

# Brown Clee C.E. Primary School

## **Evacuation / Invacuation Procedures**



Most recently reviewed: **Autumn '25**

Approved by governor: **Julie Pinches**

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*Aspire ~ Believe ~ Persevere ~ Succeed*

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## Summary

Procedure	Description	Reasons
Evacuation	Leave the build to a safe location	Fire Bomb threat Unique Intruder situation
Invacuation	Secure groups in locked inaccessible area	Intruder situation Outdoor risk (e.g. loose animal, chemical or biological hazard)

## Response Team

<b>Incident Control Officer:</b>	Danny Harley
<b>Deputy ICOs:</b>	Mandy Lloyd Mandy Cains Ally Heath
<b>Fire Marshals:</b>	See Fire Action Plan

## Signals

<b>Fire Alarm:</b>	Continuous alarm (bell)
<b>Bomb threat (rapid):</b>	Pending (see below)
<b>Bomb threat (discrete):</b>	Verbal signal: "Oak Tree Evacuation" by ICO
<b>Invacuation (rapid):</b>	Pending (see below)
<b>Invacuation (discrete):</b>	Verbal Signal: "Lockdown" by ICO
<b>Signal for stand down / all-clear:</b>	Incident Control Officer or Deputies

## Locations

<b>Fire Assembly Point:</b>	See Fire Action Plan: KS2 playground
<b>Bomb Assembly Point</b>	See Fire Action Plan: 1. Oak tree / 2. Grass patch on Station Road
<b>Rooms most suitable for lockdown:</b>	Fireflies Classroom Pod Classroom Bees Classroom Dragonflies Classroom Scorpions Classroom Grasshoppers Classroom

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# Fire Action

<b>Summary:</b>	See Fire Action Plan
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## Bomb Threat Procedure

<b>Summary:</b>	Bomb action taken whenever there is any threat of a bomb. This could be due to suspicious packages or threat.
<b>Instigation:</b>	Any bomb threat should be raised to the Incident Control Officer (or deputy in absence) immediately. ICO will then review situation and begin procedure (If deemed necessary).
<b>ICO Checks:</b>	<p>Suspicious Package:</p> <ul style="list-style-type: none"> <li>• Do not touch it</li> <li>• Try and identify an owner in the immediate area</li> <li>• Check whether the item has suspicious characteristics             <ul style="list-style-type: none"> <li>○ unexpected item, especially if hand delivered</li> <li>○ additional inner envelope or other contents that may be difficult to remove</li> <li>○ labelling or excessive sealing that encourages opening at a particular end or in a particular way</li> <li>○ oddly shaped or lopsided</li> <li>○ unexpected or unusual origin (postmark and/or return address)</li> <li>○ poorly or inaccurately addressed address printed unevenly or unusually</li> <li>○ unfamiliar writing or unusual style</li> <li>○ unusual postmark or no postmark</li> <li>○ more stamps than needed for size or weight of package</li> <li>○ greasy or oily stains emanating from the package</li> <li>○ odours, liquid or powder emanating from the package</li> </ul> </li> </ul> <p>Bomb threat via phone:</p> <ul style="list-style-type: none"> <li>• Stay calm and listen carefully, attracting the attention of a colleague who should immediately dial 999</li> <li>• Hold the caller on the line for as long as possible. Get as much information as you can:             <ul style="list-style-type: none"> <li>○ When is the bomb set to go off?</li> <li>○ Where has it been planted?</li> <li>○ What does it look like?</li> <li>○ What kind of bomb is it?</li> <li>○ What will cause it to explode?</li> <li>○ Was the caller a man or a woman?</li> <li>○ Was a code word given?</li> <li>○ What was the exact wording of the threat?</li> <li>○ Did the message sound as though it was being read from a prepared text or was it a taped message?</li> <li>○ Did the caller sound intoxicated?</li> <li>○ Was there any indication of the callers' mental state - did he/she sound excited, disturbed, incoherent etc.?</li> <li>○ Was there any accent, was he/she well-spoken etc?</li> <li>○ Was there any indication of the type of telephone being used – for example a public call box?</li> <li>○ Was there any significant background noise - e.g. house noises, street noises, music?</li> <li>○ If displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended</li> </ul> </li> </ul> <p>Bomb threat received electronically:</p> <ul style="list-style-type: none"> <li>• Alert the police immediately             <ul style="list-style-type: none"> <li>○ The police may be able to identify where the threat has come from</li> </ul> </li> <li>• Do not forward or reply to the message unless advised to do so by the police</li> <li>• Do not delete the message</li> </ul>

	<ul style="list-style-type: none"> <li>• Take a screenshot of the message, if possible</li> <li>• Note any contact details in case the message is deleted (sender's email address or username/user ID for social media applications)</li> <li>• Preserve all web log files for your organization to help the police investigation</li> </ul>
<b>Signal:</b>	A rapid response strategy is option pending. If a discrete signal is required a verbal signal ("Oak Tree Evacuation" will be filtered to all class bases).
<b>Follow on:</b>	<p>Following either signalling method, all individuals are to leave via nearest exit. ICO/Deputies will sweep building to check that all have evacuated. Front door will be locked to prevent further access by others.</p> <p>Office administrator to bring iPad. Numbers to be check by adult in charge of each group and followed up by office administrator</p> <p>CCTV to be check remotely. ICO / Deputies to contact police via 999.</p>
<b>All-clear:</b>	Following advice from police (or in case of drill), ICO will advise all to return back to school.

## Invacuation/Lockdown Procedure

<b>Summary:</b>	<p>Invacuation/lockdown will take place whenever there is a need for individuals to be contained within school. This can be for a number of reasons:</p> <ul style="list-style-type: none"> <li>• Dangerous intruder on site</li> <li>• Loose animal on site</li> <li>• Chemical or biological hazard on site</li> </ul>
<b>Instigation:</b>	Any of the above should be raised to the Incident Control Officer (or deputy in absence) immediately. ICO will then review situation and begin procedure (If deemed necessary).
<b>ICO Checks:</b>	ICO will assess situation (of above) to deduce best course of action.
<b>Signal:</b>	A rapid response strategy is option pending. If a discrete signal is required a verbal signal ("Lockdown" will be filtered to all class bases).
<b>Follow on:</b>	<p>Following either signalling method, all individuals are to return to classroom base. ICO/Deputies will sweep building to check that all have evacuated. Front door will be locked to prevent further access by others. All class bases to be given walkie talkie. Further instructions to be communicated via walkie talkie.</p> <p>Classroom windows and doors to be locked (and barricaded – if necessary). Numbers to be check by adult in charge of each group and confirmed by walkie talkie. Blinds to be closed. Sit under tables away from view of windows.</p> <p>Alternate exits to be considered if situation escalates.</p> <p>CCTV to be check remotely. ICO / Deputies to contact police via 999 if necessary.</p>
<b>All-clear:</b>	Following advice from police (if necessary or in case of drill), ICO will advise all to return back to school via walkie talkie.