



Lockdown and Invacuation Procedures Policy

Policy Written: December 2018 **Next Review Date:** December 2027

1.0 Statement of Intent

1.1 Purpose

The safety of all pupils, visitors and staff at Bradford Christian School is paramount. The Headteacher and Senior Leadership Team will ensure that procedures are in place for the safety of pupils, visitors and staff in the event of an incident that requires lockdown or invacuation procedures.

1.2 Scope

On very rare occasions, it may be necessary to implement emergency procedures to protect the school community from immediate threats. This policy covers two distinct procedures:

Lockdown: Sealing the school from external threats to ensure that pupils, staff and visitors are safe when there is a hazard outside the school or in the near vicinity.

Invacuation: Bringing all pupils, staff and visitors inside the school building quickly and safely when there is an external threat.

1.3 Related Policies

These procedures must be read in conjunction with:

- Fire evacuation procedures
- Safeguarding and child protection policy
- Health and safety policy
- Critical incident and emergency plan
- Business continuity plan

2.0 Circumstances Requiring Emergency Procedures

2.1 Lockdown Triggers

A lockdown will be implemented when there are serious security risks requiring the school to be sealed from the outside. Examples include:

- Violent intruder(s) on or near the school premises
- Nearby incident involving armed individuals
- Dangerous animal on or near the school site
- Violent incident in the local community that could affect the school
- Threat of violence or attack directed at the school

2.2 Invacuation Triggers

An invacuation will be implemented when it is safer for everyone to be inside the building. Examples include:

- Nearby chemical spillage or hazardous material incident
- Severe air pollution or toxic fumes
- Extreme weather conditions posing immediate danger
- Swarm of dangerous insects (e.g., bees)
- Dangerous individual in the vicinity but not yet on school premises
- Police operation in the local area

2.3 Dynamic Risk Assessment

The nature of emergency situations is unpredictable. The Headteacher or Senior Leadership Team member will conduct an ongoing dynamic risk assessment to determine the most appropriate response, in consultation with emergency services where possible.

3.0 Alerting the School Community

3.1 Lockdown Alert Signal

The lockdown alert will be communicated using **a continuous ring of the school bell**.

3.2 Invacuation Alert Signal

The invacuation alert will be communicated using **three short rings of the school bell** or by verbal instruction from staff.

3.3 Fire Alarm Signal

The fire alarm has a **distinctive continuous alarm sound** that is different from the lockdown and invacuation signals. All staff and pupils must be familiar with the difference between these alarm sounds.

3.4 Initiating the Alert

Any member of staff who believes the school is subject to an attack or external threat should, depending on the situation:

- Inform reception staff immediately, providing clear information about the situation for them to activate the alert
- Verbally shout "lockdown" or "invacuation" and spread the message by word of mouth if unable to reach reception
- Use their professional judgement about the safest course of action

The Senior Leadership Team will normally make the decision to activate emergency procedures, but any staff member who perceives an immediate threat to safety may initiate the alert.

3.5 Contacting Emergency Services

The Headteacher, Senior Leadership Team or office staff will contact emergency services (999) immediately and provide:

- Location of the incident
- Nature of the threat
- Number of pupils and staff on site
- Any casualties or injuries
- Any other relevant information

4.0 Lockdown Procedures

4.1 Response During Lesson Time

Pupils inside the school building:

- All pupils must remain in their current classroom
- Staff will secure the classroom following the procedures in section 4.3

Pupils in the main school playground:

- Staff will bring pupils inside immediately to the boys' bathroom/changing room only if it is safe to do so
- Staff must use their professional judgement – if there is immediate danger, it may be safer to evacuate off-site via alternative exits

Pupils in the small playground:

- Staff will bring pupils inside immediately to either the EYFS classroom or the art room only if it is safe to do so
- Staff must use their professional judgement – if there is immediate danger, it may be safer to evacuate off-site via alternative exits

4.2 Response Before School, During Break or Lunchtime

- Staff should follow the "Run, Hide, Tell" guidance in Appendix A

- Where it is safe to do so, staff should guide pupils to seek alternative exits from the school site
- If it is not safe to exit the premises, staff should locate the safest possible place to hide with pupils, considering the locations in section 4.1
- Staff should use their professional judgement based on the specific circumstances

