



Grange Farm Primary School

Invacuation Procedure

Adopted by Grange Farm Primary School
7th October 2025

To be reviewed
Autumn 2026

Incident control officers and response team		
Role	Nominated person	Emergency contact number
Incident control officer	Neil Winn	07971153165
Deputy incident control officer	Sophie Powley	07926665866
Communications officer	Cathy Hemingway	07754728309

Signals	
Invacuation signal	Main indoor bell system: one three second ring, Hand bell: continuous ringing, SENSO emergency message to all staff IT equipment
Escalation to lockdown signal	SENSO emergency message to all staff IT equipment
Evacuation signal	Fire alarm sounds
All-clear signal	Verbal signal from Headteacher

Other arrangements	
Most suitable invacuation areas	School hall, classrooms, offices
Communication arrangements	Radios, telephones system, mobile phones

Invacuation procedure
Initial implementation
The school is made aware of an incident that requires the invacuation procedure to be implemented.
If the situation warranting invacuation is brought to the attention of the school by an alert through the national Emergency Alerts system, the staff member(s) who receive the alert informs the headteacher or a member of the incident response team.
The headteacher makes the decision to implement the invacuation procedure.
The invacuation signal is given.
The leadership team uses the internal bell system, telephone and SENSO emergency message to ensure all staff members are aware of the incident, understand that the invacuation procedure is being implemented, and that this is not a practice.
The headteacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.
Parents are informed via email and text message that an invacuation is taking place.
Immediate action
All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building.
The headteacher and site superintendent check outdoor areas and ensure all pupils, staff and visitors are inside the school building.
All external doors and windows are locked and remain locked until the 'all-clear' signal is given, or unless otherwise instructed by the headteacher or emergency services.
In the event of an air pollution issue, all air vents are closed by the site superintendent.
The headteacher alerts staff members via radio, and email that the building is secure.
Once the building and safe rooms are secure, one staff member per safe area conducts a register or headcount. Staff notify the headteacher if any pupils, members of staff or visitors are not accounted for via radio or mobile phone, and an immediate search is instigated by the headteacher, where appropriate and safe to do so.
During the invacuation

All staff, pupils and visitors remain in the school building - free movement is permitted, unless otherwise stated by the headteacher or emergency services.

Pupils are not released to their parents during the invacuation.

Office staff answer telephone calls from parents and inform them pupils will not be released while the invacuation is in place.

The headteacher keeps in contact with the relevant emergency services to assess the best course of action in respect of the threat or incident.

If it is necessary to escalate the invacuation to a lockdown, the relevant signal is given.

If it is necessary to evacuate the building, the evacuation signal is sounded.

The invacuation only ends once the all-clear signal has been delivered.

Further action after the invacuation

Parents are informed of the incident by email.

The Leadership Team reviews the full lockdown procedure for its effectiveness and makes changes as necessary.