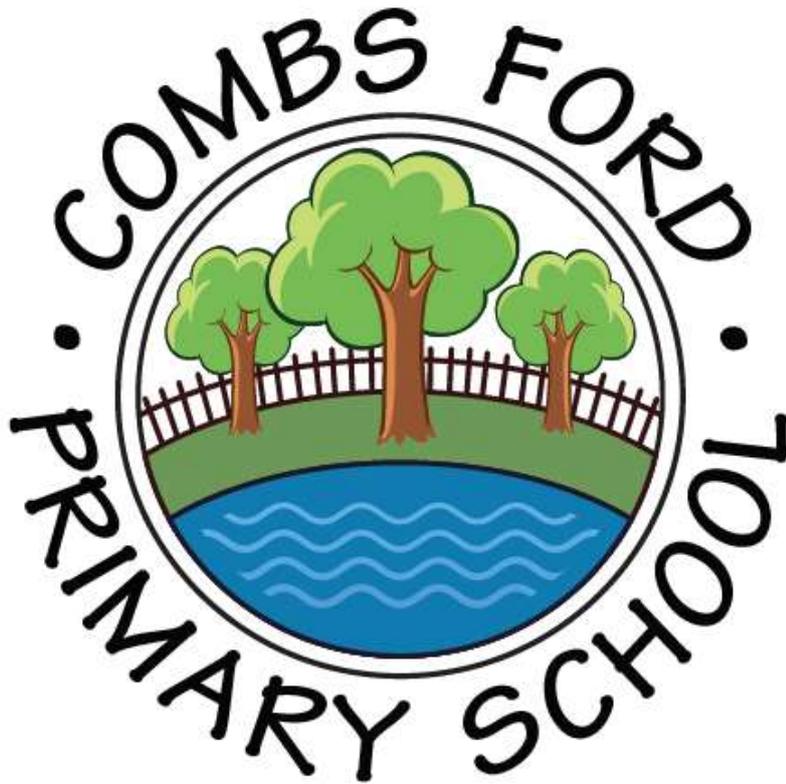


# Combs Ford Primary School

## Evacuation, Shelter and Lockdown Policy and Procedures



<b>Prepared By:</b>	Matt Wesley (Headteacher)	<b>Date:</b>	November 2025
<b>Approved By:</b>	Governing Body	<b>Date:</b>	December 2025
<b>Review Cycle:</b>	Every 3 Years		
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1. Aims.....	3
2. Legislation and Guidance .....	3
3. Definitions.....	3
4. Roles and Responsibilities: Preparation for an Emergency .....	4
5. Roles and Responsibilities in the Event of an Emergency.....	5
6. Evacuation Procedure .....	5
7. Lockdown Procedure .....	6
8. Shelter Procedure.....	<b>Error! Bookmark not defined.</b>
9. Designated Safe Rooms.....	6
10. Personal Emergency Evacuation Plan (PEEP).....	7
11. Communication with Families .....	7
12. Alternative Place of Safety.....	7
Appendix 1: Personal Emergency Evacuation Plan (PEEP).....	8
Appendix 2: Evacuation Action Plan .....	9
Appendix 3: Lockdown Action Plan.....	10
Appendix 4: Shelter Action Plan .....	<b>Error! Bookmark not defined.</b>

## 1. Aims

Combs Ford Primary School takes the safety of children, staff and visitors very seriously. The aim of this policy is to ensure that everyone on the school premises remains safe in the event of an emergency.

## 2. Legislation and Guidance

This policy has due regard to all relevant legislation and statutory guidance including:

- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work etc. Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2015) 'Emergency planning and response'
- DfE (2014) 'Fire safety in new and existing school buildings'
- DfE (2018) 'School security'
- National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'
- Martyn's Law (Terrorism: Protection of Premises Act) 2025

## 3. Definitions

Term	Definition
Drill	This relates to any training, or practising, of a response to a potential emergency incident.
Emergency	Any unplanned and serious situation that requires an immediate response, particularly where people's safety may be compromised.
Evacuation	When an emergency dictates that the safest place for children, staff and visitors is outside the school buildings. For example, in the case of a fire within the school.
Invacuation	Where all pupils, staff, and visitors are brought inside the building and kept there securely because the danger is outside.
Fire Warden	Staff member trained to lead staff and children to safety during a fire drill or evacuation.
Emergency Coordination Team	The team designated by the Headteacher with responsibility for coordinating the school's response to emergency incidents.
Lockdown	When an emergency dictates that the safest place for children, staff and visitors is to lock down (hide and lock themselves inside a safe room).
Meeting Point	A designated area outside where people assemble and meet after an evacuation.
Personal Emergency Evacuation Plan (PEEP)	A plan that is written specifically for keeping an individual with a disability or impairment safe during an emergency procedure.

Term	Definition
Safe Place	Areas within the school premises designated as 'safe' during a partial or full lockdown.
Shelter	When an emergency dictates that staff, children and visitors should return to safe rooms inside the school building until the danger has passed.

