






EMERGE SCHOOL

Emergency Invacuation and Lockdown Plan 2025 - 2026

 **Our Vision:** *A culture rooted in safety, where people feel seen, heard, included, and connected through authentic relationships.*

 **Our Mission:** *To create a safe and nurturing environment where everyone feels a sense of belonging, is empowered in their growth and learning, and is encouraged to embrace who they are and who they aspire to become.*

 **Our Values:** *At Emerge School, our values are the foundation of who we are, how we work, and what we believe in. They shape how we support young people and how we support each other.*

We are proud to uphold these four core values:



Voice: *empowering every voice to speak, shape and be heard*



Connection: *rooted in relationships, thriving through authenticity*



Growth: *evolving with purpose, innovating with heart*



Inclusion: *where every story begins, and every person matters*

Excel & Emerge Care was created to give children and young people with complex needs a safe, supportive place to grow and heal. Through residential care, education, and therapeutic support, we build stability, trust, and a future where children and young people can truly flourish

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1. PURPOSE OF THE POLICY

During an emergency incident it may be appropriate for pupils and staff to seek the protection of the school/setting building, for example an intruder on site or a toxic release in the vicinity of the school/setting.

The purpose of this document is to outline steps which should be taken by Emerge School should an incident requiring invacuation occur. In an emergency, staff members at our school will endeavour to take all reasonable actions in order to ensure the safety of pupils.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

Appendix A to this document provides a Plan on a Page which can be used to give an overview of invacuation plans.

2. DESIGNATED LOCKDOWN AND SAFE AREAS

Area of School (internal and external safe areas)	Designated room	Designated room number	Designated member of staff (If applicable)

3. ROLES AND RESPONSIBILITIES

Staff members will act in accordance with the school's Invacuation, Lockdown and Evacuation Policy at all times.

It is the Headteachers responsibility to ensure effective and rehearsed emergency procedures are in place at Emerge School

The Headteacher and Senior Leadership Team are responsible for:

- Ensuring that all staff members are aware of the policy and have a copy to access.
- Ensuring that new staff members are trained in implementing all of the emergency procedures.
- Recording all evacuation procedures, including drills and practices, in the Evacuation Record Log.
- Ensuring procedures are understood by all staff members within our school.
- Raising the alarm of an emergency and delegating this duty to a designated member of staff to carry out when they are not present at the school.
- Informing the relevant external services, such as the police, in the event of an emergency is delegated to.
- Ensuring that emergency exits and/or routes are clearly signposted.
- Providing the emergency services with copies of the site plan.
- Ensuring that all contractors or external services working within the school are supplied with a copy of the evacuation procedure when their work initially commences.
- Continuously monitoring the situation and keeping both the emergency services and fellow colleagues up-to-date.

All staff members are responsible for ensuring pupils, fellow staff members and visitors remain as safe as possible whilst on the school premises.

It is the responsibility of all staff members to ensure that registers are accurately taken, and the names of missing pupils are immediately reported to the Headteacher.

Staff members will inform the Headteacher of any pupils missing from the classroom when the alarm was raised.

All staff members are responsible for maintaining an orderly manner and encouraging pupils to stay calm during emergency procedures.

4. INVACUATION PROCEDURE

The aim of the invacuation procedure is to protect lives by keeping people inside away from perceived danger. This procedure will be used in the event of armed intrusion, chemical spillages and air pollution.

The warning siren for Emerge School invacuation procedure is a loud, ascending siren different to the fire alarm. All staff are trained during their induction on the difference between the sounds of these alarms.

The Headteacher will sound the alarm as soon as a concern has been raised.

Staff members will keep in contact using walkie talkies in order to inform each other of any problems experienced while carrying out the procedure, e.g. missing pupils.

Throughout the procedure, the Headteacher, or another designated member of staff, will continuously keep other staff members updated, where possible, using walkie talkies.

During an invacuation, pupils, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building.

If staff are in buildings adjacent to where pupils or other staff members are outside, they will signal to the class to come inside immediately.

When all personnel are inside, doors and windows are to be securely locked.

Main entrances into the school site will be locked if necessary.

Prior to the procedure, the Headteacher will identify designated 'safe rooms' throughout the school building, which all staff members will be made aware of. These are written in Appendix 1 of this plan.

Each class is guided towards their designated 'safe area' by their class teacher ensuring that all pupils, staff members and visitors are accounted for.

When the invacuation procedure occurs during lunchtime, or a lesson change over, all staff members will guide pupils towards the nearest designated 'safe room'.

Staff members will instruct pupils to stay away from the windows and doors.

Where necessary, pupils will be informed to lie or sit on the floor.

Pupils and staff members are to remain in their designated areas/positions until told to do so by the emergency services, or the Headteacher has given an announcement to declare the risk has gone.

When the invacuation procedure has finished, pupils will return to their timetabled classroom where a register will be taken.

