



INVACUATION POLICY

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At Ridgmont Lower School we consider the need for robust school invacuation procedures. Our invacuation procedures should be sensible and a 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 dangerous dog roaming loose

Invacuation at Ridgmont Lower School

- Staff are alerted to the activation of the plan by a recognised signal, audible throughout the school – this will be 5 blasts of the fire bell
- Pupils who are outside of the school buildings are brought inside as quickly as possible
- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows should be locked. The Headteacher or in her absence the senior teacher will be responsible for checking this
- Once in invacuation mode, staff should notify the office immediately of any pupils not accounted for
- Staff should encourage the pupils to keep calm
- As appropriate, the school office staff should establish communication with the Emergency Services as soon as possible
- Central Bedfordshire Council should be notified via the 'School Emergency' phone number
- Visitors due to attend that day should be contacted
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system
- Communication between staff and the office will be through internal email. Use of mobile phones is permissible for emergency contact but staff should avoid unnecessary contact as lines need to be kept free.
- Pupils will not be released to parents during a invacuation
- If it is necessary to evacuate the building, the fire alarm will be sounded
- The Headteacher or in her absence the senior teacher will be responsible for ongoing, in the moment risk assessments, based on the particular circumstances and advice from the Local Authority and Emergency Services

Partial Invacuation

Alert to staff: '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.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building
- EYFS to remain in their classroom with blinds pulled down
- All staff and pupils remain in building and external doors and windows to be locked
- Register to be taken – office to be informed immediately if any children are missing
- Free movement may be permitted within the building dependent upon circumstances

Full Invacuation

Alert to staff: 'Full invacuation'

This signifies an immediate threat to the school and may be an escalation of a partial invacuation.

Immediate action:

- All pupils return to classroom
- EYFS to remain in their classroom with blinds pulled down
- All staff and pupils remain in building and external doors and windows to be locked
- Register to be taken – office to be informed immediately if any children are missing
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff /emergency services. At any point during the invacuation, the fire alarm may sound which is a cue to evacuate the building

Communication with Parents

- Parents will be informed that Ridgmont Lower School has procedures for invacuation in the event of a potential threat.
- Parents are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- ***Parents will be informed via email if possible '..the school is in a full invacuation situation. During this period the office switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out...Wait for us to contact you about when it is safe for you to come get your children, and where this will be from.'***

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. Emergency Services will support the decision of the headteacher/senior teacher with regarding the timing of communication to parents.

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