#### 4. Roles and Responsibilities: Preparation for an Emergency

Role	Responsibility
Governing Body	<ul style="list-style-type: none"> <li>Support the Headteacher to write the policy and procedures for a school evacuation, shelter and lockdown.</li> <li>Review the policy on, or before, the agreed date to ensure that it is working effectively to keep children, staff and visitors safe.</li> </ul>
Headteacher	<ul style="list-style-type: none"> <li>Ensure that every school visitor, child and member of staff is aware of how to keep themselves safe in a school emergency.</li> <li>Appoint an Emergency Coordination Team who will lead on security in an emergency.</li> <li>Ensure that a copy of this policy is available to any partners in the school who wish to see it.</li> <li>Review the policy on, or before, the agreed date to ensure that it is working effectively to keep children, staff and visitors safe.</li> <li>Between review dates, if changes are made to the policy, ensure that all relevant people are made aware of the changes.</li> <li>Be trained and prepared for a security-related incident.</li> </ul>
Emergency Coordination Team (SLT and Office Manager)	<ul style="list-style-type: none"> <li>Train all staff on the emergency procedures in this policy.</li> <li>Ensure that all visitors and contractors are aware of the school's emergency procedures.</li> </ul>
Office Manager	<ul style="list-style-type: none"> <li>Ensure that evacuation routes are clearly indicated.</li> <li>Ensure that hallways and exits are kept clear at all times.</li> </ul>
All Staff Members	<ul style="list-style-type: none"> <li>Ensure that hallways and exits are kept clear at all times.</li> </ul>

## 5. Roles and Responsibilities in the Event of an Emergency

Role	Responsibility
Headteacher	<ul style="list-style-type: none"> <li>When alerted to an emergency, assess the level of potential impact and whether it requires an evacuation or lockdown.</li> <li>In the event of an emergency, raise the alarm and alert the Emergency Coordination Team to the situation.</li> </ul>
Emergency Coordination Team (SLT and Office Manager)	<ul style="list-style-type: none"> <li>Know who is on the school site.</li> <li>Coordinate the school's response to an emergency enquiring evacuation or lockdown.</li> <li>In the event of an emergency, call the relevant emergency services and alert families.</li> <li>Provide the emergency services with a plan of the school buildings with 'safe places' clearly marked.</li> </ul>
All Staff Members	<ul style="list-style-type: none"> <li>Be aware of, and follow, this policy in the event of an emergency.</li> <li>Ensure that the children in your class (where appropriate) are guided and cared for during an evacuation or lockdown.</li> <li>Take the register as quickly as possible and make the Emergency Coordination Team aware if a child, staff member or visitor is unaccounted for.</li> <li>Remain as calm as possible, encouraging children to do the same, during an emergency incident.</li> </ul>

## 6. Evacuation Procedure

An evacuation will be called in the event of an internal or external emergency where people will be safer at a meeting point outside the school buildings. An emergency requiring an evacuation response is likely to be a fire. Evacuation procedures will be practised, in the form of a drill, termly.

**On hearing the signal, all staff, children and visitors should make their way quickly and quietly outside the building to the assembly point on the playground by the field.**

**If an evacuation happens during lunchtime, or when most children are outside, staff will meet their children outside.**

**Lunchtime staff must be aware of the meeting points for each class and will supervise the children to their meeting points.**

Follow the Evacuation Action Plan (Appendix 2).

## 7. Lockdown/Invacuation Procedure

A lockdown/invacuation will be ordered in the event of an internal or external threat where it is perceived to be safest locked down within safe places. An event requiring a lockdown response might be an armed intruder, nearby explosion or terrorist threat.

**On seeing or hearing the signal, all staff, children and visitors should make their way quickly and quietly inside the building to their designated safe room (see Section 9).**

**If a lockdown/invacuation happens during lunchtime, or when most children are outside, staff should direct children to the nearest classroom unless this will endanger them or others.**

**Lunchtime staff should go to the nearest designated safe room or remain with the class they are supervising.**

Follow the Lockdown Action Plan (Appendix 3).

## 8. Designated Safe Place

Designated Safe Place
Bear Cubs Classroom
Hedgehogs Classroom
Squirrels Classroom
Badgers Classroom
Otters Classroom
Owls Classroom
Kestrels Classroom
Nightingales Classroom
Woodpeckers Classroom
Bears Classroom
Elephants Classroom
Sharks Classroom
Wild Cats Classroom
Rainbow Room
Main Hall
Inclusion Room
Staff Room
Kitchen
Small Hall
Headteacher Office
School Office
Meeting Room

All staff and children to stay within closest designated safe place (in the majority of cases this is the classroom) with blinds down, lights off and windows and doors shut, as far away from windows as possible, until the alarm is switched off. Staff will count the children in the room and mark an X on the red laminated register for any children

who are not accounted for plus writing the names of additional children they have. If all children are in and accounted for then use the reverse green side. They will then place it on the front of door for the member of the emergency coordination team to see. If this were to happen during lunchtime, children need to go to the nearest classroom.

### *9. Personal Emergency Evacuation Plan (PEEP)*

If a child, member of staff or visitor has a disability or impairment that will prevent them from following evacuation or lockdown procedures, they will need a Personal Emergency Evacuation Plan (PEEP).

