



Invacuation, Lockdown and Evacuation Policy

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CONTENTS

1. Statement of Intent
2. Legal and Guidance Framework
3. Definitions
 - Evacuation
 - Invacuation
 - Lockdown
 - Dynamic Response
4. Roles and Responsibilities
 - Governors / Trust
 - Headteacher
 - Designated Security/Emergency Lead
 - School Office / Reception
 - All Staff
5. Planning for a Secondary-School Environment
6. Emergency Communications
7. Invacuation Procedure
8. Lockdown Procedure
9. Evacuation Procedure
10. Fire
11. SEND, Disability and Medical Needs
12. Pupils Outside Classrooms
13. Examinations
14. Visitors, Contractors and Lettings
15. Emergency Grab Resources
16. Bomb or Suspicious Threat
17. Communication with Parents and Carers
18. Training and Exercises
19. Protective Security Awareness
20. Terrorism (Protection of Premises) Act 2025 (Martyn's Law) – Preparedness and Implementation
21. Recovery and Post-Incident Support
22. Recording and Monitoring
23. Monitoring and Review

1. Statement of Intent

Malet Lambert School is committed to providing a safe and secure environment for pupils, staff, visitors, contractors and other people using the school site.

The school recognises that emergencies and security incidents are rare, but that effective planning, clear procedures, appropriate training and proportionate exercises are essential to minimise harm and enable an effective response.

This policy establishes the school's arrangements for:

- evacuation
- invacuation
- lockdown
- accounting for pupils, staff and visitors
- supporting individuals with SEND, disabilities and medical needs
- communicating during an emergency
- responding to fire, security threats and other serious incidents
- recovery and post-incident support

The procedures will be proportionate to the risks identified for the school and will operate alongside the school's safeguarding, health and safety, fire safety, critical incidents and business continuity arrangements.

The school recognises that no single response will be appropriate to every emergency. The Headteacher, incident lead or emergency services may therefore vary the response where circumstances require it.

2. Legal and Guidance Framework

This policy has regard, where applicable, to current legislation and guidance including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005, as amended
- Equality Act 2010
- Terrorism (Protection of Premises) Act 2025
- current DfE *School and college security guidance*
- current DfE *Protective security and preparedness for education settings* guidance
- current government guidance on health and safety responsibilities and duties for schools
- relevant fire safety guidance for educational premises
- National Protective Security Authority (NPSA) guidance
- National Counter Terrorism Security Office (NaCTSO) / ProtectUK guidance

The school will keep under review the commencement and implementation requirements of the Terrorism (Protection of Premises) Act 2025 and will amend its arrangements where necessary.

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Health and Safety Policy

- Fire Safety Policy and Fire Risk Assessment
- Critical Incident/Emergency Plan
- Business Continuity Plan
- First Aid Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits Policy
- Risk Assessment Policy
- Site Security Policy
- PEEPs and other individual emergency arrangements

3. Definitions

3.1 Evacuation

Evacuation means moving people away from danger to a place of greater safety, normally outside or away from the affected building or area.

It may be required because of fire, structural danger, a hazardous substance or another incident where remaining in the building or location presents the greater risk.

3.2 Invacuation

Invacuation means moving people from outside, or from a potentially unsafe part of the site, into a building or other place of relative safety.

It may be appropriate where the danger is external, for example an environmental hazard, local incident or other external threat.

3.3 Lockdown

Lockdown means securing people within suitable locations to reduce their exposure to a security threat and to deny or delay access by a person intending to cause harm.

Depending upon the circumstances, lockdown may affect all or only part of the school.

3.4 Dynamic response

Evacuation, invacuation and lockdown are not mutually exclusive. An incident may require different responses in different parts of the site or a change from one response to another.

Staff must therefore follow instructions from the designated incident lead and emergency services where it is safe and practicable to do so.

4. Roles and Responsibilities

4.1 Governing Body / Trust

The Governing Body or Trust will:

- ensure appropriate arrangements exist for managing health, safety and security risks

- ensure appropriate oversight of this policy and associated emergency arrangements
- ensure appropriate resources are available
- receive assurance that emergency arrangements are tested and reviewed
- monitor significant findings arising from drills, exercises or actual incidents
- ensure that statutory requirements are addressed as they come into force

4.2 Headteacher

The Headteacher has overall responsibility for ensuring that:

- proportionate emergency and security arrangements are established
- a competent person or persons support the management of security risks
- appropriate risk assessments are maintained
- staff understand their responsibilities
- new staff receive appropriate information during induction
- supply staff, contractors and relevant visitors receive appropriate emergency information
- exercises and drills are undertaken and evaluated
- arrangements take account of SEND, disability and medical needs
- suitable communication arrangements are available
- emergency services are contacted when appropriate
- procedures are reviewed following exercises, incidents and significant changes

The Headteacher may delegate operational responsibilities to appropriately trained members of staff.

