



# Barton CE (VA) Primary School

## Invacuation, Lockdown and Evacuation Policy

Date policy last reviewed: 04.12.24

Signed by:

\_\_\_\_\_ Headteacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors                      Date: \_\_\_\_\_

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## Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and Barton CE (VA) Primary School takes its duty to protect the wellbeing and welfare of these people very seriously.

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

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

This policy will be implemented alongside the school's Critical Incident Plan and LA "Critical and Major Incidents Guidance" (Revised September 2024).

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## 1. 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
- 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 (2024) 'Protective security and preparedness for education settings'

This policy operates in conjunction with the following school policies:

- Critical Incident Plan
- Health and Safety Policy
- Fire Evacuation Plan
- Business Continuity Plan
- School Security Policy
- Security Risk Assessment

## 2. Definitions

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

The term '**invacuation**' refers to keeping everyone inside the school 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.

## 3. Roles and responsibilities

The governing board will be responsible for:

- Ensuring the school meets its responsibility to keep all pupils, staff and visitors safe.
- Familiarising itself with the school's protective security and preparedness plans.
- Monitoring the overall implementation of this policy.
- Reviewing this policy, in conjunction with the headteacher and health and safety coordinator, to ensure its effectiveness.

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The headteacher will be responsible for:

- Promoting the safety and wellbeing of pupils and staff members.
- Appointing a competent member of staff to lead on school security and the procedures outlined in this policy.
- Ensuring effective and rehearsed emergency procedures are in place at the school.
- 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 school's emergency procedures.
- Appointing a security lead who will also act as the incident lead when incidents occur.
- Appointing deputy incident leads to cover the absence of the first incident lead.
- Organising security preparedness and awareness training, including training on the RUN HIDE TELL principles.

The security lead will be responsible for:

- Coordinating and overseeing the school's protective security and preparedness work.
- Developing and maintaining policies and plans which promote a good security culture and deter someone intending to cause harm.
- Determining how staff should respond effectively to incidents.
- Ensuring all staff members are aware of their roles and responsibilities in relation to protective security and preparedness and receive appropriate training.
- Liaising with external agencies, e.g. the police and emergency services, to ensure effective communication and collaboration.
- Managing and delegating the response to an incident.
- Working as the incident lead in response to incidents.

The incident lead and incident lead deputies will be responsible for:

- 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.
- Responding appropriately to any safety concerns.
- Communicating with parents about incidents.
- Leading any responses to media interest.
- Managing resources effectively, including consideration for the wellbeing of staff, pupils and families.

All staff members are responsible for:

- Ensuring the safety and wellbeing of pupils 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.

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- 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.

Sandra Adderley, School Business Manager will be responsible for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency.

The site manager will be responsible for ensuring that emergency exits and evacuation points are clearly signposted.

School office staff will be responsible for:

- Providing the emergency services with copies of the school's site plan.
- Ensuring that all contractors or external services working within the school are supplied with a copy of the school's emergency procedures.
- Continuously monitoring any emergency situations and keeping both the emergency services and fellow colleagues up-to-date.

#### **4. Appropriate procedures**

The headteacher and security lead will develop a plan to decide which emergency procedure would be implemented under different circumstances.

When developing procedures, pupils 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 school
- Dangerous structural damage to the school where it is safe to exit the premises
- Bomb threat within the school

The invacuation procedures will be implemented in the following circumstances:

- A bomb threat near the school
- Chemical spillages near the school
- Toxic fumes near the school
- A swarm of bees near the school

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 school

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

- An intruder on the school site

Where a lockdown is required, either a partial lockdown or full lockdown procedure will be implemented, depending on the circumstances. The headteacher will take all factors into consideration when deciding whether to partially or fully lock down the school. Where possible, advice will be sought from the emergency services.

The above lists are not exhaustive and if a different incident occurs, the headteacher and security lead will make a decision on what procedure should be implemented taking into account the circumstances of the situation.

## 5. Implementing procedures

When an incident occurs, the headteacher and incident lead will make a decision on which emergency procedure should be implemented. They will take account of all the circumstances and seek advice from the emergency services where necessary.

The school will implement one of the following procedures depending on the circumstances:

- Evacuation Procedure
- Invacuation Procedure
- Lockdown Procedure

All of these procedures are made available to staff and visitors via the school office.

Procedures and policies will be regularly tested to identify where improvements can be made and to enable the school to assess what the wider residual effects of an incident are likely to be. The school will consider involving neighbouring schools, local police, the LA, and other outside agencies in helping evaluate the school's implementation of its procedures. Procedures will be tested in accordance with the [Conducting practices](#) section of this policy.

### National Emergency Alerts system

The school will ensure at least one mobile device is compatible with receiving alerts from the national Emergency Alerts system. This device will always be switched on and will be in possession of a member of staff at all times.

