



Invacuation procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Invacuation procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a potentially dangerous animal roaming loose

Procedures:

- The Office will turn on the Invacuation alarm (one continuous sound) for 30 seconds
- If in the classroom, staff to calmly sit all children on the carpet and register them
- If outside, call the children in calmly and come into school. Either into the hall or the classroom, whichever is deemed nearest
- If it is lunchtime, the Midday Supervisors will signal for children to line up and get the children into their classes without delay. Where safe, teachers will join their classes. Where this is not safe, Middays will remain with their class
- Staff in classrooms to close all doors and windows in this area and close blinds/curtains
- One member of staff from Owl class and one from Rabbit class will close doors and windows in the hall and close curtains
- Kitchen – SLT or Office – report back to the office to check/shut the back door
- A member of staff from Hedgehog class will check that doors and windows in Badger class are closed
- A member of staff from Squirrel class will check that doors and windows in Club4U (if the alarm is raised outside of their working hours)
- A member of staff from Raccoon class will use the keypad lock to secure the Year 2 block, another adult from either Otter or Raccoon will check the Y2 toilets, the inclusion room and the SENDCO office (adults from these additional rooms to join Otter class)
- The Office will lock the front door and close doors, blinds and windows in the staffroom and offices
- In a real Invacuation, the headteacher or SLT member will call the emergency services. They will stay on the line if necessary and take instruction from the police. In this situation the headteacher/SLT will await the instruction of the police before evacuating the school
- In a real emergency, the office will also contact Westfield school to alert them of any danger on the Eastfield site
- Once the office staff have closed up their area, they will start to ring all classrooms (including Club4U between 9am – 1pm). This will be to inform staff of the reason for the Invacuation and therefore the present dangers. They will also ask the teacher in the classroom to inform them as to whether all children in the class are accounted for and if not, who is missing
- If a child or adult is missing, the search for the individual or group will begin immediately, where it is safe to do so. If the missing person/s are not found, the police will be informed
- Once all staff and pupils are accounted for and the danger has ceased, the office will sound the Invacuation alarm again to signal that the school is now out of danger or that the practice has finished
- In a real emergency, the County Council will be informed of the incident, as well as all parent/carers. This will take place once the situation has become safe enough to do so

Signals		Personnel
Signal for invacuation	Lockdown alarm – continuous sound	LS/CW/Office
Signal for all-clear	Lockdown alarm – continuous sound	LS/CW/Office

Invacuation		Personnel
Rooms most suitable for invacuation	All classes to remain in the space that they are in, if deemed safe by teacher, sitting on the carpet	
Entrance points (eg doors, windows) which should be secured	Classroom external doors Classroom internal doors Classroom windows Hall external doors Hall windows Front door Office door Office windows Staffroom external door Staffroom windows Headteacher office window	Class teachers and support staff Class teachers and support staff Class teachers and support staff Staff members from Owls and Rabbits Staff members from Owls and Rabbits Office staff Office staff Office staff SLT or Office SLT or Office LS
Communication arrangements	Classroom telephones	

Invacuation checklist:

Ref	Initial response - invacuation	Who	Tick / sign / time
L1	Ensure all pupils are inside the school building. CTs responsible for own class. If lunchtime, midday staff will use a handbell to let their class know they must stop and line up, then tell other staff to get to children to support where it is safe to do so	Midday staff	
L2	If children are outside the teacher on duty will bring the children in promptly	LS/CW	
L3	TAs will remain in classrooms with the children		
L4	Lock / secure entrance points (e.g. doors, windows)	As above	
L5	Dial 999 - Office	Office team	
L6	Telephone Westfield on 01480 375005 to let them know we are under invacuation	Office Team	

L7	Ensure people take action to increase safety Keep children calm and still Draw curtains / blinds Turn off lights Stay away from windows and doors where possible CTs responsible for own class		
L8	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access		
L9	If possible, check for missing / injured pupils, staff and visitors. Staff should notify the office immediately of any pupils not accounted for via the internal telephone extension and instigate an immediate search for anyone missing if it is safe to do so.	SLT (fire register)	
L10	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.		

- Notify Cambridgeshire County Council via the 'School Emergency' phone number 01223 703564
- Parent/carers will be notified as soon as it is practical to do so via text messaging/email
- Pupils will not be released to parent/carers during invacuation
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent

It is of vital importance that the school's invacuation procedures are familiar to all members of the school staff. To achieve this, an invacuation drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan in an age appropriate and calm manner (Regular practices will increase their familiarity).

Partial Invacuation

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

'Partial invacuation' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the invacuation.

In the event of a prolonged invacuation or more severe scenario, Cambridgeshire County Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friend and family outside of the cordoned area.

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