



Tyntesfield
Primary School

INVACUATION POLICY

Policy Approved: November 2026

Policy Reviewed: November 2027

1. Rationale

The purpose of this policy is to provide procedures for staff in the event of an incident that requires whole school invacuation. 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.

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in a situation where there is a hazard in the school grounds or outside the school in the near vicinity.

It is very unlikely that our school will ever need to implement a real invacuation but it is important for us to have arrangements in place to deal with such a situation.

2. Definition

Dynamic Invacuation is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of Invacuation is to prevent people moving into danger areas and preventing injury or harm on site (or part of).

It is recognised that due to their nature some sites may not be able to physically achieve complete invacuation

3. Reasons for an invacuation to be initiated:

- Someone/something (i.e an animal) who is out of control and threaten the safety of our pupils, staff, or himself/herself;
- Someone who has a gun or weapon;
- An intruder;
- Hazardous chemicals outside the building;
- An extreme weather related event;
- An incident in the close vicinity of school that raises concern about pupil/staff safety;

By its very nature, the reasons for an invacuation will be unpredictable and may occur at any time of the day. Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site. They should also be aware of the guidance in Appendix A on how to respond to an attack: **Run, Hide, Tell.**

When an incident occurs the priority is to safeguard those on-site (i.e. pupils, staff, parents/carers, visitors) and alert the emergency services if necessary. Parents and other organisations (such as the local authority) can then be informed as appropriate.

Plans should emphasize the importance of locking down as quickly as possible. At the first indication of a major incident or potential threat, the signal for invacuation (blowing the whistle) should be given and the invacuation begins immediately. If pupils are outside when the signal for an invacuation is sounded, staff members need to take pupils to the nearest possible safe area that can be secured.

4. Levels of Invacuation

There are two levels of invacuation:

AMBER – Partial invacuation during which school activities carry on as normal practice. However, entrances and exits to the school are monitored closely and all staff are aware and on alert to be vigilant. Pupils and parents should not be aware of the situation in this instance.

RED – Full invacuation during which all staff and pupils would be inside the building, classroom doors and windows barricaded and emergency services fully involved. Pupils and parents would be fully aware of the situation in this instance.

5. Invacuation Procedure

All staff (especially those working in the main office) should be trained that when information is received in the office of a situation requiring an invacuation, whoever receives that information, will immediately activate the school's invacuation system. There should be no hesitation in announcing the invacuation, and the decision to call the invacuation should be made immediately by whoever receives the call to the office, and should not be delayed.

- Following receipt of Information / Intelligence regarding a threat to persons on site at the School, Headteacher and/or staff to assess information and source. Quickly assess if threat viable. **Sound dedicated Invacuation warning tone (blow whistle). Ring 999**
- Secure Perimeter.
- Secure Main Entrances, use Shutters and Internal Blinds
- Set up Operations Room in Designated Office, and inform staff that school is going into Invacuation
- Assemble Incident Team (SLT) in office to spread Invacuation decision by:
- Invacuation whistle, Phone message from Main Office to all classes with phones, and Verbally on corridors. **Communication is key**
- Text to all staff members Mobiles
- Message to all IT equipment in Building (if possible)
- **Any other communication methods available (Loud Hailer, email, Nexus wireless alert system, P.A)**
- Identify team member to record all decisions taken. (Including list of numbers on site and locations at time of incident)
- Consider implementing a command and control strategy using the **STO** system. **Practice of roles essential for live incident.**
- **STRATEGIC** is in overall control of the organisation's resources at the incident and will formulate the strategy for dealing with the incident. **(Head, Deputy, SLT)**
- **TACTICAL** manages tactical implementation following the strategic direction given by **S** and makes it into sets of actions that are completed by **O**.
(Staff in Operations room / Main Office)
- **OPERATIONAL** directly controls an organization's resources at the incident and will be found with their staff working at the scene **(Teachers, T.A, all other staff on duty, Site Manager, Maintenance team)**

IT SHOULD BE BORNE IN MIND THAT AN INCIDENT COULD OCCUR THAT ALLOWS NO FORWARD PLANNING. EVEN SO THE FOLLOWING IS STILL ACHIEVABLE

6. Staff Areas of Responsibility

- On receipt of the command to 'Invacuate' whether via whistle, phone call, text message, word of mouth or other, the first priority for staff and pupils is to ensure they are out of harm's way as quickly as possible.
- Individuals should remain in the part of the building in which they are situated, move to the closest secure area and where possible, lock or barricade the doors to that area. This should be the classroom they are presently in, or closest to.