4.3 Securing Classrooms and Safe Spaces

Once lockdown has been initiated:

Office staff will:

- Lock the front door and gates if it is safe to do so
- Remain in a safe location
- Maintain communication with emergency services

Teaching staff will:

- Direct pupils to move to the designated classroom safe space
- Instruct pupils to take their belongings with them
- Ask pupils to sit quietly out of sight in the designated safe space
- Lock classroom doors where a key is available; otherwise use the deadlock bolt at the top of the door
- Close and lock windows if possible and safe to do so
- Switch off lights
- Close blinds or curtains if safe to do so
- Keep the door closed and remain quiet

All staff will:

- Encourage pupils to remain calm and quiet
- Instruct pupils to put mobile phones on silent
- Avoid making unnecessary calls to senior management or reception as this could delay critical communication
- Await further instructions
- Not open the door unless instructed to do so by a senior member of staff or emergency services

4.4 Communication During Lockdown

- Senior Leadership Team will conduct an ongoing dynamic risk assessment based on advice from emergency services
- SLT will text staff to provide updates and confirm when the incident is over
- Staff should avoid non-essential communication that could block critical messages
- Staff should silence their phones but keep them accessible for emergency updates

4.5 Ending Lockdown

- Staff and pupils must remain in lockdown until it has been lifted by a senior member of staff or the emergency services
- **If evacuation becomes necessary, the fire alarm will be sounded**
- SLT will send a text message to all staff confirming that lockdown has ended
- Staff should account for all pupils in their care before moving

4.6 Pupils with Special Educational Needs or Disabilities

- Staff should be aware of pupils who may need additional support during a lockdown
- Personal Emergency Evacuation Plans (PEEPs) should be followed where applicable
- Staff should provide reassurance and support appropriate to individual needs
- Visual or physical prompts may be needed for pupils with hearing impairments or communication difficulties

5.0 Invacuation Procedures

5.1 Response to Invacuation Alert

All staff will:

- Immediately bring all pupils inside the school building via the nearest safe entrance
- Conduct a headcount of pupils in their care
- Report to the designated assembly point (main hall or other location as directed)
- Close and lock external doors and windows
- Await further instructions from SLT

Office staff will:

- Lock external gates and doors if safe to do so
- Monitor the situation and maintain communication with emergency services if required
- Prepare to implement lockdown procedures if the situation escalates

Senior Leadership Team will:

- Conduct a dynamic risk assessment
- Determine whether to escalate to full lockdown
- Communicate with emergency services as appropriate
- Provide updates to staff via text message
- Decide when it is safe to resume normal activities

5.2 Ending Invacuation

- SLT will announce when invacuation has ended and normal activities can resume
- Staff will receive confirmation via text message
- Pupils will be informed that the situation has been resolved

6.0 Fire Alarm During Lockdown or Invacuation

6.1 Priority of Procedures

If a genuine lockdown is in progress (not a drill), the lockdown procedure takes priority over the fire alarm.

This is because:

- During a lockdown, there is an immediate external threat that makes it unsafe to evacuate
- Evacuating during a lockdown could expose pupils and staff to greater danger
- The fire alarm could potentially be part of the threat (e.g., deliberately triggered to force evacuation)

6.2 Response to Fire Alarm During Lockdown

Staff must:

- **Continue the lockdown procedure** – keep everyone safe inside
- **Do not evacuate** in response to the fire alarm unless specifically instructed to do so by SLT or emergency services
- Remain calm and reassure pupils
- Await instructions from SLT via text message

Senior Leadership Team will:

- Immediately conduct a dynamic risk assessment
- Contact emergency services (999) to inform them of both the lockdown situation and the fire alarm
- Determine whether there is a genuine fire threat by:
 - Checking CCTV if available and safe to do so
 - Attempting to identify the source of the alarm
 - Consulting with emergency services
- Make a decision based on the balance of risk:
 - **If there is no evidence of fire:** Continue lockdown and investigate the alarm
 - **If there is evidence of actual fire or smoke:** Order immediate evacuation via the safest route, taking into account the external threat
- Communicate the decision to all staff via text message

6.3 Evacuation During Lockdown (if necessary)

If SLT determines that evacuation is necessary due to genuine fire:

