Invacuation/Evacuation/Lockdown
Policy and Procedures

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1. Aims

The International School of Morocco takes the safety of pupils, staff, and visitors very seriously. As such, the aim of this policy is to ensure that everyone on the school premises remains safe, in the event of an emergency. The main priority for The International School of Morocco is to prevent an emergency from happening in the first place. However, sometimes this is not within the control of the school and in that situation, the policy aims to make all pupils, staff, and visitors aware of the procedures to follow, in order to keep themselves safe.

The International School of Morocco, as a British school, comply with legal legislation in Morocco. If any of the articles herewith is in contradiction with the Moroccan legislation, Moroccan legislation will prevail.

2. Legislation and Guidance

This policy has due regard to all relevant legislation and statutory guidance including:

- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work etc. Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2015) 'Emergency planning and response'
- DfE (2014) 'Fire safety in new and existing school buildings'
- DfE (2018) 'School security'
- National Counter Terrorism Security Office (2015) 'Developing Dynamic Lockdown Procedures'

3. Definitions

Term	Definition
drill	This relates to any training, or practising, of a response to a potential emergency incident.
emergency	Any unplanned and serious situation that requires an immediate response, particularly where people's safety may be compromised.
evacuation	When an emergency dictates that the safest place for pupils, staff and visitors is outside the school buildings. For example, in the case of a fire within the school.
fire warden	Staff member(s) trained to lead staff and pupils to safety during a fire drill or evacuation.
health and safety coordinator	A staff member designated by the Head of Teaching and Learning with responsibility for health and safety, including emergency incidents.
invacuation	When an emergency dictates that staff, pupils and visitors should return to safe rooms inside the school building until the danger has passed.

lockdown	When an emergency dictates that the safest place for pupils, staff and visitors is to lock down (hide and lock themselves inside a safe room).
meeting point	A designated area outside where people assemble and meet after an evacuation.
Personal Emergency Evacuation Plan (PEEP)	A plan that is written specifically for keeping an individual with a disability or impairment safe during an emergency procedure.
safe room	A room within the school premises designated as 'safe' during an invacuation or lockdown.

4. Roles and Responsibilities

The International School of Morocco will follow the outline below for distribution of responsibilities in relation to invacuation, evacuation or lockdown within the school.

Role	Responsibility
Director Mr Younes Mellouki	• Support the Head of Teaching and Learning to write the policy and procedures for a school lockdown/evacuation/invacuation. • Review the policy on, or before, the agreed date. • Ensure the policy, and named 'roles', are working effectively to keep pupils, staff, and visitors safe.
Head of Teaching and Learning Ms Donna Lee Williams	• Ensure that every school visitor, child, and member of staff is aware of how to keep themselves safe in an in-school emergency. • Appoint a health and safety coordinator who will lead on security in an emergency. • Ensure that a copy of this policy is available to any stakeholders in the school who wish to see it. • Review the policy on, or before, the agreed date. • Between review dates, if changes are made to the policy, ensure that all relevant people are made aware of the changes. • In the event of an emergency, raise the alarm and alert the health and safety coordinator to the situation. • Be trained, prepared for a security-related incident and ready to step in if the health and safety coordinator should be off school premises at the time of an emergency.
Health and Safety Coordinator Mr Younes Mellouki	• Ensure that the school's policy is appropriate for all emergency situations and raise any concerns with the Head of Teaching and Learning or proprietors. • When alerted to an emergency, assess the level of potential impact and whether it requires an invacuation, evacuation or lockdown.

	• Train all staff on the emergency procedures in this policy. • Record any drills or incidents in the 'Emergency Record Log' (see Appendix 2).
Office manager Mrs Fatima Bdaa	• In the event of an emergency, call the relevant emergency services and alert parents. • Provide the emergency services with a plan of the school building(s). Ensure 'safe rooms' are clearly marked. • Ensure that all visitors/contractors are aware of the school's emergency procedures. • Be accountable for knowing who is present/on site during an emergency.
Premises officer Mr Rachid Ez-Zaggab	• Ensure that evacuation routes are clearly indicated. • Ensure that hallways are kept clear at all times.
All Staff Members Ms Donna Lee Williams Mrs Nisrine Ed'dahbi Ms Leila Aghilas Ms Leila Beyyoudh Mrs Nadia Aftat Ms Hind Sadik	• Be aware of, and follow, this policy in the event of an emergency. • Ensure that the pupils in your class (where appropriate) are guided and cared for during an evacuation/invacuation/lockdown. • Take the register as quickly as possible and make the Head of Teaching and Learning, health and safety coordinator or office staff aware if a pupil, staff member or visitor is unaccounted for. • Remain as calm as possible, encouraging pupils to do the same, during an emergency incident.

5. Invacuation Procedure

An invacuation will be ordered where there is a threat from outside, meaning it could be safer inside but where it is not essential to follow full lockdown protocol. An event requiring an invacuation response might be high air pollution, a chemical leak, or a dangerous person in the vicinity but not on the premises.

