950059</a>
Communications officer	<a href="#">Susie Kemp</a>	<a href="#">01653658313</a>

Signals	
In evacuation signal	<a href="#">Verbal communication</a>
Full lockdown signal	<a href="#">Siren sounds</a>
All-clear signal	<a href="#">Whistle is blown</a>
Evacuation signal	<a href="#">Fire alarm sounds</a>

Other arrangements	
Most suitable invacuation areas	<a href="#">School hall, Headteachers office, Learning Zone</a>
Communication arrangements	<a href="#">Communication Officer will ensure communication as per this policy.</a>

Invacuation procedure
Initial implementation
The school is made aware of an incident that requires the invacuation procedure to be implemented.



**[New]** If a situation warranting invacuation is brought to the attention of the school by an alert through the national Emergency Alerts system, the staff member(s) who received the alert informs the [headteacher](#) or a member of the incident response team.

The [headteacher](#) makes the decision to implement the invacuation procedure.

The invacuation signal is given.

The [SLT](#) uses [two-way radios](#) or [mobile phones](#) to ensure all staff members are aware of the incident, understand that the invacuation procedure is being implemented, and know that this is not a practice.

The [site manager](#) is contacted to ensure they are aware of the implementation of the invacuation.

The [headteacher](#) contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.

Parents are informed via [the school's parent messaging system](#) that an invacuation is taking place.

#### Immediate action

All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building.

The [headteacher](#) and [site manager](#) check outdoor areas and ensure all staff, pupils and visitors are inside the school building.

All external doors and windows are locked and remain locked until the 'all-clear' signal is given, or unless otherwise instructed by the [headteacher](#) or emergency services.

In the event of an air pollution issue, all air vents are closed by the [site manager](#).

The [headteacher](#) alerts staff members [via two-way radio](#) that the building is secure.

Once the building is secure, staff conduct a register or headcount of their area. Staff notify the [headteacher](#) immediately if any pupils, members of staff or visitors are not accounted for via [two-way radio](#) or [mobile phone](#), and an immediate search is instigated where appropriate.

#### During the invacuation

All staff, pupils and visitors remain in the school building – free movement is permitted, unless otherwise stated by the [headteacher](#) or emergency services.

Pupils are not released to their parents during the invacuation – pupils with mobile phones are advised to contact their parents to inform them they are safe, but will not be let out of the school building until the all-clear signal has been given.

[Office staff](#) answer telephone calls from parents and inform them pupils will not be released while the invacuation is in place.

The [headteacher](#) keeps in contact with the relevant emergency services to assess the best course of action in respect of the threat or incident.

If it is necessary to escalate the invacuation to a lockdown, the relevant signal is given.

If it is necessary to evacuate the building, the evacuation signal is sounded.

The invacuation only ends once the all-clear signal has been delivered.

#### Further action after the lockdown

Parents are fully informed of the incident [via letter](#).

The [SLT](#) reviews the invacuation procedure for its effectiveness and make changes as necessary.

## [Leavening Community Primary School](#) evacuation procedure

Incident control officers and response team		
Role	Nominated person	Emergency contact number
Incident control officer	<a href="#">Sian Mitchell</a>	<a href="#">07834063720</a>
Deputy incident control officer	<a href="#">Sarah Bennett</a>	<a href="#">07828 950059</a>
Communications officer	<a href="#">Susie Kemp</a>	<a href="#">01653658313</a>
Signals		
Evacuation signal	<a href="#">Verbal communication</a>	
All-clear signal	<a href="#">Verbal communication</a>	

Other arrangements	
Evacuation assembly points	Venerable Bede Leavening Church Malton Rd, Leavening, Malton YO17 9SW
Communication arrangements	Verbal Communication

Evacuation procedure
Initial implementation
A member of staff nearest to the incident that requires an evacuation informs the <a href="#">headteacher</a> or a member of the incident response team who raises the alarm. If the incident is a fire in the school, the nearest staff member triggers the fire alarm.
If a dangerous situation warranting evacuation is brought to the attention of the school by an alert through the national Emergency Alerts system, the staff member(s) who received the alert informs the <a href="#">headteacher</a> or a member of the incident response team, who raises the alarm.
The evacuation signal is given.
The <a href="#">headteacher</a> uses <a href="#">the school's announcement system</a> to ensure all staff, pupils and visitors are aware the evacuation is not a practice.
Parents are informed via <a href="#">the school's parent messaging system</a> that an evacuation is taking place.
Immediate action
The <a href="#">headteacher</a> contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.
Staff managing pupils and/or visitors take them through the nearest exit.
Staff, pupils and visitors only take important belongings with them, e.g. medication, if it is safe to do so.
Staff escort pupils and visitors to the nearest assembly point.
At the assembly point, <a href="#">one</a> staff member per group conducts a register. Staff notify the <a href="#">headteacher</a> immediately if any pupils, members of staff or visitors are not accounted for via <a href="#">two-way radio</a> or <a href="#">mobile phone</a> , and an immediate search is instigated where appropriate.
Staff members keep the groups they are responsible for calm during the evacuation.
The <a href="#">site manager</a> monitors the main access points of the building to make sure no one re-enters the premises.
The evacuation only ends once the all-clear signal has been delivered.
Further action after the evacuation

Parents are fully informed of the incident [via letter](#).

The [SLT](#) review the evacuation procedure for its effectiveness and make changes as necessary.