

Invacuation, Lockdown and Evacuation Policy

Academic year 2026–2027



LIMISHA

TRAINING ACADEMY

Hair • Beauty • SEND Provision

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Invacuation, Lockdown and Evacuation Policy

1. Rationale

As part of our health and safety policies and procedures, Limisha Training Academy takes its duty to protect the wellbeing and welfare of learners, staff members and visitors very seriously.

On very rare occasions, it may be necessary to secure the site so that it cannot be entered from the outside. This will help ensure that learners, staff members and visitors remain safe in such situations.

entered from the outside. This will ensure that learners, staff members and visitors are safe in such situations.

The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of Limisha Training Academy. In an emergency, staff members will endeavour to take all reasonable actions in order to ensure the safety of learners and visitors.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all learners, staff members and visitors.

2. NaCTSO (National Counter Terrorism Security Office) Guidance.

In January 2016, NaCTSO provided the following advice to leaders of schools and other educational establishments for reviewing protective security:

Most bomb threats are made over the phone, and the overwhelming majority are hoaxes made with the intent of causing alarm and disruption. Any hoax is a crime and no matter how ridiculous, or unconvincing must be reported to the police. Be alert but not alarmed! On receipt of a bomb threat dial 999 and police will respond. You should always consider their advice before a decision is made to close or evacuate.

3. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Terrorism (Protection of Premises) Act 2025
- DfE (2014) 'Fire safety in new and existing school buildings'
- DfE (2023) 'School and college security'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2023) 'Emergency planning and response for education, childcare, and children's social care settings'
- DfE (2025) 'Protective security and preparedness for education settings'

4. Definitions

The term **'invacuation'** refers to keeping everyone inside the building to ensure their safety from an internal or external incident which has the potential to pose a threat to their safety and wellbeing, e.g. toxic fumes in the air.

The term **'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.

The term **'evacuation'** refers to the orderly removal of everyone from the building; this can be as a result of a fire or other incident within the building.

5. Roles and responsibilities

The Director will be responsible for:

- Promoting the safety and wellbeing of learners and staff members.
- Ensuring effective and rehearsed emergency procedures are in place
- Ensuring all staff members are aware of this policy and receive training on the procedures.
- Ensuring all staff receive training following any changes to the emergency procedures.
- Organising security preparedness and awareness training, including training on the RUN HIDE TELL principles.
- Acting as the responsible person for the control of the premises or events taking place on the premises.
- Establishing the appropriate evacuation, invacuation, lockdown and communication protocols.
- Leading the initial response to an incident.
- Liaising with the police to incorporate their advice into an overall response.
- Making fast, clear decisions under pressure.
- Helping individuals to remain calm during an incident, particularly younger learners.
- Responding appropriately to, and having appropriate emergency procedures for, any safety concerns, e.g. people reported missing.
- Communicating with parents about incidents.
- Leading any responses to media interest.
- Managing resources effectively, including consideration for the wellbeing of staff, learners and families.

6. All staff members are responsible for:

- Ensuring the safety and wellbeing of learners during an incident.
- Participating in protective security awareness and preparedness training as part of organised CPD.
- Being vigilant and reporting any suspicious activity to the security lead or appropriate authorities.

- Supporting the security lead in implementing and maintaining plans.
- Being familiar with all incident response plans.
- Providing additional support to those who are particularly vulnerable.
- Being prepared to follow emergency procedures in the event of an incident.
- Their own safety during an incident whilst listening to instructions from the incident lead and emergency services.
- Acting in accordance with this policy and associated procedures where required.

7. Appropriate procedures

The Director will develop a plan to decide which emergency procedure would be implemented under different circumstances.

When developing procedures, learners and their specific needs will be considered to inform the most appropriate way to convey safety messages in a positive, age-appropriate and reassuring manner.

The **evacuation** procedure will be implemented in the following circumstances:

- Fire in the buildings
- Dangerous structural damage to the buildings where it is safe to exit the premises
- Bomb threat within the building

The **invacuation** procedures will be implemented in the following circumstances:

- A bomb threat near the building
- Chemical spillages near the building
- Toxic fumes near the building

The **partial lockdown** procedure will be implemented in the following circumstances:

- A civil disturbance in the local community with the potential to pose a risk to the building

The **full lockdown** procedure will be implemented in the following circumstances:

- An intruder on the site

Where possible, advice will be sought from the emergency services before deciding whether to implement a partial or full lockdown.

