



Low Ash Primary School

Invacuation Procedure

- 1.1. The aim of the invacuation procedure is to protect lives by keeping people inside away from perceived danger. This procedure will be used in the event of severe storms, toxic emissions/spills (gas, fuel or chemical), proximity of dangerous animals or attempted access by unauthorised persons intent on causing damage/harm
- 1.2. The headteacher or any other member of the SLT will sound the alarm as soon as a concern has been raised.
- 1.3. The warning siren for the school's invacuation procedure is the beginning of the 'Code Red' message.
- 1.4. Staff members will keep in contact using walkie talkies to inform each other of any problems experienced while carrying out the procedure, e.g. missing pupils.
- 1.5. Throughout the procedure, the Headteacher or member of the SLT will continuously keep other staff members updated, where possible, using mobile phones/ tannoy announcements (if silence is not needed) where possible.
- 1.6. During an invacuation, pupils, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building.
- 1.7. If staff are in buildings adjacent to where pupils or other staff members are outside, they will signal to the class to come inside immediately.
- 1.8. When all personnel are inside, doors and windows will be securely locked and, if sheltering from an environmental hazard, all ventilation and/or air circulation systems will be switched off.
- 1.9. A register will be taken of all pupils, staff and visitors to determine whether anyone is missing or injured.
- 1.10. Main entrances into the school site will be locked if necessary.
- 1.11. All classrooms and offices are designated as 'safe rooms' and can be locked from the inside.
- 1.12. Where an invacuation occurs during lesson time, pupils will be guided towards their designated 'safe room' (classrooms are safe rooms) by their classroom teacher or responsible adult, who will ensure that all pupils are accounted for.

- 1.13. When the evacuation procedure occurs during lunchtime, or a lesson change over, all staff members will guide pupils quickly and quietly back to their classrooms.
- 1.14. Visitors will be directed to the Rainbow Room.
- 1.15. Staff members will instruct pupils to stay away from the windows and doors.
- 1.16. Where necessary, pupils will be informed to lie or sit on the floor.
- 1.17. Pupils, staff members and visitors will remain in their designated rooms or positions until told to do so by the emergency services, or the Headteacher/ member of the SLT has given an announcement to declare the risk has gone.
- 1.18. Staff will be responsible for reassuring pupils and keeping them calm during the procedure.
- 1.19. When the evacuation procedure has finished, pupils will return to their timetabled classroom where a register will be taken.
- 1.20. Throughout the evacuation procedure, the school office will keep in contact with the emergency services, ensuring the procedure is being implemented correctly.
- 1.21. Following an occurrence necessitating the evacuation procedure, the following actions will be taken:
- A follow up talk with staff members and pupils will be delivered by the Headteacher or other SLT members.
 - Support will be sought where necessary, for example, from counselling services
 - Parents and other stakeholders will be informed via letter
 - The response to the crisis will be evaluated and procedures amended where necessary
 - The school's Emergency Continuity Plan will be activated to help restore normality following an incident

Beth Medhurst

Headteacher

7th October 2025