The John Roan School
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Invacuation Policy

2026 - 2027

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Approved by Governing Body: October 2026
For Review: October 2027

This policy outlines our invacuation procedures should the school receive warning of a threat to our community.

The safety of children, staff members and visitors on the premises is paramount and The John Roan School has a duty to protect the wellbeing and welfare of all who attend the site. The main priority is to prevent an emergency from occurring within the setting; however, this is not always within the control of the school. In an emergency, staff members at the school will endeavour to take all reasonable actions in order to ensure the safety of children. 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.

Definitions

The term 'invacuation' refers to the process of making staff members aware of an emergency and moving children, 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, e.g. as a response to a security threat, or to toxic fumes in the air.

An 'evacuation' is the orderly removal of children, staff members and visitors from the site buildings; this can be as a result of a fire or other incident within the building. All should follow the John Roan School FIRE AND EMERGENCY POLICY

The invacuation procedure drill (similar to a fire drill) will be shared with students and staff in form time and assembly. Its purpose is to ensure that we have an even safer and more secure learning environment for our students.

Invacuation procedures may be activated in response to any number of situations – for example:

- A reported incident or disturbance in the local community (with the potential to pose a risk to students and staff in the school)
- An intruder on the school site (with the potential to pose a risk to students and members of staff)
- A serious injury or death of a member of the community on the school site
- A warning received regarding a risk locally, of air pollution (e.g. smoke plume, gas cloud)
- A major fire in the vicinity of the school
- The close proximity of an animal roaming loose, e.g. dog

Role & Responsibilities

Staff members will act in accordance with the Schools' Invacuation Policy at all times, when required. Teachers will have explained and discussed this procedure with their classes.

- It is the Principal's responsibility to ensure effective and rehearsed emergency procedures are in place at The John Roan School.
- The Principal is responsible for ensuring that all staff members are aware of the policy and understand when and how this procedure will be implemented.
- It is the responsibility of the Principal/DSL to ensure that new staff members are trained in implementing all of the emergency procedures.
- The Premises Manager is responsible for recording all evacuation/invacuation procedures, including drills and practices, in the Evacuation/Invacuation Record Log.
- Heads of Departments are responsible for ensuring procedures are understood by all staff members within their department.

- The Principal is responsible for raising the alarm of an emergency and will delegate this duty to a designated member of staff to carry out when they are not present at the School. Communication arrangements with staff following the sounding of the alarm will be via email/tannoy.
- The responsibility of informing the relevant external services, such as the police, in the event of an emergency is delegated to the Invacuation team on instruction by the Principal.
- All staff members are responsible for ensuring children, fellow staff members and visitors remain as safe as possible whilst on the premises.
- It is the responsibility of all staff members to ensure that registers are accurately taken and the names of missing children are immediately reported to on-call at the beginning of each lesson.
- Staff members will inform on-call of any child missing when the alarm was raised.
- All staff members are responsible for maintaining an orderly manner and encouraging students to stay calm during emergency procedures.

Invacuation Process

When a member of staff is alerted to a threat they must immediately inform SLT in person, who will contact emergency services and initiate the invacuation process. The defined member of staff will continue to liaise with police instruction. Where there is an immediate risk to life, emergency services such as the police must be contacted immediately with the most up to date incident report. The invacuation Response Team, where practically possible should meet in the Principal's office to coordinate the school response. This team includes:

- Principal
- Vice Principals
- DSL
- Facilities Manager/Facilities Team

Whilst the threat may only apply to one site, (Westcombe Park/Maze Hill/Sports Fields) it is essential that communication takes place between all sites. This should be via radio and SLT email.

There are three levels of lockdown, this will be determined by the lockdown team following the incident report analysis:

Level 1 – Low Level Response

(Examples – Informed by police of a situation within the local community – such as a terrorist incident in London, an armed member of the community within Greenwich/Blackheath/ local area – posing no direct threat to the school/of students/staff)

This level of response is likely to be actioned where there is a safeguarding risk in the community and therefore staff and students are not safe to leave the school site. At this level, staff and students must remain indoors and not make any attempt to leave the school site. Students and staff should continue with indoor activities, remaining indoors at all times. External doors and gates should be locked. Where this level is actioned during a social time, students will not be permitted outside in the school playground. Teachers/staff should complete a register and notify on-call of any missing students.

Staff and students will be notified by: The code word phrase 'Mrs Brown to reception' will be said over the tannoy to alert all staff that emergency procedures are commencing and that they must check their email immediately. A whole school email will then be sent stating Level 1 Invacuation procedure to begin. This will be accompanied by SLT visiting all classrooms requesting that staff read their email. Students doing PE lessons in the playground should return to the changing rooms. During a social time,

the end of social time bell will ring and students must line up as normal and be directed into the building. Students must make their way to their next lesson classroom or tutorial base at lunchtime. Non-teaching staff or teachers not timetabled should remain in their office bases. Where appropriate, if the incident affects the end of the day, parents will be informed via text/email.

