International School of London

Evacuation, Invacuation and Lockdown Policy

Reviewed: Sept 2025

Next review: Sept 2026

Mission statement

Since 1972, we have established a welcoming and inclusive community. Our diverse cultures and languages drive all our learning experiences.
We nurture creativity and curiosity to stimulate deep thinking. We foster insight, compassion and resilience to enable us to play a meaningful part in a changing world.

Vision statement

We celebrate our stories, our worth and our purpose to make a difference in a shared world
At the International School of London, we believe in:
Empowering students to maximise their learning opportunities and to fulfil their potential.
Actively integrating cultural diversity in the curriculum.
Creating inclusive, vibrant and innovative learning communities.
Offering a diverse and extensive international programme that supports personal, social and professional growth.

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1. Legal framework

1.1. This policy has due regard to statutory legislation including, but not limited to, the following:

- 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

1.2. This policy has due regard to official guidance including, but not limited to, the following:

- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2015) 'Emergency planning and response'
- DfE (2014) 'Fire safety in new and existing school buildings'
- National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'

2. Definitions

2.1. An 'evacuation' is the orderly removal of pupils, staff members and visitors from the school building; this can be as a result of a fire or other incident within the building.

2.2. The term 'invacuation' refers to the process of making staff members aware of an emergency and moving pupils, 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. toxic fumes in the air.

2.3. 'Lockdown' refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security threat.

3. Roles and responsibilities

3.1. Staff members will act in accordance with the school's Invacuation, Lockdown and Evacuation Policy at all times.

3.2. It is the Headteacher responsibility to ensure effective and rehearsed emergency procedures are in place at the school.

3.3. The Headteacher is responsible for ensuring that all staff members are aware of the policy and have a copy to access.

3.4. It is the responsibility of the headteacher to ensure that new staff members are trained in implementing all of the emergency procedures.

3.5. The headteacher is responsible for recording all evacuation procedures, including drills and practices, in the Record Log.

3.6. Senior leaders are responsible for ensuring procedures are understood by all staff members within their department.

3.7. The Headteacher 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.

3.8. The responsibility of informing the relevant external services, such as the police, in the event of an emergency is delegated to office staff and senior leaders.

3.9. All staff members are responsible for ensuring pupils, fellow staff members and visitors remain as safe as possible whilst on the school premises.

3.10. It is the responsibility of all staff members to ensure that registers are accurately taken and the names of missing pupils are immediately reported to the headteacher.

3.11. Staff members will inform the headteacher or school office of any pupils missing from the classroom when the alarm was raised.

3.12. All staff members are responsible for maintaining an orderly manner and encouraging pupils to stay calm during emergency procedures.

3.13. The Facilities Manager is responsible for ensuring that emergency exits are clearly signposted.

3.14. It is the responsibility of school office staff to provide the emergency services with copies of the site plan.

3.15. The school office staff will continuously monitor the situation and keep both the emergency services and fellow colleagues up-to-date.

4. Invacuation procedure

4.1. The aim of the invacuation procedure is to protect lives by keeping people inside away from perceived danger. This procedure will be used in the event of armed intrusion, chemical spillages and air pollution.

4.2. The warning system will sound informing colleagues to prepare for an internal invacuation or Lockdown.

4.3. The headteacher will sound the alarm as soon as a concern has been raised and as appropriate to each situation.

4.4. Throughout the procedure, the headteacher, or another designated member of staff, will continuously keep other staff members updated, where possible, using mobile phones.

4.5. During an invacuation, pupils, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building.

4.6. If staff are in buildings adjacent to where pupils or other staff members are outside, they will signal to the class to come inside immediately.

4.7. When all personnel are inside, doors and windows are to be securely locked.

4.8. Main entrances into the school site will be locked if necessary.

4.9. Prior to the procedure, the headteacher will identify designated 'safe rooms' throughout the school building, which all staff members will be made aware of.

4.11. The Schools designated 'safe rooms' are the staffrooms and classrooms.

4.12. Each class is guided towards their designated 'safe room' by their classroom teacher or staff member, ensuring that all pupils, staff members and visitors are accounted for.

4.13. When the invacuation procedure occurs during lunchtime, or a lesson change over, all staff members will guide pupils towards the nearest designated 'safe room'.

