

SUAT Policy	Invacuation						
LGCS Appendix	Procedures to follow if conditions outside the building are deemed unsafe						
Approved by	LAC	Issue Date		September 2026		Review Date	September 2028
Audience	Trustees	✓	Staff		✓	Pupils	✓
	Local Academy Council	✓	Parents		✓	General Public	✓

Invacuation Policy

This policy should be read alongside the Business Continuity Plan.

Invacuation is the opposite to evacuation.

This policy will be put into operation by any member of the Senior Leadership Team (SLT), or in their absence the member of staff noting the issue, if conditions outside of the building are deemed unsafe or dangerous.

Refuge will be sought within the building in instances such as environmental hazards - smoke cloud, suspected chemical leak, or in incidences where dangerous interloper(s) are within the school grounds or immediate local vicinity etc

Overview of procedure

- The Invacuation procedure will be signalled when a member of staff blow/s a whistle 5 times.
- If unable to do so staff members will communicate the need to go into the building urgently by whatever means eg: shouting instruction.
- On hearing the signal, all outside staff and children must return to their classrooms in a calm and orderly manner through the nearest door. They must proceed to their classroom if possible.
- Staff and children who are already within the building must either remain or return to their classroom.
- All windows must be shut and remain closed.
- Reduce the visibility of adults and children in the room, from outside view by closing blinds, turning off lights, have children sitting/ lying on the floor.
- Do not leave your room until you receive the all clear by the Head of School or Leading member of the senior leadership team.

Head of School or Senior Leader in charge - actions

- Assess situation
- Signal Invacuation procedure and initiate whistle signal.
- Report incident to the school office.
- Contact any necessary emergency services describing nature of incident and access point to grounds.
- Allocate roles from the school office.

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- Office staff to phone other staff using mobiles where possible and ascertain the situation.
- Relocate staff and children if necessary. This includes sending support to staff on their own, or relocating staff and children out of classrooms into other areas of the school building.
- Head of School or Senior Leader in charge to give the instruction for all clear.
- Inform parents/carers after the event
- Principal to arranging counselling as necessary.

Premises Manager Actions

- Once an Invacuation procedure is in operation the premises officer must –
- Secure all external doors, by way of using the access system, or physically locking lockable doors
- Secure front automatic doors and lock.
- Keep in contact with the school office.
- Proceed to office as soon as possible.

Office Staff Actions

- Once an Invacuation procedure is in operation, the office staff will assist the Head of School or Senior Leader in charge.
- Keep in contact with the premises staff.
- If necessary, a member of staff may be instructed to assist premises officer in securing doors

Teacher/TA Actions

- Return or remain in class.
- Secure classroom doors and windows
- Switch off internal lights
- Close blinds
- Account for all children and adults in their class, by way of register.
- Keep calm and vigilant.
- The school office will contact you for status update and to pass on further instructions.
- Only contact the school office in an emergency.
- Otherwise wait for information to reach you.
- Wait for the all clear instruction.

The above is shared with the children using the following acronym and posters.

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