

# PARKVIEW INVACUATION PROCEDURE

Date Reviewed: May 2026



## Invacuation procedure

The purpose of an invacuation is to keep staff, pupils and visitors inside the school building in order to ensure their safety from an internal or external incident which has the potential to pose a threat to their safety and wellbeing if they left the building. Examples of incidents that would warrant an invacuation include nearby bomb threats, toxic fumes and chemical spillages, and criminal activity.

Schools are not required by law to have invacuation procedures in place; however, schools should seriously consider developing clear invacuation procedures that can be easily implemented if a situation arises where invacuation is necessary. These procedures should be practised to ensure they are effective and understood by staff and pupils.

This template outlines the procedure that schools could follow when initiating an invacuation; however, schools should cater this procedure to their specific needs.

Schools should also consult the emergency services in their local area as they are best placed to give further advice.

## Parkview invacuation procedure

Incident control officers and response team		
Responsibility	Nominated person	Emergency contact number
Incident lead	<b>Julie Woodcock</b>	<u>07447669132</u>
Deputy incident lead	<b>Jonty Emmerson</b>	<u>07756033884</u>
Communications officer	<b>Jonty Emmerson</b>	<u>07756033882</u>

Signals	
Invacuation signal	<b>Purple code, purple code, purple code</b>
Escalation to partial lockdown signal	<b>Partial lockdown, partial lockdown, partial lockdown</b>
Escalation to full lockdown signal	<b>Lockdown, lockdown, lockdown</b>
Evacuation signal	<b>Evacuate, evacuate, evacuate</b>
All-clear signal	<b>All clear, all clear, all clear</b>

Other arrangements	
Most suitable invacuation areas	<b>Downstairs: Lifeskills classroom (NOT hall) and sensory room; Upstairs: Library and hall outside kitchen</b>
Communication arrangements	<b>Radios and staff mobile phones</b>

## Invacuation procedure

### Initial implementation

The school is made aware of an incident that requires the invacuation procedure to be implemented.

All staff, pupils, volunteers and visitors are made aware of the designated protected spaces that have been identified as places of relative safety to shelter from threats.

The **incident lead** ensures each designated protected space can safely accommodate the appropriate number of people.

If a 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 received the alert informs the **incident lead** or a member of the incident response team.

The **incident lead** makes the decision to implement the invacuation procedure.

The invacuation signal is given.

The **SMT** uses **two-way radios** or **mobile phones** to ensure all staff members are aware of the incident, understand that the invacuation procedure is being implemented, and know that this is not a practice.

The **site manager/caretaker** is contacted to ensure they are aware of the implementation of the invacuation.

The **incident lead** contacts the relevant emergency services to alert them of the incident and they are kept up to date, as necessary.

Parents are informed via **the school's parent messaging system** that an invacuation is taking place.

### Immediate action

All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building.

The **incident lead** and **site manager/caretaker** check outdoor areas and ensure all staff, pupils and visitors are inside the school building.

All pupils, staff members, visitors and volunteers are moved to a designated protected space of relative safety.

If an invacuation is taking place as a result of a bomb threat, the designated protected space will be somewhere with substantial walls and a lower risk of flying glass from windows.

All external doors and windows are locked or barricaded until the 'all-clear' signal is given, or unless otherwise instructed by the **incident lead** or emergency services.

In the event of an air pollution issue, all air vents are closed by the **site manager/caretaker**.

The **incident lead** alerts staff members **via two-way radio** that the building is secure.

Once the building is secure, staff conduct a register or headcount of their area. Staff notify the **incident lead** immediately if any pupils, members of staff or visitors are not accounted for via **two-way radio** or **mobile phone**, and an immediate search is instigated where appropriate.

## During the invacuation

All staff, pupils and visitors remain in the school building – free movement is permitted, unless otherwise stated by the **incident lead** or emergency services.

RUN HIDE TELL principles are followed if there is a threat of terrorism.

Pupils are not released to their parents during the invacuation – pupils with mobile phones are advised to contact their parents to inform them they are safe, but they are not let out of the school building until the all-clear signal has been given.

**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.

All pupils and staff members are told to remain calm during the incident and, if necessary for their safety, are instructed to remain silent and hidden.

If it is necessary to escalate the invacuation to a lockdown, the relevant signal is given by the **incident lead**.

If it is necessary to evacuate the building, the evacuation signal is sounded by the **incident lead**.

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

## Further action after the invacuation

Parents are fully informed of the incident **via letter**.

The **SMT** reviews the invacuation procedure for its effectiveness and make changes as necessary.

The emotional and mental impact on pupils and staff is considered and anyone affected by the incident is provided with support.