



Lockdown, Invacuation and Emergency Evacuation- Staff Procedure

This procedure must be read alongside the Lockdown Card, which can be found in the Emergency Grab Bag.

1. Purpose

This procedure provides clear, step-by-step guidance for staff during a lockdown, invacuation or emergency evacuation. It applies to all Strive staff working at Lindengate and other Strive sites.

2. When this procedure is used

This procedure is used when:

- There is a suspected or confirmed external threat
 - A serious incident occurs on or near site
 - A member of the public behaves in a concerning or aggressive way
 - Police or emergency services instruct protective action
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3. Types of emergency response

Lockdown

Used when there is an immediate threat outside or nearby.

Goal: **secure rooms, stop movement, reduce visibility, account for everyone.**

Invacuation

Used when it is safer to bring everyone inside but not lock down.

Goal: **bring everyone inside and await further instruction.**

Evacuation

Used when remaining inside is unsafe.

Goal: **move calmly to the assembly point and account for everyone.**

4. Who makes the decision

- The **Site Lead** (most senior staff on site) initiates the response.
 - **Any staff member** can raise an alert if they believe there is a risk.
 - **Only the Site Lead or emergency services** can declare “ALL CLEAR”.
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5. Immediate staff actions

Staff must follow the **card** exactly.

If you are:

- **With students** → move immediately to the Hub
- **Outside** → go directly to the Hub
- **In a toilet or corridor** → move to the nearest safe space and report location

Do not search the wider site unless instructed and it is safe.

6. Accounting for students, staff and visitors

- Complete a headcount immediately
 - Confirm names present
 - Report to the Register Lead via **Radio Channel 7**
 - Report any missing person with last known location
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7. Communication

- The Communications Lead contacts emergency services where required
 - Lindengate staff are contacted on **Radio Channel 7**
 - Parents/carers are **not contacted** until safety is confirmed
 - Only approved templates are used for parent communication
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8. Public site procedures (Lindengate)

Because Lindengate is open to the public:

- Staff must not challenge or pursue members of the public
 - Students must be moved away immediately
 - Concerns must be escalated via radio without delay
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9. Supporting students

- Use calm, reassuring language
 - Avoid speculation or sharing unconfirmed information
 - Use regulation supports where needed
 - Follow individual EHCP considerations
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10. After the incident

Once “ALL CLEAR” is given:

- Re-check attendance
 - Complete incident records
 - Inform DSL if safeguarding concerns arose
 - Participate in debrief and review
 - Update risk assessments if required
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11. Training and drills

- This procedure is covered during induction
 - Drills take place at least termly
 - Drills may be adapted for wellbeing needs
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12. Staff responsibility

All staff must:

- Know this procedure
- Follow instructions immediately
- Raise concerns without delay

Failure to follow this procedure may place others at risk.