- SLT will send a text message to all staff instructing them to evacuate
- Staff should use their professional judgement to select the safest evacuation route, avoiding the external threat if possible

- If the normal fire assembly point is unsafe due to the external threat, staff should:
 - Move pupils to an alternative safe location away from both the fire and the external threat
 - Account for all pupils in their care
 - Report location and numbers to SLT
- Emergency services will be informed of the evacuation and will coordinate response to both threats

6.4 Fire Alarm During Invacuation

If the fire alarm sounds during an invacuation:

- SLT will conduct a dynamic risk assessment
- If there is evidence of genuine fire, normal fire evacuation procedures will take priority
- Staff will be instructed via text message whether to continue invacuation or evacuate
- Emergency services will be contacted immediately

6.5 Staff Training on Fire Alarm During Lockdown

All staff must understand that:

- A fire alarm during a lockdown does not automatically mean evacuation
- They must await instructions from SLT before evacuating
- Emergency services will be informed of both situations and will advise
- The decision to evacuate will be based on the balance of risk between the external threat and the fire threat
- SLT has the authority to override the fire alarm if the lockdown threat is greater

7.0 Roles and Responsibilities

7.1 Headteacher

- Overall responsibility for the safety of pupils, staff and visitors
- Authorising the activation of lockdown or invacuation procedures
- **Making the decision whether to evacuate during a lockdown if the fire alarm sounds**
- Liaising with emergency services
- Communicating with parents/carers and the governing body
- Conducting post-incident reviews

7.2 Senior Leadership Team

- Supporting the Headteacher in managing the incident
- Conducting dynamic risk assessments

- **Assessing whether a fire alarm during lockdown represents a genuine fire threat**
- Coordinating communication with staff
- Accounting for all pupils and staff
- Managing the end of the emergency procedures

7.3 Office Staff

- Activating the alert system when instructed
- Securing external doors and gates where safe to do so
- Contacting emergency services
- **Informing emergency services if the fire alarm sounds during a lockdown**
- Maintaining communication logs
- Supporting SLT with coordination

7.4 All Staff

- Responding immediately to emergency alerts
- **Understanding the difference between lockdown, invacuation and fire alarm signals**
- **Not automatically evacuating if the fire alarm sounds during a lockdown**
- Following procedures to secure pupils in their care
- Maintaining calm and reassuring pupils
- Using professional judgement in dynamic situations
- Awaiting instructions from SLT before evacuating during a lockdown
- Reporting any concerns or incidents to SLT

7.5 Pupils

- Following staff instructions immediately and without question
- **Understanding that different alarm sounds mean different actions**
- Moving quickly and quietly to designated safe spaces
- Remaining silent and keeping mobile phones on silent
- Not opening doors or windows unless instructed by staff
- Supporting peers who may be anxious or distressed

8.0 Communication with Parents/Carers

8.1 During an Incident

- Parents/carers will be informed as soon as it is safe and practical to do so
- Communication will be via text message, email and the school website
- Parents/carers must not come to the school during a lockdown or invacuation
- Parents/carers must not attempt to contact their child by phone during an incident
- Parents/carers should await further information from the school

8.2 After an Incident

- The Headteacher will send a letter or message to all parents/carers explaining what happened
- Parents/carers will be informed of any support available for pupils
- A meeting may be arranged for parents/carers if appropriate

8.3 Annual Information

- Parents/carers will be informed annually that the school has lockdown and invacuation procedures
- Information will be provided via the school newsletter and website
- Parents/carers will be reassured that these procedures are precautionary measures
- **Parents/carers will be informed that in the rare event of a fire alarm during a lockdown, the school will prioritise the safety of pupils based on the balance of risk**

9.0 Training and Practice

9.1 Staff Training

- All staff will receive training on lockdown and invacuation procedures during induction
- Annual refresher training will be provided to all staff
- Training will include the "Run, Hide, Tell" principles (see Appendix A)
- **Training will include specific scenarios covering fire alarm activation during lockdown**
- **Staff will be trained to understand the difference between lockdown, invacuation and fire alarm signals**
- Staff will be made aware of pupils with additional needs who may require extra support