4.14. Staff members will instruct pupils to stay away from the windows and doors.

4.15. Where necessary, pupils will be informed to lie or sit on the floor.

4.16. Pupils and staff members are to remain in their designated rooms/positions until told to do so by the emergency services, or the headteacher has given an announcement to declare the risk has gone.

4.17. When the invacuation procedure has finished, pupils will return to their timetabled classroom where a register will be taken.

4.18. Throughout the invacuation procedure, the school office will keep in contact with the emergency services, ensuring the procedure is being implemented correctly.

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

- A follow up talk with staff members and pupils will be delivered by the headteacher
- 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

5. Lockdown procedure

5.1. This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors.

5.2. The headteacher will ensure that all staff members understand when and how this procedure will be implemented.

5.3. Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.

5.4. The headteacher will take all factors into consideration when deciding whether to partially or fully lockdown the school. Where possible, advice will be sought from the emergency services.

5.5. The partial lockdown procedure is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:

- A local risk of air pollution
- A civil disturbance in the local community with the potential to pose a risk to the school

5.6. The full lockdown procedure will be used in the event of, but not limited to, the following:

- An intruder on the school site
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog, or other animal, roaming loose

5.7. The signal given for staff members to implement the lockdown procedure will be sent round by a member of staff.

5.8. Lines of communication between staff members will be kept open through the use of allocated mobile phones.

5.9. As soon as the alarm has been raised, the school office staff will ensure that the relevant emergency services are informed and kept up-to-date with the situation.

5.10. In the event of the school implementing the lockdown procedure, pupils will be instructed to remain in their classroom, or will be guided to the nearest room.

5.11. Staff members will ensure that the toilets, canteen and playgrounds are cleared of all pupils, staff members and visitors.

5.12. Pupils who are outside the school, or not in classrooms, will be led inside as quickly as possible, unless this will endanger them and others.

5.13. If staff members and pupils remain outside during the implementation of a full lockdown, they will hide in the designated safe area, in staffrooms or classrooms, until the emergency services have arrived.

5.14. Classroom teachers are responsible for the pupils within their classroom.

5.15. When all personnel and pupils are inside, doors and windows are to be securely locked, including fire doors, external doors and internal doors.

5.16. Classroom teachers or senior leaders will conduct a register or headcount. Staff will notify the school office immediately of any pupils not accounted for, and an immediate search will be instigated, where appropriate.

5.17. Once all personnel and pupils are inside, the senior leadership team (SLT) will conduct an on-going and dynamic risk assessment based on advice from the emergency services.

5.18. All pupils, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.

5.19. Pupils may be asked to hide or disperse if this will improve their safety.

5.20. Pupils are instructed to take cover under their tables where possible.

5.21. In the event of a partial lockdown, movement may be permitted within the building, dependent upon the circumstances, but this will be supervised by a staff member.

5.22. In the event of an air pollution issue, air vents will be closed, where possible, as an additional precaution.

5.23. In the event of a full lockdown, once all pupils have been accounted for, the following actions will be carried out by staff members in order to increase protection:

- Blocking off access points by moving furniture to obstruct doorways etc.
- Drawing all curtains and blinds
- Turning off all lights and electronical monitors expressing light
- Instructing all pupils to either sit on the floor, under a table or against a wall
- Ensuring all people are kept out of sight and away from windows or doors

5.24. All personnel will remain inside until an ‘all clear’ signal has been given by the SLT, or unless told to evacuate by the emergency services.

5.25. If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.

5.26. Parents/carers will be notified as soon as it is practicable to do so via the text messaging.

5.27. Pupils will not be released to parents/carers during a lockdown.

5.28. If it is necessary to evacuate the building, a continuous ring of the fire alarm will be sounded.

5.29. In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken at least once a year.

6. Evacuation procedure

6.1. Each school will carry out evacuation drills at least **once a term** in order to ensure pupils and staff members fully understand what is involved in the procedure and that it is implemented effectively.

6.2. In an emergency situation, such as a fire, or any other emergency situation, the school's evacuation procedure will be implemented with the priority of getting everyone out of the school safely and calling the emergency services.

6.3. All staff members will have a copy of the evacuation procedure and clear instructions regarding the fire evacuation procedure will be displayed in every classroom.