Level 2 – Medium Level Response

(Examples – A possible violent member of the public/student/adult who is within the school grounds, who is deemed to be in a contained area, i.e. playground/reception).

This level of response is likely to be actioned where there is an **immediate** safeguarding risk. At this level, **there is a risk of harm on the school site.** Students must remain inside their classroom or make their way to a secure classroom with the member of staff supervising them. All doors and windows should be closed. Where this level is actioned during a social time, students must make their way to their next lesson, where their teacher or another member of staff will meet them. Non-teaching staff or teachers not timetabled should remain in their office bases. Teachers/staff should complete a register and notify on-call of any missing students.

Staff & students will be notified by: The code word phrase 'Mrs Brown to reception' will be said over the tannoy to alert all staff that emergency procedures are commencing and they must immediately check their email. A whole school email will then be sent stating Level 2 Invacuation procedure to begin. SLT/Premises to patrol and check all staff aware and have read their email. During a social time, the end of social time bell will ring and students will be directed immediately into the school building as safely as possible. Students must make their way to their next lesson classroom or tutorial base at lunchtime.

Level 3 – High Level Response

(Example – uncontained intruder/person on the school site with the intent to harm. This may include a person with a weapon/device with the intention to endanger life).

This level of response is likely to be actioned where there is an **immediate and serious** safeguarding risk in the school and therefore staff and students must act immediately. Students and staff must not make any attempt to leave the school site or the area that they are in when notified. Students and staff must remain in the classroom they are in, they must lock the classroom door from the inside and barricade with tables if the door cannot lock. Where lessons/sessions are taking place in an open area, staff and students should move to the nearest secure classroom/office. Students and staff should, where possible, remain out of sight and away from windows and doors once barricaded in. Students should be out of sight and not visible through windows, lights should be switched off. Students and staff should hide under classroom desks and remain in that position until notified not to do so. Where this level is actioned during a social time, students must make their way to the nearest secure classroom or office under the direction of staff in the school. Teachers/staff should complete a register and notify on-call of any missing students.

Staff & students will be notified by: The code word phrase 'Mrs Brown to reception' will be said over the tannoy to alert all staff that emergency procedures are commencing. The continuous sounding of the school bell will be used to alert all to the Level 3 invacuation. Immediate action must be taken. Communication via radio/mobile/email must take place to inform all sites. This should trigger a level 2 response at all other sites. During a social time, where the risk is within the school building, all students outside should be moved to the cage areas for safety. If possible and safe to do so, students and staff must make their way to nearest secure classroom.

The Principal and Invacuation Response Team will decide when it is safe for the invacuation to be over following direct advice from emergency services (this will be communicated via Radio to SLT/pastoral teams). Communication to the wider school will take place via SLT informing staff in person by travelling around the building.

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

- A follow up talk with staff members and students will be delivered by the Principal
- 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

Appendix

Invacuation team guidance/ checklist

Action required	Action Completed Y/N	Person responsible	Additional info
Police/Emergency service contact & communication			
Facilities team informed			
Secure site			
Inform other site & field via radio/mobile & email (All SLT)			
Level of response assigned			
Appropriate alert sounded (Email/Tannoy/Continued school bell at level 3)			
Email sent to all staff			
SLT to walk around to inform all staff			
SLT check all classrooms (Level 1 & 2)			
Call to end invacuation from emergency services			
SLT to inform staff of end of invacuation			
Email sent to all staff informing of end of invacuation			
Response to injury/casualties First Aid Medical information Medication Parent contact			
Debrief to all staff			
Debrief to all students			
Communication to parents			

Email Script

Level 1 Response

Dear All Staff,

The school has been informed that there is a **low-level threat within the local community**. Police have advised that the school keep all students and staff within the building until further notice to ensure their safety.

The school will therefore initiate a Level 1 Invacuation response:

- External gates will be locked to prevent anyone from leaving or accessing the school site
- All students and staff must remain inside the school building making no attempt to leave
- Please remain calm and reassure students that at this time the threat is within the community and that the school building is safe.

Additional information…….

The school will remain within Level 1 response until further notice. A member of SLT will inform you in person/over the tannoy and by email when the threat level has returned to normal.

Level 2 email Response – Medium

Dear All,

There is a risk of harm on the school site due to a possibly violent member of the public/student on school grounds. Please can all staff take required action to initiate a LEVEL 2 Invacuation response. Staff must complete the following:

- Ensure all staff and students remain inside their current classroom. Students/staff should move to a secure location if in an open space.
- All doors and windows must be closed
- Take a register and inform SLT of any missing students
- All non-teaching staff should remain in a secure office
- Await further information from SLT.

Additional information…….

The school will remain within Level 2 response until further notice. A member of SLT will inform you in person/over the tannoy and by email when the threat level has returned to normal.