If an alert via the national Emergency Alerts system is received, the headteacher will be alerted as soon as possible. The headteacher and security lead will check the current alerts [online](#) to ensure the alert is genuine where necessary.

The relevant emergency procedure will be implemented depending on the nature of the danger.

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## 6. 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 school site.

For pupils and staff members with SEND, the school will adjust the generic plan to consider the impact of disability and plan holding areas if necessary.

When following the HIDE principles, the incident lead will also activate the school's lockdown procedures.

## 7. Communicating during an incident

Communication methods will be planned in advance of incidents, including any code words or signals that may need to be used.

When managing an incident, the school will ensure that procedures are in place to coordinate with staff and those directly involved in the incident, parents, the police and other emergency responders. The school will also plan how it will communicate incidents to the local community and in response to interest from the public and media.

The incident lead will consider how best to communicate to staff and pupils, and will provide clear and concise instructions.

When alerting a threat across the school, the first alert will:

- Be quick to activate.
- Reach the people who need to know.
- Be easily activated by any staff member from various locations.
- Not provide any information on the locations of people on site.
- Not increase the risk of harm to the person who activates the alert.

The communications method used during an incident will:

- Be silent and invisible to someone intending to cause harm.
- Enable two-way communication, both with the incident lead and other staff members.
- Be portable and not dependant on Wi-Fi and wired connections.

When communicating with the police, call handlers will give the police and other emergency responders as much information as possible and cooperate with their instructions.

### Communication with parents

The school will promptly communicate to parents about incidents to reassure them that the situation is being handled. Parents will be instructed to stay away from the school site whilst the incident is ongoing.

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Arrangements and information regarding the school's invacuation, lockdown and evacuation procedures will be routinely shared with parents via a secure communication method, e.g. a letter home. The school will be mindful to not share information regarding the school's procedures in a way that would mean third parties unrelated to the school would be able to access them.

In the event of any of the procedures taking place due to a real emergency, parents will be informed of any developments as soon as is practicable via the parent messaging system.

Parents will be informed not to call or come to the school as this could interfere with the work of the emergency services and may result in putting themselves and others in danger. The school will contact parents when it is safe for them to collect their child.

Whilst talking to parents, the school will reassure them that they understand their concern for their child's welfare, and that the school is doing everything possible to ensure the safety and wellbeing of all pupils.

A selection of holding statements will be prepared in advance of an incident to be ready for issue dependent on the type of incident taking place.

## **8. Personal Emergency Evacuation Plan (PEEP)**

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.

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.

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, 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.

For pupils with PEEPs in place, the school 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

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

## 9. Actions following incidents

The school's plans will be amended appropriately to consider the emotional and mental impact on pupils, parents and staff members following an incident. The school will also consider introducing a strategy that monitors pupils and staff who are primarily affected by the incident.

The school will conduct post-incident evaluations and hold a full debrief where feedback is obtained from all the key people involved. The school 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, the school will also hold debriefing sessions with neighbouring schools, settings, business, 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 pupils will be delivered by the headteacher
- Support will be sought where necessary, for example, from counselling services
- Parents and other stakeholders will be informed via letter/email
- The response to the crisis will be evaluated and procedures amended where necessary
- The school's Business Continuity Plan will be activated to help restore normality following an incident

## 10. Conducting practises

Practises of each emergency procedure will be conducted at least **annually**

During a practise, all pupils and staff will be expected to follow the relevant procedure. Any issues or concerns that arise from the practise will be considered by the headteacher and the security lead and changes will be made to procedures if necessary.

Consideration will be given to pupils with SEND when conducting practices. PEEPs will be followed and amended if practices highlight issues implementing these plans.

## 11. 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. The next scheduled review date is **September 2025**.

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

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The review will be conducted by the health and safety coordinator, in collaboration with the headteacher and the governing board.

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## **APPENDIX A - GENERAL FIRE PRECAUTIONS**

