

**Outcomes
First
Group.**

Lockdown / Evacuation Plan

Baston House School
March 2026

Headteacher: Ben Price

EMERGENCY EVACUATION PLAN	
Staff responsibilities	
Headteacher	<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. 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 'ACT'</p>
Other staff members	<ul style="list-style-type: none"> • Teachers and support staff: stay with pupils • Site manager: ensure all access points are secured
Signals	
Lockdown signal(s)	<p>Headteacher will advise Admin Team to contact classes this will be via phones, Radios and email.</p> <p>Using the code word 'ACT'</p>
All clear signal	<p>Headteacher will advise Admin Team to contact classes this will be via phones, Radios and email.</p> <p>Using the code word 'All Clear'</p>
Evacuation signal	<p>Headteacher will advise Admin Team to contact classes this will be via phones, Radios and email.</p> <p>Using the code word 'Leave'</p>
Lockdown/Evacuation	
Run	<p>Run</p> <ul style="list-style-type: none"> • Escape if you can • Think about the route that you are taking if it is not safe, HIDE • Insist others come with you, but do not stay behind if they refuse. • Leave all belongings behind. <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>

	<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"> • Baston House School, Evacuation Point – School Field • Immediate return to the school may be decided by the emergency services then there are two agreed refuge points for staff and pupils. • The first and closest refuge site is:- The Pavilion, Baston House School • The second refuge site which may be required if access to the first site is prohibited, this may be provided by the emergency service.
Hide	<p>Hide</p> <ul style="list-style-type: none"> • If you can't run hide • Find cover (bullets can go through glass, brick, wood and metal, but not substantial brick work like in the Main School) • Don't look for the attacker if you can see them, they can see you. • Silence your phone and turn off vibrate • Lock or barricade yourself in. • Move away from the door. • Be aware of your exits.
Tell	<p>Tell</p> <ul style="list-style-type: none"> • All staff should be prepared to call 999. • Location – where are the attackers? • Direction – where did you last see the attackers? • Description – Describe the attacker, numbers, features, weapons, clothing etc • Further information – Casualties, type of injuries, building information, entrances, hostages • If safe, stop other people entering the building.
Communication with Stakeholders	<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>
Additional notes	<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			