Throughout the invacuation procedure, the Headteacher will keep in contact with the emergency services, ensuring the procedure is being implemented correctly.

Following an occurrence necessitating the invacuation procedure, the following actions will be taken:

- A follow up talk with staff members and pupils will be delivered by the Senior Leadership Team.
- Support will be sought where necessary, such as counsellors.
- Parents/carers and other stakeholders will be informed via letter.
- The response to the crisis will be evaluated and procedures amended where necessary.

5. LOCKDOWN PROCEDURE

This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors.

The Headteacher will ensure that all staff members understand when and how this procedure will be implemented.

Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.

The Headteacher will take all factors into consideration when deciding whether to partially or fully lockdown the school. Where possible, advice will be sought from the emergency services.

The partial lockdown procedure is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:

- A local risk of air pollution.
- A civil disturbance in the local community with the potential to pose a risk to the school.

The full lockdown procedure will be used in the event of, but not limited to, the following:

- An intruder on the school site.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog, or other animal, roaming loose.

The signal given for staff members to implement the lockdown procedure is three sharp blasts of the school bell.

Text messages/ calls / walkie talkie messages will be used to make staff members aware of the incident that has occurred and inform them of the type of lockdown procedure which is to be implemented.

Lines of communication between staff members will be kept open through the use of text messages/ walkie talkies/ calls; however, unnecessary calls to the school office will not be made as this could delay important communication.

As soon as the alarm has been raised, the Headteacher will ensure that the relevant emergency services are informed and kept up-to-date with the situation.

In the event of Emerge School implementing the lockdown procedure, pupils will be instructed where appropriate to move to the designated lockdown areas, or should this not be appropriate, to remain in their classroom.

Staff members will ensure that the toilets, lunch hall, intervention spaces and outdoor area are cleared of all pupils, staff members and visitors.

Pupils who are outside the school, or not in classrooms, will be led inside as quickly as possible, unless this will endanger them and others. *If staff members and pupils remain outside during the implementation of a full lockdown, they will hide in the designated external safe area/ lockdown area, until the emergency services have arrived.*

Classroom teachers are responsible for the pupils within their classroom.

When all personnel and pupils are inside, doors and windows are to be securely locked, including fire doors, external doors and internal doors. Doors and windows should also be covered from external view into the area.

Class teachers will conduct a register or headcount. Staff will notify the SMT immediately of any pupils not accounted for via text message/ call, and an immediate search will be instigated, where appropriate.

Once all personnel and pupils are inside, the Headteacher will conduct an on-going and dynamic risk assessment based on advice from the emergency services.

All pupils, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.

Pupils may be asked to hide or disperse if this will improve their safety.

Pupils may be instructed to take cover under their tables where possible.

In the event of a partial lockdown, movement may be permitted within the building, depending upon the circumstances, but this will be supervised by a staff member.

In the event of an air pollution issue, air vents may be closed, where possible, as an additional precaution.

In the event of a full lockdown, once all pupils have been accounted for, the following actions will be carried out by staff members in order to increase protection:

- Blocking off access points by moving furniture to obstruct doorways etc.

- Drawing all curtains and blinds.
- Turning off all lights and electrical monitors expressing light.
- Instructing all pupils to either sit on the floor, under a table or against a wall.
- Ensuring all people are kept out of sight and away from windows or doors.

All personnel will remain inside until an 'all clear' signal has been given, either via a short sounding of the school bell or unless told to evacuate by the emergency services.

If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.

Parents/carers will be notified as soon as it is practicable to do so via Class Dojo to parents/carers during a lockdown.

If it is necessary to then evacuate the building, then the continuous ringing of the bell will be given as in the instance of a fire.

In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken termly.

6. COMMUNICATION WITH PARENTS/CARERS

Arrangements and information regarding Emerge's invacuation, lockdown and evacuation procedures will be routinely shared with parents/carers either via Class Dojo or Newsletter.

In the event of any of the procedures taking place due to a real emergency, parents/carers will be informed of any developments as soon as is practicable.

Parents/carers will be informed to not to ring or come to the school as this could interfere with the work of the emergency services, and may result in putting themselves and others in danger.

Emerge School will contact parents/carers when it is safe for them to collect their child.

Whilst talking to parents/carers, it is important for the school to reassure them that they understand their concern for their child's welfare, and that the school is doing everything possible to ensure the safety and wellbeing of all pupils.


7. MONITORING AND REVIEW

This policy will be reviewed on an annual basis, or sooner, if statutory guidance is released before the review date.

The review will be conducted by the Senior Leadership Team in collaboration with the company directors.

Review Date	February 2025
Reviewed By	Danielle Clowes & Andy Gould
Next Review	September 2025
Summary of Changes	<p>First Edition</p> <p>February 2025- Deputy Headteachers information updated.</p> <p>September 2025 – Headteacher information updated</p> <p>January 2026 – Approved by Headteacher- Sarah Mason</p>

Approved by:



Headteacher:

Date: 06.01.2026