1. It is the duty of all staff to read and familiarise themselves with the Fire Orders which are posted on their classroom/office wall, and particularly to ensure that they are fully aware of the escape routes from the building.
2. It is the duty of the Headteacher to ensure that all staff are familiar with all the relevant Fire Procedures, escape routes and the position of the Fire Assembly Point.
3. All staff should take every precaution to prevent the risk of fire by:
  - Ensuring that all rubbish is collected in the waste bins provided and that they are emptied regularly.
  - Ensuring that all naked lights are kept away from inflammable material and properly extinguished. **SMOKING IS NOT PERMITTED ON SCHOOL PREMISES.**
  - Taking particular care in all operations involving the use and handling of any Highly Flammable Liquid, Liquefied Petroleum Gas, or Naked Flame.
  - Keeping radiators clear and storing files and boxes away from them
  - Not daisy chaining extension leads
  - Ensuring all portable electrical items have been PAT tested within the last two years
  - Ensuring that displays in corridors and fire escape routes are not excessive or fire hazards in themselves
  - Reporting any faults pertaining to electrical items/appliances immediately
4. All exits and fire escape routes must be kept clear and free of obstruction.
5. All Fire Doors must be kept closed unless they are fitted with Dorgards (which will allow them to be opened using the Dorgard and automatically closed in the event of fire). No fire doors should be prevented from closing by being jammed or propped open in any way. As many of these are also exit doors, it is the member of staff in each room's responsibility to unlock these doors, pulling blinds where necessary. All other doors to unoccupied rooms to be kept closed.
6. The school's Fire Alarm System will be tested every Friday between 7.00 a.m. and 8.00 a.m. by the Caretaker. This will result in the Fire alarm being sounded briefly. This Alarm should be ignored unless there is prolonged ringing of the bells which will indicate a fire, and NOT an alarm check. Where Friday falls on a Bank Holiday, the alarms will be checked on the first working day thereafter. Should any bell fail to ring the malfunction should be reported immediately to the School Business Manager.

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7. Staff should note that they will NOT receive prior warning of Fire Drills. Drills will be held so as to resemble an actual fire incident as closely as possible.

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## APPENDIX B - LOCKDOWN PROCEDURE

### Definition

An invacuation or lockdown occurs when circumstances dictate that the safety of pupils and staff is better ensured **inside** current buildings.

### Procedure

Management of the situation will depend on the circumstances presented and may involve a partial or full lockdown of the school.

- Remain calm
  - Move slowly
  - Obey instructions
  - DO NOT PROVOKE AN INCIDENT
1. The Office staff will contact police on 999
  2. The Headteacher (or member of SLT or Office Staff) will inform staff of the situation.
  3. Depending on the circumstances staff will ensure pupils remain in classrooms with locked doors and windows and blinds pulled down, or students will be evacuated in a quiet and orderly manner away from the situation to a safe area defined by staff or police. If pupils are outside on the playground in the event of an emergency, the whistle will be blown and pupils will listen to instructions and the word "IMMEDIATELY" will be used, when asked to line up. Teachers will account for pupils in their class. The Headteacher (or member of SLT or Office Staff) will ensure all other areas of the playground are evacuated and that members of staff and pupils already in school are informed.
  4. Where possible medication to be taken to the invacuation point by office staff and class teachers as applicable.
  5. The Police Officer in charge will evaluate the situation and notify the Headteacher (or member of SLT or Office Staff if Headteacher is absent) when the school is safe and/or if any further action is needed.
  6. The Headteacher /Chair of Governors will need to report the incident directly to the Local Authority Health and Safety team.

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## **APPENDIX C – EVACUATION PROCEDURE**

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using the nearest break glass (see Location of fire alarms)
- Evacuate the school – take the children in their care and leave the building by the nearest exit and proceed to the assembly point at the far end of the playground (near the field)
- Check all pupils, staff and any visitors or contractors are out of the building

Barton School has an automatic connection to the Fire Service via Southern Monitoring alarm receiving centre, **(08448 712223, reference 103541 Barton Primary School)**. Irrespective of the automatic connection if staff are on site they must ring 999 and confirm either “fire” or “false alarm” as soon as possible. Southern Monitoring will also try and ring site for information following activation of the fire alarm. They will try to establish if it’s a “fire” or “false alarm”. (If they get a positive answer that the alarm is “false” they will hold the call.)

### **Classroom Staff/Support Staff:**

- On hearing the fire alarm, the teacher in charge of the class/group/individuals will pick up the fire class register and take the children through the nearest fire exit, and close windows and doors if possible.
- The teacher in charge will be in front, to lead the class, and the TA will be at the back of the line and check any toilets/group room areas near to the classroom.
- Children MUST evacuate the building in silence.
- NO ONE should stop to collect any belongings, but where possible class teachers and office staff should take out any pupil emergency medication (inhalers kept in class).
- Children must be evacuated to the nearest assembly point, which is the far end of the playground (by the playing field).
- The teacher in charge will do a head count immediately and then do a register call, once they have reached the assembly point.
- On completion of the register call the teacher will raise their arm, holding the class fire register, to indicate all pupils present.
- The teacher will immediately inform Office staff/Headteacher of any children missing.
- Staff should not re-enter the building once outside, the fire brigade must be informed of missing children.

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In the event of the class teacher not being present, another member of staff in the classroom/teaching area, will carry out this duty.

