

# BRUERN ABBEY

## PREP & SENIOR SCHOOL

### **Lockdown, Invacuation and Evacuation Policy and Procedure**

Reviewed: August 2026  
Next Review: August 2027

## **Bruern Abbey – Lockdown, Invacuation and Evacuation Policy & Procedure**

The purpose of this Policy is to establish clear and proportionate procedures for responding to emergency incidents requiring a lockdown, invacuation or evacuation in order to safeguard pupils, staff, visitors and contractors.

It forms part of the School's wider protective security, safeguarding and health and safety arrangements and is designed to minimise the risk of harm, support effective decision-making and facilitate a coordinated response to emergencies.

This Policy has been developed with reference to the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) and the Department for Education's *Protective Security and Preparedness for Education Settings* (2025) guidance. In accordance with this guidance, the School has established appropriate procedures for communication, lockdown, invacuation and evacuation, supported by regular risk assessment, staff training and emergency exercises. This Policy applies to all employees, governors, volunteers, contractors, visitors and pupils. and should be read alongside the School's Safeguarding and Child Protection Policy, Health and Safety Policy, Fire Safety Policy, Critical Incident Management Plan.

### **Lockdown Procedure**

There may be circumstances where a school needs to lock itself in, to secure staff and children from an outside threat. This is described as a 'lockdown'.

If a lockdown is declared:

- Head / Deputy Head or office staff will be advised to implement the lockdown by emergency services, or other external agency or internal identification by a member of staff / parent
- Staff will be advised by HT/TIC/office staff that it is in 'lockdown' by **word-of-mouth or continuous blasts of whistle etc. Make clear what your school implements here.**
- In the event that the emergency services did not contact the school, the school should contact emergency services to advise them of the situation
- Staff to complete head count as soon as possible and notify HT/TIC/office staff if a child is missing; in the event this is the case the school will follow the Missing Child Policy
- All staff will remain in classrooms, keeping children calm and away from windows
- All children in external PE lessons will be advised to return to the school building
- The office staff will contact any groups of staff and pupils who are off-site at the time of the lockdown (eg for trips, off-site sport or fixtures) and advise them not to return to school until the 'all clear' message has been given.
- **Please add further, school specific, actions that you undertake at x school.**

### **Procedure when all pupils are all in lessons.**

- If the emergency occurs during all school lessons, classroom staff should keep pupils in their class for the duration of the emergency. Lesson changes will be abandoned. Staff should follow the CLOSE procedure detailed below.
- Staff to complete head count as soon as possible and notify Head / Deputy Headmaster if a child is missing; in the event this is the case the school will follow the Missing Child Policy
- All staff will remain in classrooms, keeping children calm and away from windows

- U6 to the drawing room (CLOSE SHUTTERS)
  - L6 to the senior landing
  - Jr. School to the Jr. landing

Follow the **CLOSE** procedure:

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight; minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure; be aware you may be in lock down for some time

The lockdown will proceed in the following priority, if safe to do so:

- The external doors of the house will be closed and locked (but manned to allow pupils to enter) ensuring no one can enter or leave the main building.
- The school gates will be closed by the estate manager and he will remain (or appointed deputy) in post at the gates and await emergency services. If it is safe to do so.

Monitoring the Site Entrances and Movement of Pupils.

Once the site is secure, staff who are not teaching or looking after pupils in a classroom, (except for the estates manager and appointed deputies) should return to the building and monitor entrances discretely from side windows. The school CCTV system will also be monitored by office staff or the Deputy Headmaster. Pupils can then be led from classrooms and return to the main house under the direction of staff. **The moving of pupils back to the main house must only be attempted if there is no threat to the security of the school site.** The estates manager should only open gates when visual confirmation of the presence of the Emergency Services can be confirmed.

**Procedure when pupils are at games or activities. (including lessons conducted in the grounds)**

- If the emergency occurs during junior or senior games, classroom staff should follow the lesson time procedure above.
- Games staff should stop the games session and accompany pupils to the house. Staff should follow the CLOSE procedure detailed below.

- U6 to the drawing room (CLOSE SHUTTERS)
  - L6 to the senior landing
  - Jr. School to the Jr. landing

- Staff to complete head count as soon as possible and notify Head / Deputy Headmaster if a child is missing; in the event this is the case the school will follow the Missing Child Policy
- All staff will remain in classrooms, or in the house, keeping children calm and away from windows

Follow the **CLOSE** procedure:

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Monitoring the Site Entrances and Movement of Pupils.

Once the site is secure, staff who are not teaching or looking after pupils in a classroom, (with the exception of the estates manager and appointed deputies) should return to the building and monitor entrances discretely from side windows. The school CCTV system will also be monitored by office staff or the Deputy Headmaster. Pupils can then be led from classrooms and return to the main house under the direction of staff. **The moving of pupils back to the main house must only be attempted if there is no threat to the security of the school site.** The estates manager should only open gates when visual confirmation of the presence of the Emergency Services can be confirmed.