6.4. New staff members are advised of evacuation procedures as part of their induction training.

6.5. The headteacher will ensure that all staff members are aware of the designated evacuation points.

6.6. Staff will evacuate to the following destinations:
PYP- The Gunnersbury Sports and Social club. – Eagle Park School
MYP- Sports Hub – Gunnersbury Park
Diploma- Church in Ealing Common

6.7. The designated evacuation points for the different classes are always the nearest door to the outside.

6.8. The signal for the evacuation procedure to be implemented is the continuous sound of the fire alarm.

6.9. When the alarm is sounded, pupils and visitors will immediately stop what they are doing, stand still and wait for further instructions to be given by a staff member.

6.10. Staff members will direct pupils to the nearest or safest exit.

6.11. It is staff members' responsibility to ensure that exits are never obstructed or blocked.

6.12. Staff members will ensure that there are no pupils left in the toilets, changing rooms, corridors or school hall, etc.

6.13. Pupils will walk in an orderly and quiet manner to the designated evacuation point.

6.14. Staff members will be aware of any pupils under their care who have a Personal Emergency Evacuation Plan (PEEP).

6.15. When pupils are lined up in their classes at their designated evacuation points a register and headcount will be taken.

6.16. Any missing pupil, staff member or visitor will be reported to the designated fire warden, detailing their name, the date/time and where they were last seen, and any other relevant information about the person, e.g. any medical conditions.

6.17. Missing personnel and pupils will be immediately searched for if it is safe to do so.

6.18. Under no circumstances will any staff member, pupil or visitor re-enter the building during the evacuation procedure, unless the 'all clear' is given by the headteacher or emergency services.

6.19. The school office staff will call the emergency services as soon as the alarm is raised and they have safely exited the building.

6.20. An emergency evacuation pack is kept in the school office.

6.21. If required, parents/carers will be contacted in order to collect their children. This will be done using the school's text messaging.

6.22. All evacuations will be recorded using the Evacuation Record Log

7. Personal Emergency Evacuation Plan (PEEP)

7.1. Where a member of staff, pupil or visitor has a disability which may result in them needing help in evacuating the premises, a PEEP will be put in place.

7.2. The purpose of a PEEP is to enable the school to implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise.

7.3. These plans ensure that no one is discriminated against, or treated less favourably, in the event of an emergency.

7.4. A PEEP will identify the following:

- Any specific needs of the individual
- Responsibilities of staff members
- Specific evacuation routes, where applicable

- Refuge areas
- Any specific evacuation procedure requirements

7.5. Where possible, pupils with PEEPs in place will exit the premises using the same route as the rest of their class, unless otherwise stated within their plan.

7.6. A PEEP will be reviewed on an annual basis in order to ensure that the most up-to- date information is available.

7.7. When there is a change in the individual's health, a change of procedure, or an alteration made to the premises,
a PEEP will be reviewed and amended to reflect these changes.

7.8. The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.

7.9. Person responsible for ensuring that the PEEP's are in place is the Head of HR.

8. Bomb threats

8.1. In the event of each school or a nearby area receiving a bomb threat, the headteacher will decide which procedure to use by taking into consideration which poses the least risk.

8.2. The school will immediately contact the emergency services and school emergency team after receiving a threat and will carefully follow their instructions.

8.3. The emergency services will still be contacted if the threat is believed to be a hoax.

9. Communication with parents/carers

1. If a bomb threat/other comes, person at reception goes straight to head or most senior person.
2. Senior person makes decision as to how to respond to the threat, whether any communications are to go out and if external services need to be involved.
3. Senior person decides if evacuation, invacution OR lockdown alarm.
4. Staff to be notified – alarm indicates procedures being taken.
5. Office staff follow procedures specific to above and ensure that all office staff have a communication device with them.
6. Office staff then ensure that communication with parents is made in a timely manner. **(further to instruction from Crisis Team).**
7. Office will have an evacuation pack that they ensure goes with them – vulnerable student information, first aid kits and medical information. Leadership should wear high visibility vests and have communication devices at hand.
8. Office should be aware of where PYP, MYP and DP evacuate to (PYP to Goran's – MYP to Sports Hub – DP to Ealing Common Church).

Crisis Team
Richard Parker
Jed Petsinger
Kathryn Firebrace
El Kahina Meziane
Johanna Ambaye
David Dalzell

SITES PYP to Goran's/Park Place – MYP to Sports Hub – DP to Ealing Common Church

At ISL London, Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.