

Invacuation Policy and Procedure



1. Policy Statement

This policy outlines the procedures for **invacuation**—the process of bringing all individuals inside the school building in response to an external threat or environmental hazard. The aim is to ensure the safety and wellbeing of pupils, staff, and visitors by securing the premises and maintaining calm during potentially dangerous situations.

Invacuation is distinct from lockdown and evacuation. It is used when the threat is **outside the building** and it is safer to remain indoors, such as during:

- Chemical spills or air pollution.
- Dangerous animals on site.
- Nearby public disorder or violence.
- Severe weather conditions.

2. Legal and Regulatory Framework

This policy is informed by:

- **Health and Safety at Work Act 1974**
- **Management of Health and Safety at Work Regulations 1999**
- **Protective Security and Preparedness for Education Settings Guidance (DfE, 2025)**
- **School and College Security Guidance (DfE, 2024)**

It complements the school's safeguarding, emergency planning, and site security policies.

3. Roles and Responsibilities

Headteacher / Principal

- Overall responsibility for invacuation planning and implementation.
- Liaises with emergency services and local authorities.

Designated Incident Control Officer (ICO)

- Coordinates the invacuation response.
- Ensures communication across the site.

Site Manager / Facilities Lead

- Secures external access points.
- Shuts down ventilation systems if required.

Staff Members

- Guide students to designated safe areas.
- Maintain calm and follow instructions.

Students

- Follow staff directions.
 - Remain in designated areas until the all-clear is given.
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4. Invacuation Triggers

Invacuation may be triggered by:

- Notification from emergency services.
 - Observation of a threat near the school grounds.
 - Environmental alerts (e.g. chemical plume, smoke).
 - Reports from staff or the public.
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5. Invacuation Procedure

Step 1: Signal Activation

- A distinct **invacuation signal** (Siren from loudspeaker) is issued.
- Staff are trained to recognise this signal and act immediately.
- Staff gather children in classes and invacuate to Grasshopper (Inf) and main corridors (Jun)

Step 2: Reverse Evacuation

- All individuals outside are brought inside quickly and calmly.
- Staff stationed at entry points guide movement and prevent panic.

Step 3: Securing the Building

- All external doors and windows are closed and locked.
- Blinds or curtains are drawn if necessary.
- Ventilation systems are turned off in case of airborne hazards.

Step 4: Movement to Safe Areas

- Students and staff move to pre-designated **safe zones** within the building.
- These areas are: grasshopper area (infants) and main corridor (Junior)
 - Away from windows and external walls.
 - Equipped with communication tools and basic supplies.

Step 5: Roll Call and Welfare

- Staff conduct a **roll call** to account for all individuals.
- Any missing persons are reported to the ICO.
- Staff provide reassurance and maintain normal activities where possible.

Step 6: Communication

- The ICO communicates with emergency services.
- Parents are notified via text, email, or automated phone message.
- The school's website or social media may be updated if appropriate.

Step 7: All-Clear

- The invacuation ends only when the **all-clear** is given by emergency services or senior leadership.
- A distinct signal is used to indicate the end of the procedure.

6. Training and Awareness

- All staff receive **annual training** on invacuation procedures.
- Students are briefed regularly in age-appropriate ways.
- **Drills** are conducted at least once per academic year.

7. Communication with Parents and Carers

- Parents are informed of the invacuation policy via newsletters and the school website.
 - During an incident, they are advised **not to come to the school** unless instructed.
 - Post-incident communication includes reassurance and any necessary follow-up.
 - Parents are informed as the **communication** policy and procedures
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8. Post-Incident Review

After an invacuation:

- A **debrief** is held with staff to review the response.
 - Lessons learned are documented.
 - The policy and procedures are updated if necessary.
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9. Monitoring and Evaluation

- The policy is reviewed **annually** or after any incident.
- Feedback from drills and real events informs improvements.
- The school's governing body oversees compliance and effectiveness.