4.3 Designated Security/Emergency Lead

The designated lead will coordinate:

- security risk assessment
- emergency planning
- liaison with relevant external agencies
- staff awareness and training
- emergency exercises
- evaluation and lessons learned
- maintenance of appropriate emergency information and resources

4.4 School Office/Reception

Office/reception staff will, as appropriate:

- maintain current pupil, staff and visitor information
- support emergency communications
- provide relevant information to emergency services
- maintain visitor and contractor records
- support accounting arrangements
- maintain accessible emergency contact information

- assist with communication to parents/carers

4.5 All Staff

All staff must:

- familiarise themselves with the procedures relevant to their work area
- act promptly on an emergency instruction or alarm
- prioritise preservation of life
- supervise pupils in their care where it is safe to do so
- account for pupils as directed
- report missing or unaccounted-for people promptly
- consider the needs of pupils requiring additional assistance
- avoid unnecessary communications that could interfere with emergency arrangements
- during a serious or life-threatening incident, staff should be prepared to call 999 unless they are certain that the emergency services have already been contacted. Staff must not assume that another person has made the call
- follow police/emergency-service instructions

Staff must not put themselves or others at unreasonable risk in attempting to retrieve property or locate missing people.

5. Planning for a Secondary-School Environment

Emergency arrangements will take account of the complexity of a secondary-school day, including:

- movement between lessons
- break and lunchtime
- assemblies
- examinations
- practical lessons
- laboratories and workshops
- PE and external playing fields
- detached or separate buildings
- toilets and changing facilities
- libraries and study areas
- SEND/resource bases
- sixth-form provision, where applicable
- breakfast and after-school provision
- extracurricular activities
- lettings and community use
- educational visits and off-site activities
- pupil arrival and departure
- contractors and visitors

The school's security risk assessment will consider internal and external threats, the school's location and surrounding area, vulnerabilities associated with buildings,

boundaries and access arrangements, patterns of occupancy and movement, and the potential impact of incidents occurring in the immediate vicinity of the school.

The school will identify how pupils, staff and visitors will be accounted for under each of these circumstances.

6. Emergency Communications

The school will maintain a clear method of communicating an:

- evacuation
- invacuation
- lockdown
- all-clear or change of response.

Signals and messages must be distinguishable so that staff understand the required action.

The precise signals, codes and operational details will be contained in staff emergency procedures rather than unnecessarily published in externally accessible versions of this policy.

The school will identify primary and backup communication methods. These may include, where appropriate:

- alarm systems
- public address systems
- internal telephone systems
- approved digital communications
- mobile telephones
- radios
- direct verbal instruction

Communications must not compromise the safety of those involved.

7. Invacuation Procedure

An invacuation may be initiated where remaining outside or in a particular part of the site presents greater danger.

On instruction:

1. Staff will direct pupils and visitors to the nearest appropriate place of relative safety
2. External activities will cease where it is safe to do so
3. Doors and windows will be secured as appropriate to the incident
4. Ventilation or air circulation systems may be shut down where appropriate and safe to do so, particularly during an external environmental or airborne hazard
5. Pupils, staff and visitors will be accounted for
6. Missing or unaccounted-for people will be reported immediately to the SLT lead for the Invacuation
7. Staff will maintain appropriate supervision
8. Movement will be restricted where necessary
9. The school will maintain communication with emergency services where required

10. People will remain in the designated location until instructed to move, evacuate or resume normal activities

8. Lockdown Procedure

A lockdown may be initiated where there is a credible security threat on or near the school site.

On instruction, staff should take the safest available action based upon their location and the information available.

Where appropriate and safe to do so, staff will:

- bring pupils in their immediate vicinity into a suitable secure location
- secure doors
- close windows
- move people away from doors and windows
- minimise visibility
- silence unnecessary electronic devices
- maintain quiet
- account for those present
- communicate missing persons or significant information using the designated system where safe
- avoid unnecessary calls or messages
- follow further instructions from the incident lead or emergency services

Staff should not leave a place of relative safety merely to search for missing pupils or colleagues.

