



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 2025**

Approved by GB : September 2025

Next GB Review : January 2026

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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 evacuation 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 evacuation/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 there are children outside, the Headteacher, or a designated person, will give three short blasts of the lockdown siren and ensure that the children enter or remain outside of the school depending on the scenario. Staff and children are trained to be as calm as possible. Staff are aware of their nearest safe point and will make a decision based on the presenting scenario. This may include whether to return to their own base class or join another class base if safer. Teachers and staff should return to their base class only when it is safe to do so.

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

3. If the children are in the building, the Headteacher or designated persons will inform all staff of the situation. Each class has a phone and a distinct signal will be heard through the phone system. In addition, there will be a signal of 3 short blasts from sirens will be activated to inform staff and pupils that they school is in lockdown to enable areas that are more discreet to action lockdown. Each class has it's own siren which can be activated. All main points within school have an emergency shelf located at a high point where the siren is stored. In addition, lockdown procedures and a safety card are also available in each class. Staff understand how to cascade

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the signal throughout school in the event of a landline issue or where other classes may be outside of school. Sirens are battery operated and tested weekly. The Site Supervisor is responsible for this.

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. Should a class be outside, the class teacher will be responsible for making a decision to remain in an alternate, discreet place outside of the school building. In this case, staff will notify the office via text or email.

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 must account for all children immediately and inform the office of anyone missing. Staff are trained to send an email to both Headteacher and Bursar with an 'all present' subject line plus number present (including staff).

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.

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 termly.

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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.
Nursery	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	Situation dependent, 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 move to the loft and 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.

Try to keep a mobile phone / iPad / laptop with them.

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

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blast signal to indicate that the lockdown has finished.

All children should be accounted for and a welfare check completed by class teachers

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