**Procedure when all pupils are having free time.**

- If the emergency occurs during free time, the school bell should be continually sounded.
- Pupils should be sent to the main house. Staff on free time duty and other available staff should actively guide the pupils into the main building and then sweep the woods (should it be safe to do so) to ensure that all pupils have responded to the claxon.

U6 to the drawing room (CLOSE SHUTTERS)

L6 to the senior landing

Jr. School to the Jr. landing

- Staff to complete a head count or register (via iSAMS app) as soon as possible and notify Head / Deputy Headmaster if a child is missing; in the event this is the case the school will follow the Missing Child Policy
- All staff will remain in the house, keeping children calm and away from windows

Follow the **CLOSE** procedure:

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- **L**ock up
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- **S**tay silent and avoid drawing attention
- **E**ndure; be aware you may be in lock down for some time

The lockdown will proceed in the following priority, if safe to do so:

- The external doors of the house will be closed and locked (but manned to allow pupils to enter) ensuring no one can enter or leave the main building.

- The school gates will be closed by the estate manager and he will remain (or appointed deputy) in post at the gates and await emergency services. If it is safe to do so.

#### Monitoring the Site Entrances

Once the site is secure, (except for the estates manager and appointed deputies) should return to the building and monitor entrances discretely from side windows. The school CCTV system will also be monitored by office staff or the Deputy Headmaster. The estates manager should only open gates when visual confirmation of the presence of the Emergency Services can be confirmed.

#### **Procedure when all pupils are in the boarding house – sleeping.**

- If the emergency occurs during the night, all resident staff should be alerted, and the situation explained.
- The Head of boarding for that night will contact the emergency services and inform the Headmaster who will come back to the school if it is safe to do so.
- Resident staff should check that all entrances to the main house are secured including all windows and cellar entrances.
- If there is no threat to the security of the building, there is no need to wake pupils. The evening fire list should be on hand should the emergency services require confirmation of the number of pupils and staff resident in the building.
- Staff should follow the CLOSE procedure detailed below.
- If the school needs to be evacuated, the fire alarm should be sounded, and staff and pupils should follow the fire evacuation procedure
- All staff will remain alert in the boarding house, until the emergency has passed keeping children calm and away from windows should any wake during the emergency

Follow the **CLOSE** procedure:

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- **L**ock up
- **O**ut of sight; minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure; be aware you may be in lock down for some time `

The lockdown will proceed in the following priority, if safe to do so:

- The external doors of the house will be checked, ensuring no one can enter or leave the main building.
- If it is safe to do so, a member of the resident staff will go to the school gates and direct emergency services.

#### Monitoring the Site Entrances.

Once the house is secure, staff should monitor entrances discretely from side windows. The school CCTV system will also be monitored by a member of the boarding staff. The appointed resident staff member should only open gates when visual confirmation of the presence of the Emergency Services can be confirmed.

## Invacuation Procedure

Where a threat exists outside the buildings, staff will move pupils and visitors indoors quickly and safely, secure external access points and await further instructions while maintaining supervision.

## Evacuation Procedure

An evacuation may be required due to fire, gas leak, structural failure, hazardous materials, bomb threat or other emergency where remaining inside the building presents a greater risk.

Staff must:

- Escort pupils calmly using the nearest safe exit or an alternative route if necessary.
- Take class registers where practicable.
- Proceed to the designated assembly point, the front field.
- Take class registers, account for all pupils, staff and visitors and immediately report any missing persons then follow the Missing Children Policy.
- Prevent re-entry to the buildings until authorised by the emergency services or the Headteacher.

## Communication Procedure

During a lockdown, invacuation or evacuation, the School Office will maintain communication with any staff and pupils who are off-site, including those attending educational visits, sporting fixtures, off-site activities or other authorised events. They will be informed of the nature of the incident, where appropriate, and instructed **not to return to the School** until the Head / Deputy Head has confirmed that it is safe to do so and the official '**all clear**' has been issued. The School will also maintain communication with emergency services, parents and carers, and other relevant stakeholders as appropriate throughout the incident.

Parents will be informed through an electronic message sent out via email:

*School is in a lockdown situation due to .....*

*The emergency services are aware of the situation and are working with the school. All external doors are locked, nobody is allowed in or out of the building.*

*Please do not collect your child or come to the school until you receive the 'all clear' message.*

*Thank you*

## Emergency Drills

The School will conduct regular emergency drills to ensure that staff and pupils are familiar with the procedures for responding to emergency situations.

- Fire evacuation drills will be carried out at least once each term.
- Lockdown and invacuation drills will be undertaken at least annually, with additional exercises arranged where required following changes to the School site, identified risks or lessons learned from incidents or previous drills.
- Where appropriate, lockdown and invacuation exercises may be conducted during staff training or INSET days to enable staff to rehearse their roles and responsibilities without causing unnecessary anxiety to pupils.

- Where pupils participate in lockdown or invacuation drills, these will be planned and communicated in an age-appropriate and proportionate manner, taking account of pupils' wellbeing and any additional needs.
- All drills and exercises will be recorded, evaluated and reviewed to identify any improvements to the School's emergency response procedures.