



## HUMPHREY PERKINS SCHOOL INVACUATION POLICY MAJOR OR VIOLENT INCIDENT - ON SITE OR IN THE VICINITY OF THE SCHOOL NOVEMBER 2021-2024

An 'Invacuation' Lockdown is the reverse of an 'evacuation'

### Statement of intent

The safety of students, staff members and visitors within the school grounds or school is paramount and Humphrey Perkins School takes their duty to protect the wellbeing and welfare of these people very seriously. The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the school. In an emergency, staff members at Humphrey Perkins School will endeavour to take all reasonable actions in order to ensure the safety of all students. The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all students, staff members and visitors.

The term 'invacuation' refers to the process of making staff members aware of an emergency and moving students, staff members and visitors to the most sheltered areas within the building. This procedure is employed if moving outside would increase the risk of harm to people,

'Lockdown' refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security threat.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school)
- An intruder on the school site (with the potential to pose a risk to staff and students)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc)
- A major fire in the vicinity of the school
- A bomb threat
- The close proximity of a dangerous dog roaming loose

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that students, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity through notification of Leicestershire Police. This will only occur when circumstances dictate that the safety of the staff/students/visitors is only ensured whilst inside the building. Invacuation will occur in incidents such as a firearms attack, a chemical spill or an emergency incident where it is a danger to leave the building. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

When members of staff observe a situation requiring Invacuation and the alarm should be raised, *after ensuring personal and immediate safety of others*, with a long 5 second blast on an Air Horn located within buildings across the site.

In a real emergency when an 'Invacuation' happens, it may be necessary to lock down all doors to prohibit entry/exit. Lock down will only occur once all staff/students/visitors are safely inside. During break or lunchtimes students would make their way to the next timetabled lesson. The signal given for staff members to implement the lockdown procedure is the sounding of 5 *Second blast on an Air Horn*.





# HUMPHREY PERKINS SCHOOL

Lionheart Educational Trust

Humphrey Perkins School  
Cotes Road, Barrow Upon Soar, Loughborough,  
Leicestershire, LE12 8JU

01509 412385  
office@humphreyperkins.org.uk  
www.humphreyperkins.org.uk

Executive Principal Jennifer Piper-Gale  
Associate Principal Della Bartram

## Full Lockdown

This signifies an immediate threat to the school.

Procedures:

Follow the **CLOSE** procedure:

- Close all windows and doors once students/staff are safely inside. Teacher's responsibilities to complete their register quickly and quietly.
- Lock up and ensure classroom secure
- Any Students or member of staff that find themselves not in a classroom for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. students using toilets when lockdown procedure is engaged.
- Out of sight and minimise movement.
- Staff will ensure the windows and doors are closed/locked and screened where possible and students are positioned away from possible sightlines from external windows/doors.
- Stay silent and avoid drawing attention
- Lights, projectors boards and computer monitors are to be turned off if it is safe to do so. All mobile phones are put on silent mode and should only be used in an emergency. Student's phones should remain in their bags or pockets at all times on silent.
- Endure. Be aware you may be in lock down for some time. The all clear will be given once the threat is no longer
- Staff to remain in lock down positions until informed by key staff e.g. Senior Leadership Team or verified emergency service staff that there is an all clear.
- As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.





# HUMPHREY PERKINS SCHOOL

Lionheart Educational Trust

Humphrey Perkins School  
Cotes Road, Barrow Upon Soar, Loughborough,  
Leicestershire, LE12 8JU

01509 412385  
office@humphreyperkins.org.uk  
www.humphreyperkins.org.uk

Executive Principal Jennifer Piper-Gale  
Associate Principal Della Bartram

## Staff Roles:

- Member of SLT through communication with the Principal (Vice Principal / Assistant Principals, in the absence of the Principal) makes the decision to move to lockdown (full/partial). Lockdown activated by followed by a long 5 second blast on an Air Horn.
- Upon hearing the Air Horns blasts and email / phone / radio / megaphone announcement “In the interest of health and safety the school is entering a (full/partial) lockdown” staff will follow the instructions.
- All available members of SLT, if safe to do so will move to the board room which will act as a base for the situation and lock the doors.
- The Principal/VP/APs to assume responsibility for managing the lockdown situation. This will include allocating specific roles and responsibilities in line with the Incident Management Plan
- PA to the Principal / Admin Team to take responsibility for instigating Parental contact.
- The premises team securely lock the exit doors and place automatic doors on lock. They will then conduct a check of all external doors.
- All teaching staff to assist with the movement of students if during a lesson change, break or lunchtime and will instruct students to stay away from the windows and doors once inside the classroom.
- Individual teachers/ TAs lock/close classroom door(s) and windows and take responsibility for students in their care.
- Throughout the invacuation procedure, the school office will keep in contact with the SLT / Premises Team.