9.2 Practice Drills

- Lockdown drills will be conducted at least once per academic year, ideally at the start of each term
- Invacuation drills will be conducted at least once per academic year
- **Fire drills will be conducted at least every 6 months or once a term**
- Drills will be conducted at different times of the day to test different scenarios
- Pupils will be informed in advance that a drill will take place
- **Fire drills and lockdown drills will not be combined with pupils present**
- Drills will be followed by a debrief with staff and age-appropriate discussion with pupils

9.3 Pupil Education

- Pupils will be informed about lockdown and evacuation procedures in an age-appropriate manner
- **Pupils will be taught to recognise the different alarm sounds and what each one means**
- Teaching will emphasise that these procedures are to keep everyone safe
- Pupils will be reassured that emergencies are very unlikely but it is important to be prepared
- Discussions will take place in familiar environments (e.g., form time, PSHE lessons)
- Additional support will be provided for pupils who may find the procedures distressing

Age-Appropriate Communication:

Primary (EYFS and KS1):

- Focus on "plans to keep us all safe" and "what to do in an emergency"
- Avoid using the word 'lockdown' as it might confuse pupils who associate it with COVID-19
- Treat it like a fire drill
- **Explain that different alarm sounds mean different things: "The fire alarm means we go outside. A different sound means we stay inside and keep safe."**
- Remind pupils that although it might feel exciting, it's important to take it seriously

Primary (KS2):

- Be honest about what the lockdown is for: "This is in case someone comes into our school who shouldn't be here"
- Compare it to a fire drill
- **Explain: "Usually when we hear the fire alarm, we go outside. But if we hear the lockdown sound, we stay inside because that's the safest place. The teachers will always tell you what to do."**
- Emphasise that it's very unlikely to happen
- Give pupils time to express concerns and ask questions

Secondary:

- Allow pupils to drive the conversation
- Be honest and take time to listen
- ****Explain the priority of procedures: "In the very rare situation where there's a lockdown and the fire alarm goes off, staff will check if there's**

a real fire and decide the safest thing to do. You must always wait for instructions from staff before moving."**

- Emphasise the importance of taking drills seriously
- Make space for pupils' worries in PSHE or form time

10.0 Post-Incident Procedures

10.1 Immediate Actions

- Account for all pupils, staff and visitors
- Provide first aid where necessary
- Contact parents/carers of any injured pupils
- Secure the scene if required by emergency services
- Preserve evidence if appropriate

10.2 Debrief and Review

- Conduct a debrief with all staff involved as soon as practicable
- Review the effectiveness of the procedures
- **If the fire alarm sounded during the incident, review whether the response was appropriate**
- Identify any areas for improvement
- Update procedures as necessary
- Report the incident to the governing body

10.3 Support for Pupils and Staff

- Provide emotional support for pupils and staff affected by the incident
- Arrange counselling services if appropriate
- Monitor pupils and staff for signs of trauma or distress
- Liaise with external agencies as needed

10.4 Reporting

- Report the incident to the Local Authority
- Report to the Health and Safety Executive if required
- Complete incident and accident forms
- Maintain records in accordance with data protection requirements

11.0 Links to Other Policies

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Fire Safety and Evacuation Procedures
- Critical Incident and Emergency Plan
- Business Continuity Plan
- First Aid Policy
- Behaviour Policy
- SEND Policy

- Staff Code of Conduct

12.0 Monitoring and Review

12.1 Monitoring

- The Headteacher and Senior Leadership Team will monitor the implementation of this policy
- Governors will receive an annual report on emergency procedures and drills
- The effectiveness of procedures will be evaluated after each drill and any real incident
- **Particular attention will be paid to reviewing any incidents where the fire alarm sounded during a lockdown**

12.2 Review

This policy will be reviewed every two years or sooner if:

- There are changes to statutory guidance
- Following a real incident
- **Following an incident where the fire alarm sounded during a lockdown or invacuation**
- Following significant changes to the school site or staffing
- At the request of staff or governors

13. Version Control

Date of Adoption of this Policy	19 March 2026
Date of last review of this policy	November 2024
Date of next review of this policy	December 2027
Policy Owner (SLT)	Hannah Pickles
Policy Owner (Governors)	David Chadwick

APPENDIX A: Run, Hide, Tell

Stay Safe Principles

The 'Run, Hide, Tell' principles provide simple actions to consider during a firearms or weapons attack. Full guidance is available on the NaCTSO website:

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>

RUN

Escape if you can

- Consider the safest options
- Is there a safe route?
- RUN if you can; HIDE if you cannot
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

HIDE

If you can't RUN, HIDE

- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe – bullets go through glass, brick, wood and metal
- Find cover from gunfire, e.g., substantial brickwork/heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone
- Lock/barricade yourself in
- Move away from the door

TELL

Call 999 – What do the police need to know?

