

Rayleigh Grange u3a Invacuation & Lockdown Policy and Procedure

Purpose of an Invacuation Plan

An invacuation plan is implemented to ensure the safety of individuals when there is a perceived threat outside, such as a hostile intruder, environmental hazards, or criminal activity. Unlike an evacuation which involves leaving the building due to internal dangers (like fire), an invacuation focuses on securing the building and keeping people inside until the threat has passed.

When to Use an Invacuation Plan

Invacuation plans are typically triggered by external threats such as:

- Potential intruders or security threats
- Environmental hazards (e.g., chemical spills, toxic fumes)
- Nearby criminal activity or disturbances.

1. The term 'invacuation' refers to the process of making members & visitors aware of an emergency and moving them to the most sheltered areas within the building. This procedure is employed if moving outside would increase the risk of harm to people, e.g. toxic fumes in the air, and when it is necessary to protect people from intruders.

2. '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.

1. Invacuation procedure

1. The aim of the invacuation procedure is to protect lives by keeping people inside away from perceived danger. This procedure will be used in the event of external fire, chemical spillages and air pollution.

1.1. The warning for the invacuation procedure is the announcement by the Chairmen: "Hello, please can you stay in your seats. Thank you." (This will be repeated twice)

1.2. The chairman, or another designated committee member, will raise the alarm as soon as a concern has been raised, ring 999 and ask for the appropriate emergency service. They should also be made aware of the close proximity of Our Lady of Ransom Primary School.

1.3. Throughout the procedure, the Chairman, or another designated committee member, will continuously keep other committee members updated, where possible.

1.4. All doors and windows will be securely locked and, if sheltering from an environmental hazard, any ventilation will be closed

1.5. Main entrances into the Grange Community Hall will be locked if necessary.

1.6. Members will be instructed to stay away from the windows and doors.

1.7 Members and visitors will remain inside until told the emergency is over by the emergency services, or the Chairman has given an announcement to declare the risk has gone.

1.8 Committee members will be responsible for reassuring people and keeping a calm environment during the procedure.

1.9. When the invacuation procedure has finished members & visitors will be given the 'all clear'.

1.10. If possible, throughout the invacuation procedure, the Chairman or a designated member of the committee will keep in contact with the emergency services, ensuring the procedure is being implemented correctly.

1.11. Following an occurrence necessitating the invacuation procedure, the following actions will be taken:

- An update will be delivered by the Chairman at the next monthly meeting
- A factual report will be published in the Newsletter
- Support will be sought where necessary, for example, from counselling services

2. Lockdown procedure

2.1. This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of members and visitors. i.e. Armed intrusion

2.2. Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented. Where possible, advice will be sought from the emergency services.

2.3. As soon as the alarm has been raised, the Chairman will ensure that the relevant emergency services are informed and kept up to date with the situation.

2.4. Members of the committee will conduct an on-going risk assessment based on advice from the emergency services

2.5. All members and visitors will be directed to their safest exit point if a hostile intruder manages to gain access.

2.6. If it is considered necessary to leave the building Committee members will advise members and visitors of an appropriate place of safety

2.7. In the event of a full lockdown the following actions may be carried out by committee members to increase protection:

- Blocking off access points by moving furniture to obstruct doorways etc.
- Drawing all curtains and blinds
- Turning off all lights and electronical monitors expressing light
- Ensuring all people are kept out of sight and away from windows or doors
- Instructing people to stay as quiet as possible

2.8. If it is necessary to evacuate the building, a continuous ring of the fire alarm will be sounded.

This policy was adopted March 2026:

Signed *Edward Byford*

Committee role: Chairman

Policy review date: March 2028