## Communication with Parents

- If necessary parents will be notified as soon as it is practical to do so via the schools established communication networks, i.e. text, telephone or email:
- Parents will be told: ‘Humphrey Perkins School is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out’
- Depending on the type and severity of the incident, parents may be asked NOT to collect students from school as it may put them and their child at risk.
- Students will not be released to parents during a lock down. Parents will be asked not to call the school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place students can be picked up from office staff or emergency services. Communication with the school transport agents will may also be made.





# HUMPHREY PERKINS SCHOOL

Lionheart Educational Trust

Humphrey Perkins School  
Cotes Road, Barrow Upon Soar, Loughborough,  
Leicestershire, LE12 8JU

01509 412385  
office@humphreyperkins.org.uk  
www.humphreyperkins.org.uk

Executive Principal Jennifer Piper-Gale  
Associate Principal Della Bartram

- A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their students the importance of following procedures in these very rare circumstances.

## Post incident action

- Discuss and review actions taken via debrief at SLT
- Receive feedback from all staff.
- Update procedures if necessary.
- Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.





# HUMPHREY PERKINS SCHOOL

Lionheart Educational Trust

Humphrey Perkins School  
Cotes Road, Barrow Upon Soar, Loughborough,  
Leicestershire, LE12 8JU

01509 412385  
office@humphreyperkins.org.uk  
www.humphreyperkins.org.uk

Executive Principal Jennifer Piper-Gale  
Associate Principal Della Bartram

## Invacuation Checklist

Step	Initial Response	Check	Time	Signature
1	Ensure all students are immediately taken into the building	<input type="checkbox"/>		
2	Secure all Entry points to the school. Premises will also be involved	<input type="checkbox"/>		
3	Dial 999 for each emergency service that the incident requires	<input type="checkbox"/>		
4	Ensure that staff take action where safe to do so to increase protection from further danger: <ul style="list-style-type: none"> <li>Block access points</li> <li>Keep in touch by mobile phone (PLACE ON VIBRATE AND KEEP ON SILENT) or radio (where possible) if separated in the building</li> <li>Keep in touch with SLT / Premises</li> <li>Sit on Floor, under tables or against the wall</li> <li>Keep out of sight to avoid detection</li> <li>Turn of lights</li> <li>Turn off computers/smart boards if safe to do so</li> <li>Stay away from windows and doors</li> </ul>	<input type="checkbox"/>		
5	Check for missing or injured members of staff / students, but only if safe to do so	<input type="checkbox"/>		
6	Remain inside the classroom until the all clear signal has been given <b><i>"In the interest of health and safety the school is now entering into debrief"</i></b> or unless told to evacuate by the emergency services (Verified)	<input type="checkbox"/>		
7	Ensure all students and staff are aware of an exit point if intruder gets into the safe area.	<input type="checkbox"/>		





## Lockdown Procedure

### How will I know a lockdown is occurring?

- You will be notified of a lockdown procedure through one or more of the following:
- One long 5 second blast on an Air Horn.
- All staff email
- Radio or Megaphone
- In person notification by police or SLT

### Lockdown Steps:

1. Secure external doors;
2. Communicate the threat to staff;
3. Move immediately to the nearest room you feel is safe;
4. Secure and barricade the door and consider covering windows;
5. Turn off the lights or maintain minimal lighting;
6. Move away from windows and doors;
7. Keep calm and quiet;
8. Stay in the room until police arrive or you are given the all clear message

Remember it may take some time before you can evacuate safely from your room/secure area.

### What if someone is injured?

Follow these steps when safe to do so: Call 999 from a hard-wired line if possible or mobile phone (If using a mobile please switch it to silent mode).

NB: Do not expose yourself to additional danger in the process of helping others

### Who to call?

Instantly call the admin team. Don't assume someone else will have already done this.

### What to report?

#### To Head of Department and/or Reception

Type of incident that is occurring and where

#### When contacting authorities

##### Report the following:

1. Your specific location;
2. The number of people at your specific location;
3. If there are injuries, the number and types of injuries;
4. If you have seen an assailant or identified a threat:
  - location and number of suspects;
  - direction of travel;
  - their clothing and description;
  - their identity if known;
  - any weapons or accessories (e.g., backpack);
  - any unusual or threatening sounds (e.g., gunfire or explosion)

#### What if the fire alarm sounds?

- **DO NOT** respond normally as a fire alarm during a lockdown may be a ploy by an intruder.
- Remain calm in your lockdown secure area, if safe to do so, and attempt to verify fire alarm activation with SLT or emergency services.
- Further announcements will be made If fire is verified, follow Fire/Evacuation procedures. This will be communicated clearly by phone / radio / megaphone

***'In the interest of health and safety the school is now entering into its fire evacuation procedures. Please leave by the closest and safest exit'***