- The second priority is to assess whether anyone is injured and the severity of injuries. Take appropriate measures to assist the injured without compromising the safety of yourself or others.
- Staff on duty, to check the immediate area instructing all persons to get into the nearest available safe rooms in that location.
- Staff in those rooms should endeavour to keep pupils calm. Speed is paramount. Having done the check, staff should get in their classroom.
- Lock the doors and windows into the room if possible. If it is not possible to lock them, place furniture and/or equipment in front of them to barricade them.
- It should be noted that some doors may open into the corridor for fire regulations. In such situations use whatever means possible to try to restrict entry to the room including:
 - Placing furniture and equipment in front of the door.
- Closing blinds in all rooms.
- Lock internal doors where possible, or wedge shut.
- Covering any glass panels in the doors and any windows if possible.
- Move away from doors and windows. Get down and stay close to the floor. Conceal self and students in safest area of room, away from doors/windows using furniture, layout of room for cover if possible.
- Remain quiet so that any exterior threat will believe that the room is unoccupied.
- Turn off any lights where possible. Staying still will help to keep the lights off where classrooms are equipped with motion sensors that activate lighting.
- Turn off any audio/visual equipment that would indicate the room was in use.

7. Throughout the invacuation, the following processes should be adhered to:

- Follow the instruction of Staff and the Police or other emergency workers. Do not respond to requests to open the door unless you are sure that it is staff or emergency response personnel. (e.g. recognised code word which is changed annually)
- Do not contact the Operation Room unless you have information relating to the situation, or it is linked and felt useful.
- Staff are to keep their mobile phones on but switched to vibrate.
- Disregard the fire alarm system unless otherwise informed.
- Staff, pupils and any other occupants are to remain in the secure location until notified through the Communication System that the Invacuation has ended and you are notified by appropriate personnel on what actions to take.

8. Outside a Building

Not all pupils and staff will be inside the building when an Incident occurs. If you are outside the building (i.e. in the Woods) and receive the command to Invacuation through any element of the Communication System, follow the steps outlined below:

- **DO NOT ENTER ANY BUILDINGS ON THE SITE IF NOT SAFE/TIME TO DO SO**

- Move as far away from Site/ buildings as possible and seek cover / shelter
- Go to pre-determined RV Point
- Co-operate with emergency response officials if required to do so.
- Leave the site if possible in a safe, calm and orderly manner from nearest / safest exit.
- Do not congregate on street near gates, reception etc. Keep moving out of area.
- Update Main office, SLT re location status and numbers

9. Actions during 'Invacuation'

During the incident, staff in the Main office (or any staff in a position to do so) need to control the situation as professionally as possible, they will:

- Stay on the line and continue to provide information as requested by the 999, emergency operator.
- Describe to the emergency services the situation based on the information provided in the initial phone call received from the observer/reporter of the Incident.
- Identify/describe any injured and the severity of the injuries.
- Document of times and events relating to the incident presented to the Police on their arrival.

10. Arrival of Emergency Personnel

The Police are responsible for responding to and investigating major Incidents. During a major incident, the police will assume command and control of the response and investigation. Once the Police or other emergency personnel arrive on the scene, they have ultimate command of the incident. Staff, pupils and other occupants must provide full co-operation and follow Police direction. The Police will control access to and exit from the school site and its buildings.

Remember...

Staff, pupils and other occupants need to be aware that any part of the site may contain crime scene evidence. They should avoid unnecessary tampering with or disturbing evidence. All objects should be left exactly as they are in order to protect the crime scene for police investigations. Staff should discourage others from disturbing potential evidence and the area should be isolated.

11. Lifting Invacuation

Invacuation will be lifted as soon as it is safe to do so. The lifting of Invacuation will be sanctioned by the Police (if they have been in control) or by the Headteacher (using the code word).

When all clear a message will be sent as per Initial warning methods or agreed code word.

At an appropriate time-post incident, arrange Debrief. This should include all parties involved, including if relevant, Emergency Services, and any other agencies affected.

Where necessary, make decision to notify the media regarding the building closure and it's re-opening.

Once the police have confirmed Safe to do so;

- Gather all pupils and staff to safety a full roll call should be conducted at appropriate location.
- Staff and visitors will be checked against the staff and visitors register as per a fire drill.

- The SLT should be alert to parents wanting to check their children and media attention.
- The police will provide assistance in this area, but a system of alerting parents should be agreed after the incident by the SLT.
- If all children are safe and accounted for a brief update can be prepared.
- If children are missing then a more sensitive approach will need to be adopted, and the police will assist with this.
- All staff should be prepared to write statements of the event as soon as they are able.

There now follows specific site advice should Invacuation be activated at Tyntesfield Primary School

Outside Building

The foot gate should be locked during school hours. If time to do so, and safe, the main vehicular access gate should be secured, especially if the intelligence involves vehicle related threat.

