



ST. ANNE'S COPP CHURCH OF
ENGLAND PRIMARY SCHOOL,
GREAT ECCLESTON



INVACUATION POLICY

This policy is reviewed regularly over the course of an academic year.



*"Let us love, not in word, but in truth and action."
(1 John 3:18)*

SEPTEMBER 2026

Approved by GB : September 2026

Next GB Review : no later than September 2027

*"Let us love, not in word, but in truth and action." (1 John
3:18)*

In building solid foundations for every unique individual and putting God's love at the centre of all we do, our children learn to embrace our diverse world. We encourage our children to learn universally in order to understand our heritage and roots as a village, town, region and nation. Through strong community links, our children grow in **compassion** and **understanding**, **promote justice** and possess commitment and **aspire** to make a positive difference. We offer an ambitious curriculum that ignites **curiosity** along with high personal expectations that fosters **resilience** and which enables them to flourish. Our children are easily distinguished by the **courage** they show when making brave choices and understand the importance of becoming the very best versions of themselves.

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. Staff in school refer to this procedure as a 'Reverse Fire Alarm'. Pupils understand this is the opposite to the Fire Alarm procedure. Children 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 etc.

PROCEDURE

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

1. If children are outside when a lockdown is initiated, the Headteacher, a designated member of staff, or a member of staff in the nearest classroom will activate the lockdown signal by sounding three short blasts of the emergency siren. If it is safe to do so, staff will direct children to enter the school building calmly and quickly through the nearest available entrance. Children should then return to their usual classroom base. Where this is not the safest option, they should be directed to the nearest secure classroom and remain there until further instructions are given. Staff working outdoors should follow the same procedure, entering the nearest safe area with the pupils in their care. Visual cue cards are used to indicate whether it is safe or unsafe to move between locations. Staff should only return to their designated classroom base when the visual cue confirms that it is safe to do so. If movement is not safe, staff and pupils should remain in their secure location until the all-clear is given.

2. The office staff will contact the police on 999 if necessary.

3. If children are in the building, the Headteacher or a designated member of staff will initiate the lockdown procedure and alert all staff using the school's internal telephone system, which is

"Let us love, not in word, but in truth and action." (1 John 3:18)

the primary method of communicating a lockdown. Every classroom and key area is equipped with a telephone, and all staff are familiar with the lockdown alert and the actions required upon receiving it.

To provide an additional layer of assurance and ensure the alert is heard in areas where the telephone system may not be immediately audible, a secondary lockdown signal of three short blasts from the emergency sirens will be activated. This signal serves as a backup to the telephone alert and is intended to reinforce the lockdown message across the site. The siren can be activated from any classroom or office.

Emergency lockdown shelves are located at key points throughout the school and are positioned at a high level. Each shelf contains an emergency siren, lockdown procedures and a safety card. Staff are trained to cascade the lockdown message where necessary to ensure all areas of the school are alerted promptly.

All emergency sirens are battery-operated and tested weekly to ensure they remain operational. The Site Supervisor is responsible for carrying out and recording these tests.

4. Depending on the circumstances, staff should ensure pupils remain in the classroom with locked doors and windows. Staff should close any blinds, move all the children to their designated area and sit down quietly.

5. 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.

6. Staff should account for all children, staff and visitors immediately and inform the office of anyone missing. This should be done via email to both Head and Bursar –so that staff do not need to wander around school.

7. Staff should try to keep the children calm and quiet.

8. If necessary, parents/carers should be notified as soon as practicable to do so via the Class Story on Dojo that there is a lockdown situation. Parents will 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:

- Parents should not contact the school as this will tie up the phone lines;
- Parents should not attend school as this could interfere with the emergency services access to school and they may put themselves in danger;
- Parents 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.

"Let us love, not in word, but in truth and action." (1 John 3:18)

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 lockdown drill will be undertaken at least annually.
13. Parents should know that there is an Invacuation Plan and that a copy is on the website.
14. Lockdown information is displayed in every classroom/area.

Office	When the alarm sounds, office staff should move into the Headteacher's office. Headteacher to log on to Head's machine to receive emails.
Pre-school	Ensure all children are indoors (including any children in the main playground) and the external doors are locked. Close all the blinds. Assemble children into protective classroom spaces including corners of room or shield with furniture where possible. Children to remain seated and as quiet as possible.
All classes	Ensure all children are indoors and the door is secured behind them. Move to designated area of classroom, sit down and remain quiet. Where possible, staff should take a mobile phone / laptop / iPad with them to be used as a possible means of communication. Staff should send confirmation via email to the Head and Bursar that the children are accounted for.
Hall	Any children working in the hall at the time of an invacuation should move into Year 3. These should be made as secure as possible during a lockdown.
Boardroom	A member of office staff should check the Boardroom and direct the children to the safest place (Year 3) depending on the number of children and the nature of the emergency.
Outside playground	Ensure all children are brought inside quickly. Lock all doors and windows and close blinds. Sit all children down and establish a quiet and calm environment.
Outside Field	Bring children in via hall door if possible. Locate in Year 3 classroom.
Staffroom	All staff and visitors in these areas should lock the door, ensuring that they have a siren / laptop / mobile phone for communication.

- On hearing the signal, all staff should close as many blinds as possible.
- Ensure doors are closed/locked.
- In line with updated guidance on mobile phone use, staff are expected to switch on their mobile phone during any emergency or safety-related incident, including a lockdown. Staff should, where possible, have access to a mobile phone, iPad, or laptop to enable communication and receipt of updates. These devices should remain out of sight of pupils during normal school activities but be readily accessible when required to support the school's emergency response.
- Duplicate keys to all classroom doors should be hung above the door on the inside of the classroom.
- When the lockdown is over, a senior member of staff will notify everyone or give the agreed 3 blast signal to indicate that the lockdown has finished.
- All children should be accounted for and a welfare check completed by class teachers