The Director will decide which procedure should be implemented, taking into account the circumstances of the situation.

8. Notification of Invacuation or Full/Partial lockdown

Staff will be notified that lockdown procedures are to take place immediately on hearing a continuous whistle.

Procedures

- Staff are to make sure the front entrance door and garage door is locked.
- The DSL or DDSL will collect the staff mobile phone and contact the police.
- All doors should be opened only by the DSL or DDSL once the all-clear has been given.

- The signal of the continuous whistle will activate a process of children and young people being ushered into the learning spaces and all doors closed if possible.
- The DSL and DDSL will complete a sweep of the outdoor areas before returning inside and securing the external doors, where it is safe to do so.
- Children and young people, visitors and staff will remain in the room they are in.
- Staff will ensure windows, blinds, roof openings and doors are closed. Children to be positioned under tables where appropriate and away from windows and doors. Lights, smart boards and computer monitors to be turned off. Staff should sit on a chair, on the floor or under a table.
- The DSL and DDSL will make sure registers are completed and that everyone is accounted for.

NO ONE SHOULD MOVE ONCE IN PLACE.

- Staff to support children in keeping calm and quiet.
- The DSL or DDSL will decide when children and young people, visitors and staff are safe to come out again. This will take place by a verbal 'all clear' message from the DSL or DDSL.

STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN

9. Communication with Parents

- If necessary, parents and carers will be notified as soon as it is practical to do so via Messenger, WhatsApp or other means.
- Learners will not be released to parents or carers during a lockdown.
- Parents and carers will be asked not to call Limisha Training Academy as this will tie up emergency lines.
- If the end of the day is extended due to the lockdown, parents and carers will be notified and will receive information about when learners will be dropped home or can be collected.
- A letter to parents and carers will be sent home as soon as possible following any serious incident to inform parents and carers of the context of the lockdown and to encourage them to reinforce with their children and young people the importance of following these procedures in very rare circumstances.

10. Evacuation drills and procedure

Practices will take place a minimum of twice a year to ensure everyone knows what to do in such a situation. Monitoring of practices will take place, and outcomes will be debriefed with staff so improvements can be made. Learners will not be asked to hide during practices.

All staff will follow Limisha Training Academy Fire evacuation procedures.

11. RUN HIDE TELL

All staff will be able to make informed choices when faced with a terrorist incident. Staff members will receive training on and will familiarise themselves with the RUN HIDE TELL principles and will use these principles in conjunction with their knowledge of the site. For learners and staff members with SEND, Limisha Training Academy will adjust the generic plan to consider the impact of disability and plan holding areas if necessary. When following the HIDE principles, the Director will also activate the lockdown procedures.

12. Personal Emergency Evacuation Plan (PEEP)

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

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

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

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

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

For learners with PEEPs in place, Limisha Training Academy will also ensure that personal emergency response plans are made for all other security and safety related incidents.

PEEPs will be reviewed on an annual basis in order to ensure that the most up-to-date information is available. When there is a change in the individual's health, a change of procedure, or an alteration made to the premises, their PEEP will be reviewed and amended to reflect these changes. The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.

13. Actions following incidents

Limisha Training Academy plans will be amended appropriately to consider the emotional and mental impact on learners, parents and staff members following an incident. Limisha Training Academy will also consider introducing a strategy that monitors learners and staff who are primarily affected by the incident.

Limisha Training Academy will conduct post-incident evaluations and hold a full debrief where feedback is obtained from all the key people involved. Limisha Training Academy will use these post-incident actions to inform what measures need to be taken to support victims and learn from anything that could have been improved should such an incident occur again.

In time, Limisha Training Academy will also hold debriefing sessions with neighbouring educational settings, businesses, the local community and the police.

Following an occurrence necessitating the implementation of an emergency procedure, the following actions will be taken:

- A follow-up talk with staff members and learners will be delivered by the Director.
- Support will be sought where necessary, for example, from counselling services
- Parents and other stakeholders will be informed
- The response to the crisis will be evaluated and procedures amended where necessary
- Limisha Training Academy Business Continuity Plan will be activated to help restore normality following an incident

14. Monitoring and review

All of the procedures outlined in this policy will be tested at least annually.

This policy will be reviewed on an annual basis, or sooner if statutory guidance is released before the review date.

This policy will also be reviewed and evaluated following any incidents which require it to be activated.