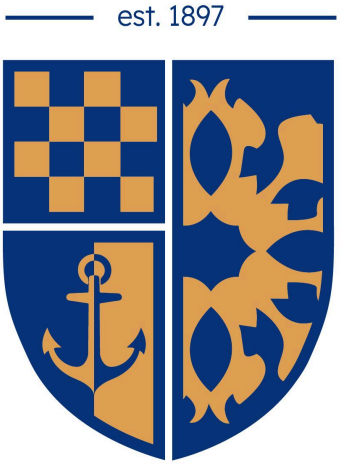

Norfolk House School

Lockdown, Invacuation and Evacuation Policy and Procedure

Reviewed: July 2026
Next Review: July 2027

Norfolk House School – Lockdown, Invacuation and Evacuation Policy & Procedure

The purpose of this Policy is to establish clear and proportionate procedures for responding to emergency incidents requiring a lockdown, invacuation or evacuation in order to safeguard pupils, staff, visitors and contractors.

It forms part of the School's wider protective security, safeguarding and health and safety arrangements and is designed to minimise the risk of harm, support effective decision-making and facilitate a coordinated response to emergencies.

This Policy has been developed with reference to the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) and the Department for Education's *Protective Security and Preparedness for Education Settings* (2025) guidance. In accordance with this guidance, the School has established appropriate procedures for communication, lockdown, invacuation and evacuation, supported by regular risk assessment, staff training and emergency exercises. This Policy applies to all employees, governors, volunteers, contractors, visitors and pupils. and should be read alongside the School's Safeguarding and Child Protection Policy, Health and Safety Policy, Fire Safety Policy, Critical Incident Management Plan.

Lockdown Procedure

There may be circumstances where a school needs to lock itself in, to secure staff and children from an outside threat. This is described as a 'lockdown'.

If a lockdown is declared:

- HT/TIC or office staff will be advised to implement the lockdown by emergency services, or other external agency or internal identification by a member of staff / parent
- Staff will be advised by HT/TIC/office staff that it is in 'lockdown' by use of its dedicated lockdown alarm systems (identical systems on the Lower and Upper School sites)
- In the event that the emergency services did not contact the school, the school should contact emergency services to advise them of the situation
- Staff to complete head count as soon as possible and notify HT/TIC/office staff if a child is missing; in the event this is the case the school will follow the Missing Child Policy
- All staff will remain in classrooms, keeping children calm and away from windows
- The office staff will contact any groups of staff and pupils who are off-site at the time of the lockdown (e.g. for trips, off-site sport or fixtures) and advise them **not** to return to school until the 'all clear' message has been given.
- When the lockdown alarm sounds, staff should:
    - Close and bolt their room's door
    - Switch off the lights
    - Get themselves and all pupils out of sight of anyone looking into the room from a communal area inside or outside the building. This will likely require blinds to be pulled down.
    - Ensure no noise or movement is perceptible from outside the room
    - As silently as possible, conduct a headcount and use the 'chat' function of your school email account to report this, along with names of any pupils unaccounted for, to the 'Lockdown Reporting' space in the school's email system. If all pupils and staff assigned to that class are accounted for, this should be reported on the system as soon as possible.

- Do not come out of lockdown until instructed to do so by either a member of the Senior Team or an emergency services representative. This instruction may come verbally or via the 'Lockdown Reporting' space in the email chat app.

Remember the CLOSE procedure:

- Close all windows and doors
- Lock up
- Out of sight; minimise movement
- Stay silent and avoid drawing attention
- Endure; be aware you may be in lock down for some time

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor entrances discreetly from side windows. Staff should only open gates when visual confirmation of the presence of the Emergency Services can be confirmed.

Invacuation Procedure

Where a threat exists outside the buildings, staff will move pupils and visitors indoors quickly and safely, secure external access points and await further instructions while maintaining supervision.

Evacuation Procedure

An evacuation may be required due to fire, gas leak, structural failure, hazardous materials, bomb threat or other emergency where remaining inside the building presents a greater risk.

Staff must:

- Escort pupils calmly using the nearest safe exit or an alternative route if necessary.
- Take class registers where practicable.
- Proceed to the designated assembly point (same as for fire alarm evacuations) or other location as directed.
- Take class registers, account for all pupils, staff and visitors and immediately report any missing persons then follow the Missing Children Policy.
- Prevent re-entry to the buildings until authorised by the emergency services or the Headteacher.

Communication Procedure

During a lockdown, invacuation or evacuation, the School Office will maintain communication with any staff and pupils who are off-site, including those attending educational visits, sporting fixtures, off-site activities or other authorised events. They will be informed of the nature of the incident, where appropriate, and instructed not to return to the School until the Headteacher/TIC has confirmed that it is safe to do so and the official 'all clear' has been issued. The School will also maintain communication with emergency services, parents and carers, and other relevant stakeholders as appropriate throughout the incident.

Parents will be informed through an electronic message sent out via iSams:

School is in a lockdown situation due to .....
The emergency services are aware of the situation and are working with the school. All external doors are locked, nobody is allowed in or out of the building.
Please do not collect your child or come to the school until you receive the 'all clear' message.
Thank you

Emergency Drills

The School will conduct regular emergency drills to ensure that staff and pupils are familiar with the procedures for responding to emergency situations.

- Fire evacuation drills will be carried out at least once each term.
- Lockdown and invacuation drills will be undertaken at least annually, with additional exercises arranged where required following changes to the School site, identified risks or lessons learned from incidents or previous drills.
- Where appropriate, lockdown and invacuation exercises may be conducted during staff training or INSET days to enable staff to rehearse their roles and responsibilities without causing unnecessary anxiety to pupils.
- Where pupils participate in lockdown or invacuation drills, these will be planned and communicated in an age-appropriate and proportionate manner, taking account of pupils' wellbeing and any additional needs.
- All drills and exercises will be recorded, evaluated and reviewed to identify any improvements to the School's emergency response procedures.