Main Office/library area

If advance warning of threat, SLT team to gather in office to co-ordinate Invacuation.
Ensure external door main office and access door to corridor locked.
Ensure glass reception windows locked, and provide visual cover. Close all blinds.
Stay in touch with staff on site where possible, confirming Invacuation occurring.
Stay on phone to emergency services.

Beanstalks

Ensure outer door locked. Check Toilets and take pupils into classroom.
Secure room door and fire exit door. Stay away from windows and walls.

Year 4/5 Building

Ensure outer door locked. Check Toilets and take pupils into classroom.
Secure room door. Pull all blinds.

Reception

Ensure outer doors locked, pull all blinds. Ensure all in classrooms not shared area. Check toilet area.

Nursery

Klaxon warning to outdoor area. If time, pull outer shutters. Ensure outer doors secured, pull all curtains.
Check toilet area.

Year 1

Ensure outer doors locked. Clear cloakrooms/toilets corridor. Into classroom, secure door, pull all blinds.

Staffroom

Clear corridor, secure doors.

Intervention areas

Get into secure area soonest, classrooms or staffroom.

Year 2

Ensure outer doors locked. Clear cloakrooms/toilets corridor. Into classroom, secure door, pull all blinds.

Year 3/4

Ensure outer doors locked. Clear cloakrooms/toilets corridor. Into classroom, secure door, pull all blinds.

Year 6 Building

Ensure outer doors locked. Clear cloakrooms/toilets corridor. Into classroom, secure door, pull all blinds.

Hall

Ensure outer doors locked. Close shutters if affords protection to kitchen staff or staff and pupils in Hall.

Kitchen

Ensure outer doors locked. Close shutters if affords protection to kitchen staff or staff and pupils in Hall.

Staff to re-group in Boiler room/site manager's office corridor, and secure same.

DHT office

Check corridor, secure/lock door.

Head's office

Check corridor, secure/lock door, close blinds

Pastoral room

Check corridor, secure/lock door, close blinds

Forest area / Playing field

Time bound decision regarding getting into Reception, Nursery classrooms or continuing into forest and off-site to RV Point.

Off-site staff and pupils

Stay away from site. On receiving instruction, go to designated RV Point and wait for update.

12. Communication with Parents

- If necessary, parents will be notified as soon as is practical to do so via text/parentmail
- Parents will be told:

"..the school is in a full invacuation situation. During this period the phone and entrances will be unmanned, external doors locked and nobody allowed in or out. Please can we ask you NOT to phone the school as this will tie up our emergency lines ..."

- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a invacuation.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the invacuation, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of invacuation and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

13. Training

- Staff informed about invacuation policy - Copies of thto be kept in every room in school.

- Annual staff training on the Invacuation Policy – Policy is available to all staff on TEAMS and a copy is kept in the main office and the staffroom.
- Information to parents on school website that we have an Invacuation Policy.
- Conduct a number of table top exercises with the Senior Leadership Team (SLT) team to test the procedures against a variety of scenarios.
- Due to the fast-moving nature of incidents that require invacuation it is important that all staff are able to act quickly and effectively.
- Ensure all staff are familiar with principles of “Stay Safe”
<https://www.gov.uk/government/publications/stay-safe-film>
- Ensure staff know what is expected of them, their roles and responsibilities.
- Check staff understanding. Use **CLOSE** Pneumonic to assist.
- Regularly test and exercise plans with staff.
- Regularly refresh training.
- Debrief all inputs/training and exercises which provides an excellent learning tool for future scenarios.

Stay Safe - Firearms and weapons attack

'Stay Safe' principles (**Run Hide Tell**) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website <https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

Run

Escape if you can.
Consider the safest options.
Is there a safe route? RUN if not HIDE.
Can you get there without exposing yourself to greater danger?
Insist others leave with you.
Leave belongings behind.

Hide

If you can't RUN, HIDE.
Find cover from gunfire.
If you can see the attacker, they may be able to see you.
Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
Be aware of your exits.
Try not to get trapped.
Be quiet, silence your phone.
Lock / barricade yourself in.
Move away from the door.

Tell

Call 999 - What do the police need to know?
Location - Where are the suspects?
Direction - Where did you last see the suspects?
Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
Further information – Casualties, type of injury, building information, entrances, exits, hostages etc. Stop other people entering the building if it is safe to do so.

Armed Police Response

Follow officers' instructions.
Remain calm.
Can you move to a safer area?
Avoid sudden movements that may be considered a threat.
Keep your hands in view.
Officers will evacuate you when it is safe to do so.

RUN HIDE and TELL leaflet http://www.npcc.police.uk/StaySafeAssets/NPCC_CT_A5%202pp.pdf Stay