**Office Staff:**

- The School Business Manager will call the FIRE emergency service on 999 to confirm “fire” or “false alarm” and evacuate if “fire”.
- The School Business Manager will be ready to receive a call from Southern Monitoring on 08448 712223, reference 103541 Barton Primary School, to confirm “fire” or “false alarm”.
- The Office Administrator (or Headteacher in her absence) will pick up the:
  - blue absence sheet
  - staff sign in sheet
  - visitor and contractor books
  - mobile phone
  - keys to unlock the pedestrian gate and vehicular gates
  - emergency medication

for evacuation, taking them to the assembly point.

- The Headteacher will quickly investigate together with the office staff, what has occurred and will check that the fire service has been contacted and evacuation is underway.
- Visitors will be directed to a safe exit and the adult who is responsible for them will make sure they leave the building.
- The vehicular access will be unlocked and the Office Administrator will wait by the access.
- All gateways and access points are to be kept clear for the Fire Service.
- The School Business Manager will exit the building as soon as possible and use the mobile phone if necessary.

In the event of Office Staff not being present, the Headteacher will carry out this duty and delegate her duty to a member of the Senior Leadership Team.

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### **Headteacher:**

- The Headteacher will quickly investigate what has occurred and will check that the fire service has been contacted and evacuation is underway.
- If the Office Administrator is absent, the Headteacher will pick up the blue absence sheet, staff sign in sheet, visitor and contractor books, mobile phone and keys to unlock the pedestrian gate and vehicular gates, for evacuation, taking them to the assembly point.
- The Headteacher will exit the building and “sweep” the corridors and toilets, closing doors/windows in passing but not delaying in his/her own escape. The Headteacher will then go out onto the playground to co-ordinate the roll call.
- The Headteacher will monitor the evacuation of the premises from the Assembly Point at the far end of the playground (by the playing field).
- The Headteacher will ensure everyone is lining up in register order and silently, ready for the roll call.
- The Headteacher will ensure the vehicular gate is opened for the fire service to access the site.
- It is the responsibility of the Headteacher to decide whether she re-enters the building to find any missing individuals.

In the event of the Headteacher being off site, the School Business Manager or one of the members of the SLT (Senior Leadership Team) will carry out the above role.

### **Kitchen Staff:**

- On hearing the alarm, the catering staff should switch off all cookers and vacate the building to meet at the assembly point at the far end of the playground (by the playing field).

### **LOCATION OF FIRE ALARMS**

The alarms are electronically operated and the only action necessary is to break the glass by pressing or hitting it hard in the centre. Alarm call points are located near fire exits as follows:

- Staffroom/PPA room: by fire exit door
- In the boiler room
- Headteacher's office: by the door

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- Office hall/corridor: by the display board
- Robin Class: by fire exit door
- Kingfisher Class: by fire exit door
- Swallow Class: by fire exit door
- Owl Class: by fire exit door
- Hall: by fire exit door to corridor **AND** by fire exit door to back pathway
- Corridor: by fire exit door to playground
- Kitchen: by exit door
- By the swimming pool

All staff must ensure that they know the position of these alarms and how to operate them.

### **LOCATION OF FIRE EXTINGUISHERS**

Fire extinguishers are located at the following points:

#### Office Hall/Corridor:

- 1 foam
- 1 Carbon Dioxide

#### Hall:

- 1 foam

#### Staffroom/PPA room:

- 1 Carbon Dioxide
- 1 foam
- 1 fire blanket

#### Skylark Room:

- 1 fire blanket (to go with portable Belling cooker)

#### Kitchen:

- 1 foam
- 1 Carbon Dioxide
- 1 fire blanket

#### Boiler House:

- 1 powder

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Teaching Corridor/Learning Hub:

- 1 foam
- 1 Carbon Dioxide

End Corridor:

- 1 foam

Swimming Pool:

- 1 Carbon Dioxide

**MEANS OF ESCAPE**

Main hall: fire exit double doors in corner of hall **OR** through door to Owl class corridor and exit via the end door to playground

Skylark Class: exit via classroom door to corridor and end door to playground **OR** via door to main hall and through fire exit

Robin Class: fire exit in corner of classroom – either exit straight to outdoor play area **OR** exit through the classroom door into the main corridor to the main school entrance **OR** through the classroom door into the corridor to Owl class and exit via the end door to playground

Kingfisher Class: exit through door straight to the outside area/playground **OR** through the classroom door to the main school entrance **OR** through library and Robin class fire exit **OR** through middle window, left hand side (press to release)

Swallow Class: use the fire exit door at the end of the classroom and round into playground through playground gates

Owl Class: use the fire exit on the side of classroom straight onto the playground **OR** exit through the classroom door and corridor into playground

Staffroom: through the fire exit door in Staffroom/PPA room **OR** through Swallow Class fire exit

Kitchen: use the external door to the rear of the building **OR** through the main hall to the fire exit

Office: through the main school entrance and onto the playground via the playground gates

Head's office: as Office

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