The PEEP will identify any factors that might prevent the individual from being safe during an emergency and lay out the responsibilities of staff members to support them.

As far as is possible and safe, children with a PEEP will follow the same procedures as the rest of their class.

Every PEEP will be reviewed annually, after an emergency incident or if there is a change to the disability or impairment of the individual who the PEEP is for. If any changes are made to the PEEP, all named people must be notified.

All PEEPs, and changes to them, must be approved by the Headteacher/Office Manager.

### *10. Communication with Families*

In the event of an emergency incident requiring an evacuation or lockdown, families will be notified as soon as is reasonably possible by text message.

Families will be advised not to telephone (or come into) the school as this may interfere with emergency services or put themselves in danger.

The school will keep families up to date by text message as regularly as possible throughout the emergency incident and certainly once the emergency threat has been lifted.

Families will receive a letter from the Headteacher within 24 hours of the incident so that they are fully informed of what happened and the school's response.

### *11. Alternative Place of Safety*

In the event that it is considered necessary to leave the school site, all children and staff will walk to Stowmarket Community Centre. Families will be informed by text message and children will be collected.

Name of Venue	1 <sup>st</sup> Combs Scout Hut
Type of Venue	Community Hall

Contact Name	Lisa Brown
Contact Phone Number	0783739834
Distance from School	0.7 miles
Capacity	200
Opening Hours	Only during Scout sessions. Headteacher and School Office possess details of the Key Safe and alarm code.

*Appendix 1: Personal Emergency Evacuation Plan (PEEP)*

Name		
Class		
Designated Adult		
Methods of Assistance		
Equipment Required – and where it is stored.		
Personal Evacuation Plan – in detail from when the alarm is first raised.		
Personal Lockdown Plan – in detail from when the alarm is first raised.		
Signed By:		Headteacher
Signed By:		Class Teacher
Signed By:		Designated Adult

## Appendix 2: Evacuation Action Plan

Evacuation Action Plan	Completed By	Time
Emergency Coordination Team sounds the fire alarm to evacuate the school.		
Emergency Coordination Team dials 999.		
All staff, children and visitors make their way quickly and quietly outside the building to their designated meeting point, by the nearest safe exit.		
All windows and doors must be shut.		
Staff members will be aware of any child with a PEEP (Personal Emergency Evacuation Plan) and support them in exiting the building.		
Emergency Coordination Team gathers registers and the reception sign-in iPad, grab bag and goes to the assembly point.		
All adults will check the building, including the toilets, changing rooms and corridors before they leave, to ensure that no one is left behind.		
Once every person on site is outside, the register will be called by each class teacher.		
The Emergency Coordination Team will immediately be alerted to any children that remain unaccounted for.		
Under no circumstances will a staff member or child re-enter the building if there is a child who is unaccounted for.		
All staff, children and visitors should remain at their meeting point until instructed otherwise by the Emergency Coordination Team.		
Once the risk of danger has passed, children will return to their classrooms.		
The school office will update families via text message immediately and follow up with a letter from the Headteacher within 24 hours.		
The Headteacher will follow up with a talk for staff members and children and relevant support will be sought where necessary.		
Evaluate the school's response.		

### Appendix 3: Lockdown/Invacuation Action Plan

Lockdown Action Plan	Completed By	Time
Emergency Coordination Team sounds alert to activate lockdown/invacuation procedures immediately: The lockdown signal will sound both inside and outside the building.		
Emergency Coordination Team dials 999.		
All children, staff, signed-in visitors are directed to the nearest designated safe place (see section 9) – this may be dependent on what and where the risk is. Staff in rooms will turn on radios for further information. Member of the emergency coordination team will confirm if the threat is internal or external to indicate any additional requirements. This tells staff whether they need to barricade their classroom doors.		
If feasible, Emergency Coordination Team send a message to families to alert them to the lockdown.		
Room Leaders take registers to ensure all children are accounted for.		
Room Leaders secure rooms: <ol style="list-style-type: none"> <li>1. Lock all doors (including fire doors).</li> <li>2. Lock all windows.</li> <li>3. Close all window blinds.</li> <li>4. Barricade internal classroom door</li> </ol>		
Room Leaders turn off all lights, fans or mobile air conditioning units to reduce noise and the risk of exposure to any chemical or biological attack.		
Everyone must sit away from windows as a group.		
Everyone must stay as silent as possible. Make sure any mobile devices are silent.		
Room Leaders make sure that everyone is aware of an exit point in case an evacuation is needed.		
If possible, Emergency Coordination Team will check for missing or injured children, staff and visitors. Staff in classrooms must stay with the children.		
Keep doors and windows locked shut and remain inside until an 'all clear' has been given – by the alarm coming off, by word of mouth from the Emergency Coordination Team – or told to evacuate by the emergency services.		
If it is necessary to evacuate the building at any point, the fire bell will ring and the evacuation procedure followed (see section 6).		
The school office will update families via text message immediately and follow up with a letter from the Headteacher within 24 hours.		
The Headteacher will follow up with a talk for staff members and children and relevant support will be sought where necessary.		
Evaluate the school's response.		