Shelter (Invacuation) Template

There are important differences between the lockdown and shelter arrangements.

Shelter arrangements should only be used when it is not necessary to protect staff and students from intruders. Lockdown is necessary when children and staff need to be locked within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity. If the threat or incident is outside the venue it may be safest to go / stay inside, but the responsible person should consider evacuation.

**Signals**

|  |  |
| --- | --- |
| **Alarm or signal to seek shelter** | *[insert]*  |
| **Signal for stand down / all-clear** | *[insert]* |

**Incident Control Officers & Response Team**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Emergency Contact Number** |
| Incident Control Officer |   |   |
| Deputies |   |   |
|  |   |   |
| Communications Officer |   |   |

Depending on the nature of the incident it may be necessary to stay inside for a prolonged period of time, and in some extreme cases this could be overnight. It is therefore important to ensure that any medical needs are prepared for in advance.

|  |  |
| --- | --- |
| **Action Plan** | **Completed by** **(Sign and time stamp)** |
| Determine whether to evacuate or invacuate |  |
| If invacuate, where will you instruct staff and students to go? |  |
| Sound alert |   |
| Ensure all students and staff are inside the school/college building |   |
| If appropriate, move students away from the incident (e.g. to the other side of the building)  |   |
| Do you need the emergency services? |   |
| If sheltering from an environmental hazard (e.g. a smoke or chemical spill) ensure all doors and windows are closed and ventilation / air circulation systems are switched off |   |
| Complete roll call for students, staff and visitors. Are any missing or injured? |   |
| Reassure students and keep them calm, if possible return to normal classroom based activities |   |
| Notify parents / carers of the situation and provide advice, instruction and reassurance |   |
| Remain inside until an all-clear has been given, unless emergency service advice if different |   |