- **Location:** Where are the suspects?
- **Direction:** Where did you last see the suspects?
- **Descriptions:** Describe the attacker – numbers, features, clothing, weapons, etc.
- **Further information:** Casualties, type of injury, building information, entrances, exits, hostages, etc.
- Stop other people entering the building if it is safe to do so.

Armed Police Response

- Follow officers' instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

Officers may:

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker

Officers will evacuate you when it is safe to do so.

Additional Resources

- **Stay Safe Film:** <https://www.gov.uk/government/publications/stay-safe-film>
- **Run, Hide, Tell Leaflet:**
<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>

APPENDIX B: Fire Alarm and Lockdown Decision-Making Flowchart

Is there a lockdown in progress?

YES → Continue to Section B

NO → Follow normal fire evacuation procedures

Section B: Fire Alarm During Lockdown

Fire alarm sounds during lockdown

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Staff actions:

- Continue lockdown procedure
- Keep pupils safe and calm
- Do NOT evacuate
- Await instructions from SLT via text

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SLT actions:

- Contact emergency services immediately (999)
- Inform them of both lockdown and fire alarm
- Conduct dynamic risk assessment:
 - Check CCTV if safe to do so
 - Attempt to identify source of alarm
 - Consult with emergency services
 - Assess evidence of actual fire/smoke

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Decision point:

No evidence of fire →

- Continue lockdown
- Investigate alarm when safe
- Text staff to confirm continuation of lockdown
- Emergency services will advise

Evidence of actual fire/smoke →

- Order immediate evacuation
- Text staff with evacuation instructions
- Identify safest evacuation route (avoiding external threat)
- Direct staff to alternative assembly point if necessary
- Emergency services will coordinate response to both threats

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Staff response to evacuation order:

- Use professional judgement on safest route
- Move pupils away from both fire and external threat
- Account for all pupils
- Report location and numbers to SLT
- Await further instructions

APPENDIX C: Summary Card for Staff

Emergency Procedures Quick Reference

LOCKDOWN SIGNAL: Continuous ring of school bell

EVACUATION SIGNAL: Three short rings of school bell

FIRE ALARM: Distinctive continuous alarm (different from lockdown)

Key Principles

1. Different alarms = different responses

- Fire alarm = evacuate (unless lockdown in progress)
- Lockdown signal = stay inside and secure
- Invacuation signal = come inside quickly

2. Fire alarm during lockdown

- DO NOT automatically evacuate
- Continue lockdown procedure
- Keep pupils calm
- Await SLT instructions via text
- SLT will assess and decide

3. Always:

- Follow staff instructions
- Use professional judgement
- Prioritise pupil safety
- Communicate via text (not calls)

Remember:

Lockdown takes priority over fire alarm UNLESS there is evidence of actual fire and SLT orders evacuation

Implementation Notes for Bradford Christian School

Next Steps:

1. Staff Training

- Schedule staff training session on updated policy
- Include practical scenarios covering fire alarm during lockdown
- Ensure all staff understand the different alarm signals
- Provide staff with summary cards (Appendix C)

2. Governor Approval

- Present updated policy to governors for approval
- Explain the rationale for fire alarm provisions
- Obtain signatures

3. Communication

- Inform parents/carers of policy updates via newsletter
- Publish updated policy on school website
- Include information in new parent welcome packs

4. Drills and Testing

- Schedule separate lockdown and fire drills
- Conduct staff-only table-top exercise including fire alarm scenario
- Review and refine procedures based on drill outcomes

5. Resources

- Print summary cards for all staff
- Display flowchart in staff areas
- Ensure SLT have quick access to emergency contact numbers

6. Review Date

- Set calendar reminder for December 2027 review
- Schedule interim review if any incidents occur