Where a pupil or member of staff cannot safely reach the normal lockdown location, they should use the safest available alternative based on the circumstances.

Staff must be aware that evacuation or escape may become the safest response if circumstances change.

No pupil will be released to a parent/carer during an active lockdown unless this is authorised as part of the emergency response.

The all-clear will only be communicated through the school's authorised procedure or by the emergency services.

9. Evacuation Procedure

The evacuation procedure will be initiated where remaining in a building or area presents a greater risk than leaving it.

On hearing or receiving an evacuation instruction:

- staff will direct pupils to the nearest safe and appropriate exit
- lifts will not normally be used unless specifically designated for emergency evacuation and included within an individual's PEEP
- personal belongings will normally be left behind
- pupils and staff will move promptly to the designated assembly or alternative place of safety

- staff will provide assistance in accordance with PEEPs and individual arrangements
- registers or another appropriate accounting system will be used
- missing people will immediately be reported to the incident lead/emergency services
- nobody will re-enter an affected building until authorised

Staff must not enter or re-enter a dangerous building to search for a missing person unless specifically authorised and it is safe for them to do so.

Information concerning the person's identity, likely location, last known location and relevant vulnerabilities should instead be provided promptly to emergency responders. Alternative assembly locations will be identified in case the normal assembly point is unsafe.

10. Fire

Fire evacuation arrangements will operate in accordance with the school's Fire Risk Assessment and Fire Safety Policy.

The school will ensure that:

- escape routes are appropriately maintained
- fire exits are kept available and unobstructed
- appropriate fire detection and alarm arrangements are maintained
- staff understand evacuation arrangements
- appropriate fire drills are undertaken and recorded
- PEEPs are maintained where required
- significant findings and lessons from drills or incidents are acted upon

Security arrangements, including lockdown arrangements, must be compatible with the school's fire safety arrangements.

No security procedure should introduce an unacceptable obstruction to emergency escape.

11. SEND, Disability and Medical Needs

The school recognises that emergency procedures may affect individuals differently.

Reasonable adjustments and individual arrangements will therefore be considered for pupils, staff and regular visitors who may require additional assistance.

These may include individuals with:

- mobility impairments
- hearing or visual impairments
- communication needs
- autism or sensory needs
- learning disabilities
- significant anxiety or trauma-related needs
- medical conditions
- temporary injuries
- other needs affecting their ability to understand or respond to an emergency

A Personal Emergency Evacuation Plan (PEEP) will be prepared where required.

Individual planning will also consider lockdown and invacuation where the person's needs make this necessary.

Arrangements may address:

- communication of alarms/instructions
- adult assistance
- evacuation equipment
- alternative routes
- places of relative safety
- essential medication
- communication devices
- sensory needs
- mobility requirements

Plans will be reviewed when needs, premises or procedures change and at appropriate regular intervals.

12. Pupils Outside Classrooms

Procedures will specifically address pupils who are:

- moving between lessons
- at break/lunchtime
- using toilets/changing rooms
- on playing fields
- in corridors or communal areas
- arriving at or leaving school

During an emergency, pupils should follow the instructions of staff where available and move to the nearest appropriate place of safety.

The school will teach pupils age-appropriate emergency awareness without causing unnecessary fear or anxiety.

13. Examinations

The school will maintain emergency arrangements for internal and public examinations.

The Exams Officer will work with the designated emergency/security lead to ensure that:

- invigilation staff understand emergency procedures
- candidates can be accounted for
- SEND and access arrangements are considered
- evacuation or lockdown takes priority over examination conditions where life or safety is at risk
- relevant awarding-body procedures are followed after an emergency.

14. Visitors, Contractors and Lettings

Visitors and contractors will receive proportionate emergency information when entering the site.

The school will maintain an appropriate system for identifying who is on site.

Organisations using the premises outside normal school hours will be informed of relevant emergency arrangements and their responsibilities.

Emergency planning will take account of school events, performances, parents' evenings and other occasions where occupancy may be significantly higher than during normal operation.

15. Emergency Grab Resources

The school will maintain appropriately located emergency resources.

Subject to risk assessment, these may include:

- current registers/accounting information
- emergency contact information
- site plans
- first-aid equipment
- communication equipment
- essential information concerning vulnerable individuals
- emergency stationery
- torches
- other equipment identified through risk assessment

Resources will be located so that an incident affecting one part of the site does not make all emergency information or equipment inaccessible.

