

**Outcomes  
First  
Group.**

# **Lockdown / Evacuation Plan**

Baston House School  
September 2025

Headteacher: Rachel Martin

| EMERGENCY EVACUATION PLAN  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| Staff responsibilities     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Headteacher</b>         | <p>In the event of Terror Attack the Headteacher will contact relevant Emergency Services and/or Utility Companies.</p> <p>Anti-Terrorist Hotline on 0800 789 321.<br/>Police: 999</p> <p>Headteacher will advise Admin Team to contact classes this will be via phones, Radios and email.</p> <p>Using the code word '<b>ACT</b>'</p>                                                                                                                                                                            |
| <b>Other staff members</b> | <ul style="list-style-type: none"> <li>Teachers and support staff: stay with pupils</li> <li>Site manager: ensure all access points are secured</li> </ul>                                                                                                                                                                                                                                                                                                                                                        |
| Signals                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Lockdown signal(s)</b>  | <p>Headteacher will advise Admin Team to contact classes this will be via phones, Radios and email.</p> <p>Using the code word '<b>ACT</b>'</p>                                                                                                                                                                                                                                                                                                                                                                   |
| <b>All clear signal</b>    | <p>Headteacher will advise Admin Team to contact classes this will be via phones, Radios and email.</p> <p>Using the code word '<b>All Clear</b>'</p>                                                                                                                                                                                                                                                                                                                                                             |
| <b>Evacuation signal</b>   | <p>Headteacher will advise Admin Team to contact classes this will be via phones, Radios and email.</p> <p>Using the code word '<b>Leave</b>'</p>                                                                                                                                                                                                                                                                                                                                                                 |
| Lockdown/Evacuation        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Run</b>                 | <p><b>Run</b></p> <ul style="list-style-type: none"> <li>Escape if you can</li> <li>Think about the route that you are taking if it is not safe, HIDE</li> <li>Insist others come with you, but do not stay behind if they refuse.</li> <li>Leave all belongings behind.</li> </ul> <p>Emergency Evacuation in the event of a full evacuation of the school being required there is 1 assembly point (Fire, Bomb, Terrorism) for staff and pupils. However, during a Terrorist or Bomb threat evacuation, the</p> |

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|                                        | <p>Police may recommend that all personnel are moved further away from the school.</p> <p>During a Terrorist instance the Headteacher assisted by the Senior Management Team and Administration Manager should direct everyone to the Evacuation point</p> <ul style="list-style-type: none"> <li>• Baston House School, Evacuation Point – School Field</li> <li>• <b>Immediate return to the school</b> may be decided by the emergency services then there are two agreed refuge points for staff and pupils.</li> <li>• The first and closest refuge site is:- The Pavilion, Baston House School</li> <li>• The second refuge site which may be required if access to the first site is prohibited, this may be provided by the emergency service.</li> </ul> |
| <b>Hide</b>                            | <p><b>Hide</b></p> <ul style="list-style-type: none"> <li>• If you can't run hide</li> <li>• Find cover (bullets can go through glass, brick, wood and metal, but not substantial brick work like in the Main School)</li> <li>• Don't look for the attacker if you can see them, they can see you.</li> <li>• Silence your phone and turn off vibrate</li> <li>• Lock or barricade yourself in.</li> <li>• Move away from the door.</li> <li>• Be aware of your exits.</li> </ul>                                                                                                                                                                                                                                                                                |
| <b>Tell</b>                            | <p><b>Tell</b></p> <ul style="list-style-type: none"> <li>• All staff should be prepared to call 999.</li> <li>• Location – where are the attackers?</li> <li>• Direction – where did you last see the attackers?</li> <li>• Description – Describe the attacker, numbers, features, weapons, clothing etc</li> <li>• Further information – Casualties, type of injuries, building information, entrances, hostages</li> <li>• If safe, stop other people entering the building.</li> </ul>                                                                                                                                                                                                                                                                       |
| <b>Communication with Stakeholders</b> | <p>Previously prepared list of all contact numbers (including home numbers) of all staff, SEN officers in different LAS and Ofsted, etc.</p> <p>Key contacts are informed of events and what actions are being taken.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Additional notes</b>                | <p>Any PEEPS will be considered accordingly.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



| Checklist                                                        |       |      |        |
|------------------------------------------------------------------|-------|------|--------|
| Step                                                             | Check | Time | Signed |
| Use signal to initiate lockdown                                  |       |      |        |
| Ensure pupils are inside                                         |       |      |        |
| Secure entrance points                                           |       |      |        |
| Contact emergency services                                       |       |      |        |
| Ensure staff take action to increase protection from danger .    |       |      |        |
| Make sure pupils and staff are aware of exit points              |       |      |        |
| If safe, check for missing pupils or staff                       |       |      |        |
| Remain inside until all clear has been given or told to evacuate |       |      |        |