

# **Ashton West End Primary Academy**

## **Lockdown and Invacuation Policy**



Approved by the Full Governing Body on : 5<sup>th</sup> July 2023

Review Date: July 2025

Plan	
<b>Staff responsibilities</b>	
<b>Headteacher</b>	<p><i>Make contact with emergency services and have the following information available:</i></p> <ul style="list-style-type: none"> <li>• <i>Floor plans</i></li> <li>• <i>Building site plan – including location of gas, electricity and water shut off points</i></li> <li>• <i>Local authority contact details</i></li> </ul> <p><i>Direct all members of staff using walkie talkie – channel 1</i></p>
<b>Other staff members</b>	<ul style="list-style-type: none"> <li>• <i>Assistant head - SENDCO: communicate with parents</i></li> <li>• <i>Teachers and support staff: stay with pupils – follow your classroom’s individual plan and ensure that you have your crisis response kit available.</i></li> <li>• <i>Site manager: ensure all access points are secured</i></li> </ul>
<b>Signals</b>	
<b>Lockdown signal(s)</b>	<ul style="list-style-type: none"> <li>• <i>Dedicated ‘lockdown’ alarm tone</i></li> <li>• <i>Internal message systems – walkie talkie</i></li> <li>• <i>Email system can be used to communicate if you don’t have your walkie talkie</i></li> <li>• <i>Word of mouth</i></li> </ul>
<b>All clear signal</b>	<ul style="list-style-type: none"> <li>• <i>Walkie Talkie</i></li> <li>• <i>SLT to visit all classrooms</i></li> <li>• <i>Email system</i></li> </ul>
<b>Evacuation signal</b>	<p><i>Fire alarm sound would mean everyone needs to evacuate</i></p> <p><i>Walkie talkie to evacuate</i></p>
<b>Lockdown</b>	
<b>Assembly points</b>	<p><i>Please see individualised plans</i></p> <p><i>General – stay in classroom, or make your way to the nearest classroom if you are in the hall or playground.</i></p>

<p><b>Entrance and exit points</b></p>	<p><i>General: Teachers to secure their area within and close to their classroom. Ensure all doors and windows are locked.</i></p> <p><i>Entrances – doors should always be locked but class teachers to check the nearest external doors to their classroom before locking their classroom door. Site manager and members of SLT to check that all external doors are locked.</i></p> <p><i>Windows: Teachers to ensure all windows to classrooms are closed/ locked.</i></p> <p><i>Site manager and SLT to secure the doors that are closet to their current location.</i></p>
<p><b>Bringing pupils inside</b></p>	<p><i>Playground:</i></p> <p><i>Return to classroom immediately, staff to register pupils to ensure that all children are inside. If any children are missing, this needs to be communicated immediately via channel 1.</i></p> <p><i>Astro turf and field:</i></p> <p><i>Return to classroom immediately, staff to register pupils to ensure that all children are inside. If any children are missing, this needs to be communicated immediately via channel 1.</i></p>
<p><b>Steps to increase protection from danger</b></p>	<ul style="list-style-type: none"> <li>• <i>Turn walkie talkie to channel 1</i></li> <li>• <i>Lock doors</i></li> <li>• <i>Close windows</i></li> <li>• <i>Draw blinds and/ or shutters where available</i></li> <li>• <i>Position children away from sightlines from external doors and windows, for example under a desk</i></li> <li>• <i>Turn off lights and monitors</i></li> <li>• <i>Ensure mobiles phones and electronic devices are on silent</i></li> </ul>
<p><b>Internal communication</b></p>	<ul style="list-style-type: none"> <li>• <i>Walkie talkie</i></li> <li>• <i>Mobile phones</i></li> <li>• <i>Email system</i></li> </ul>
<p><b>Communication with parents</b></p>	<p><i>A combination of text and email to contact parents</i></p> <p><i>Ask parents not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.</i></p>

<b>Additional notes</b>	<ul style="list-style-type: none"> <li>Remember to dispense medicine and ensure that all medical needs are met during this time.</li> </ul>
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Checklist			
Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure pupils are inside			
Secure entrance points			
Contact emergency services			
Ensure staff take action to increase protection from danger <i>[you could list specific actions that you will take in your school here, such as turning off lights and locking internal doors]</i>			
Make sure pupils and staff are aware of exit points			
If safe, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate			

Crisis Response Kit / grab bag should include:
First aid kit Walk Talkies Torch and batteries High Viz Jackets Mobile phone charger Travel potty Bottled water for classrooms without running water

**This policy should be used in conjunction with our Lockdown and Invacuation instructions.**