Personal information will be handled securely and in accordance with data-protection requirements.

16. Bomb or Suspicious Threat

Any bomb threat, suspicious communication, suspicious item or related security concern will be treated seriously.

Staff receiving a threat should:

- remain calm
- record as much information as possible
- immediately inform the designated incident lead/police in accordance with school procedures
- avoid touching or interfering with suspicious items
- follow emergency-service instructions

The decision to evacuate, invacuate, lockdown or use a combination of responses will depend upon the circumstances and advice available.

17. Communication with Parents and Carers

The school will communicate with parents/carers as soon as reasonably practicable during or following a serious incident, provided doing so does not compromise safety or emergency operations.

Parents/carers may be instructed:

- not to telephone the school
- not to travel to the school
- not to post or share information about the incident
- to await official instructions concerning collection or reunification

Pupils will not normally be released until the school or emergency services determine that it is safe to do so.

A designated reunification location may be used where the normal school site cannot safely be accessed.

18. Training and Exercises

All staff will receive proportionate information and training relevant to their role.

Emergency procedures will form part of staff induction.

Training and exercises will take account of:

- evacuation
- invacuation
- lockdown
- communication
- accounting arrangements
- SEND and medical needs
- visitor management
- emergency decision-making

Exercises will be planned carefully and proportionately and may include tabletop exercises as well as practical drills. The school will avoid unnecessarily realistic exercises that could cause avoidable distress or trauma.

Adjustments will be made for pupils and staff with SEND, medical needs, anxiety or known vulnerabilities.

Relevant lessons from each exercise will be recorded and acted upon.

19. Protective Security Awareness

The school will promote a proportionate security-minded culture.

Staff will be encouraged to:

- identify and report suspicious activity
- challenge or report unauthorised access appropriately
- maintain visitor controls
- avoid unnecessarily publishing sensitive security information
- understand the principles of responding to a live security incident
- undertake appropriate protective-security awareness training

Age-appropriate safety education may be provided to pupils, including relevant government-approved resources.

20. Terrorism (Protection of Premises) Act 2025 (Martyn's Law) – Preparedness and Implementation

The school will assess and record whether the premises meet the qualifying-premises criteria under the Terrorism (Protection of Premises) Act 2025. Premises used for secondary education, which can reasonably expect 200 or more individuals, including staff, to be present at the same time from time to time are treated as standard-tier premises under the Act, including where 800 or more individuals may be present.

Prior to commencement, the school will use the statutory guidance to prepare proportionately.

Preparation will include, where applicable:

- establishing the reasonable maximum number of individuals who may be present
- determining the applicable requirements
- reviewing the school's public protection procedures for evacuation, invacuation, lockdown and communication
- ensuring appropriate staff awareness
- reviewing significant events and lettings
- maintaining appropriate records
- considering whether any non-educational event or third-party letting constitutes a qualifying event under the Act and identifying the responsible person and any additional statutory requirements where applicable.

The school will not assume that pupil roll alone determines occupancy.

The school will formally identify and record the “responsible person” for the purposes of the Terrorism (Protection of Premises) Act 2025 and ensure that the Security Industry Authority is notified when the relevant statutory requirements apply. Operational tasks may be delegated, but statutory responsibility remains with the responsible person.

The Governing Body/Trust will receive assurance regarding preparedness and any required actions.

21. Recovery and Post-Incident Support

Following an actual incident, the school will consider:

- immediate welfare and safeguarding
- first aid and medical support
- pupil and staff wellbeing
- parent/carer communication
- reunification arrangements
- psychological or counselling support where appropriate
- staff debriefing
- liaison with police, local authority, trust and other agencies
- preservation of relevant records/evidence
- business continuity
- media and communications management
- lessons learned

A formal post-incident review will be undertaken following a significant incident.

22. Recording and Monitoring

The school will appropriately record:

- emergency exercises and drills
- significant findings
- actions identified
- completion of remedial actions
- relevant training
- actual activation of emergency procedures

Records will be retained in accordance with school procedures and applicable legal requirements.

23. Monitoring and Review

This policy will be reviewed:

- at least annually
- following a significant emergency or security incident
- following an exercise where material changes are identified
- following significant changes to the school site or operation
- following relevant changes to legislation or government guidance

Operational emergency procedures may be reviewed more frequently.

Sensitive operational information, including detailed lockdown locations, signals, access arrangements and security vulnerabilities, will not be included in publicly accessible versions of this policy.