

Key Contact – Nayla Khan



## **Invacuation and Lockdown Procedure**

### **Invacuation**

#### **Covid 19**

Staff to wear face coverings/face guards and keep socially distant where possible during the Invacuation/lockdown procedure.

A lockdown will be signified by the Invacuation Bell.

In all circumstances, unless otherwise notified, the following procedure should be followed:

1. SLG notified of incident – ‘Code 7’ and location on the radios to signal for assistance
2. Decision taken by SLG to action an invacuation.
3. All radios turned to channel 7
4. The invacuation bell will sound, this is located in the Admin Office activated by NKN. Admin/SLG if NKN absent)

The following procedure should be followed depending on the lesson that the incident occurs:

<b>Period</b>	<b>Action</b>
<b>AM &amp; PM</b>	1. All pupils return to their classrooms immediately
	2. All classroom windows and doors should be closed
	3. Children check against BromCom registers by all class teachers via SIMS (or safeguarding folders if BromCom unavailable)
	4. Once the register is taken, if all children are present your green card will be placed on the classroom door window. If you have missing children, the names will be written on the red card and placed on your classroom door window visible for BfL Team to see
	5. BfL Team take note of any missing pupils and report to Commanding Officer
	6. All other staff should remain in their current location. Any staff on corridors should move to the nearest office/classroom
	7. All clear given by SLG, signalled by the invacuation bell

<b>Period</b>	<b>Action</b>
<b>Break &amp; Lunch Times</b>	1. Lunch time staff notified by behaviour team via whistle
	2. All pupils, class teachers and teaching assistants return to their classrooms immediately with exception of those carrying out duties
	3. All classroom windows and doors should be closed
	4. Children check against BromCom registers by all class teachers via BromCom (or safeguarding folders if BromCom unavailable)

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	5. Once the register is taken, if all children are present your green card will be placed on the classroom door window. If you have missing children, the names will be written on the red card and placed on your classroom door window visible for BfL Team to see
	6. BfL Team take note of any missing pupils and report to Commanding Officer
	7. Pupils who are outside during break or lunch are to be brought into their classrooms immediately
	8. All pupils who are seated in the lunch hall are to be sent to their classrooms immediately (EYFS & KS1 guided to class and KS2 directed)
	9. All clear given by SLG, signalled by the invacuation bell

**Lockdown**

A lockdown will be signified by the Lockdown Bell.

If the decision is taken to invoke a lockdown the same procedure as an invacuation should be followed with the following exceptions:

- All classroom doors must be closed and locked. If classroom doors are not able to be locked, tables must be moved in front of them.
- Pupils must sit on the floor, under desks where possible, or against a wall.
- All blinds must be drawn.
- All lights should be switched off where possible.
- All mobile phones must be switched to silent then put away

**Roles and Responsibilities**

Role	Responsibility
<b>Commanding Officer</b> – AMY (OGS if AMY absent)	<ul style="list-style-type: none"> <li>• Co-ordinate the invacuation/lockdown response</li> <li>• Be positioned in the Hall</li> <li>• Control the use of radio communication</li> <li>• Complete the invacuation/lockdown checklist</li> <li>• Maintain communication with the police (if necessary)</li> </ul>
<b>Marshalls</b> P Turner – Nursery, learning space and toilets and return to Nursery.	<ul style="list-style-type: none"> <li>• Check all designated areas (including toilets) for pupils and staff</li> <li>• Check all external doors are secure and that the immediate vicinity is clear</li> </ul>

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<p>T Northrop – reception classrooms area toilets.</p> <p>S Hall – Year 1/2 additional classroom and cloakrooms</p> <p>L King – Focus, Juniper &amp; cloakrooms</p> <p>J Dann - Year 2 area including Year 2 library and toilets.)</p> <p>S Green – Year 3 area, Library and Study Area including toilets.</p> <p>B Broadhead – Year 5 and Year 6 corridor including toilets.</p> <p>J Greenwood – Kitchen, Focus &amp; PPA room</p> <p>A Bootland – will be the cover named person for when staff are absent</p>	<ul style="list-style-type: none"> <li>Once areas and clear report to Commanding Officer and go to the Focus room</li> <li>Bring any missing children to the Hall</li> </ul>
<p><b>Classroom Supervision</b> ELM – M Beaumont YEW – S Shanks / R Hainsworth WILLOW (JLS) – D Bingley</p>	<ul style="list-style-type: none"> <li>As some class teachers have other roles, other staff are required to replace the classroom teacher during the invacuation/lockdown</li> </ul>
<p><b>BfL Team</b> ASE – EYFS &amp; KS1 RMN– Lower &amp; Upper KS2 JGD if RMN or ASE absent</p>	<ul style="list-style-type: none"> <li>If enacted during break/lunch go outside immediately and supervise children entering the building</li> <li>Go to designated areas and collate lists of unaccounted for pupils. Communicate this to the Commanding Officer when prompted</li> <li>During a lockdown, ensure all classroom doors are locked if possible then lock the internal corridor doors</li> <li>Return to the Focus room</li> </ul>
<p><b>SLG</b></p>	<ul style="list-style-type: none"> <li>If the invacuation/lockdown is enacted during a break or lunch, all SLG to go to exits doors and supervise the children inside</li> </ul> <p>DLN – Y6 door LTE – Y3/4 door SFR – Y1 door ASN – Y5 door</p> <ul style="list-style-type: none"> <li>Supervise escorting pupils to their classrooms</li> <li>Return to Focus room</li> </ul>

Commented [ST1]: Check this section with AMY/OGS

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<b>Designated member of admin staff</b> TEN (CAE if TEN absent)	<ul style="list-style-type: none"><li>• If an invacuation/lockdown is enacted during break/lunch, fire registers should be printed off and handed to Commanding Officer</li></ul>
<b>Premises Team</b> CCR (NKN if CCR absent)	<ul style="list-style-type: none"><li>• All radios to be turned to channel 7</li><li>• Site Team to lock external and classroom doors if required.</li></ul>

**Updated September 2020**

**Radios**

Channel 1 – Admin Team, BfL Team, JGD  
Channel 3 – Site Team  
Channel 5 – SLG  
Channel 7 – Invacuation/Lockdown  
Channel 9 - PE