In the event of an invacuation, the outside alarm will sound three times as soon as the concern has been raised.

On hearing the signal, all staff, pupils, and visitors should make their way quickly and quietly inside the building to their safe room.

Once every person on site is within the school building(s), the doors will be locked by Mr Rachid Ez-Zaggab.

Office staff will send a message to parents to alert them to an invacuation, call the emergency services (if required) and circulate registers.

Staff members will keep in touch via mobile phone, particularly where any adults or children remain unaccounted for.

Prior to an invacuation, the head of teaching and learning, or health and safety coordinator, will identify a safe room for every class.

List of Safe Rooms:

Designated Safe Room	Class(es)	Room Leader
Languages Classroom	Year 3 - Year 6	Ms Donna Lee Williams
Main Classroom (ground floor)	EYFS – Year 1-2	Mrs Nadia Aftat

If an invacuation happens during lunchtime, or when most pupils are outside, staff should direct pupils to the nearest safe room.

Visitors should go to the nearest designated safe room.

Lunchtime staff should take all children to the Creche Classroom.

All staff, pupils and visitors should remain in their safe room until instructed to leave by the head of teaching and learning or health and safety coordinator.

Once the risk of danger has passed, pupils will return to their classrooms and a register will be taken.

The school office will update parents via text message immediately and follow up with a letter within 24 hours.

The head of teaching and learning will follow up with a talk for staff members and pupils and relevant support will be sought where necessary.

The school's response will be evaluated.

6. Lockdown Procedure

A lockdown will be ordered in the event of an internal or external threat where it is perceived to be safest locked down within safe rooms. An event requiring a lockdown response might be an armed intruder, nearby explosion, or terrorist threat.

In the event of a lockdown, both alarms will sound twice as soon as the concern has been raised.

On hearing the signal, all staff, pupils, and visitors should make their way quickly and quietly inside the building to their safe room.

Once every person on site is within the school building(s), the doors will be locked by Mr Rachid Ez-Zaggab unless instructed not to do so by Ms Donna Williams or Mr Younes Mellouki.

Office staff will send a message to parents to alert them to the lockdown, call the emergency services (if required) and circulate registers if possible. If circulating a register is not possible, room leaders should use a head count as a means of identifying whether any pupils are unaccounted for.

Staff members will keep in touch via mobile phone, particularly where any adults or children remain unaccounted for.

Prior to a lockdown, the head of teaching and learning or health and safety coordinator will identify a safe room for every class.

Designated Safe Room	Class(es)	Room Leader
Languages Classroom	Year 3 - Year 6	Ms Donna Lee Williams
Main Classroom (ground floor)	EYFS – Year 1-2	Mrs Nadia Aftat

If a lockdown happens during lunchtime, or when most pupils are outside, staff should direct pupils to the nearest safe room unless this will endanger them or others.

Visitors should go to the nearest designated safe room.

Lunchtime staff should take all children to the Multipurpose Classroom.

Once inside the safe room, the doors (including fire doors) and windows should be locked. If there are no locks, the doors should be barricaded using desks or other suitable furniture. Window blinds should be closed. All pupils and adults will be instructed to sit or lie on the floor, ideally under desks; they should remain silent until instructed otherwise. Crucially, everyone within the room should try to remain out of sight.

A radio instruction may come through from the health and safety coordinator that it is safer for people in the room to disperse within the room.

The room leader will make everyone in the room aware of the nearest exit point.

If it is necessary to evacuate the building at any point, both alarms will signify that it is time to do so by a continuous alarm.

All staff, pupils and visitors should remain in their safe room, silent, until instructed to leave by the head of teaching and learning or health and safety coordinator.

Once the risk of danger has passed, pupils will return to their classrooms and a register will be taken.

The school office will update parents via text message immediately and follow up with a letter within 24 hours.

The head of teaching and learning will follow up with a talk for staff members and pupils; relevant support will be sought where necessary.

The school's response will be evaluated.

7. Evacuation Procedure

An evacuation will be called in the event of an internal or external emergency where it is perceived that people will be safer at a meeting point outside the school buildings. An emergency requiring an evacuation response is likely to be a fire. Evacuation procedures should be practised, in the form of a drill, at least once annually.

Details of the evacuation procedure, including the meeting points, should be displayed in every room within the school.

The fire wardens are Ms Donna Williams and Mr Younes Mellouki.

In the event of an evacuation, both alarms will sound as soon as the concern has been raised.

On hearing the signal, all staff, pupils, and visitors should make their way quickly and quietly outside the building to their designated meeting point, via the nearest safe exit.

Staff members will be aware of any pupil with a PEEP (Personal Emergency Evacuation Plan) and support them in exiting the building.

Once every person on site is outside, the register should be called by each class teacher. The head of teaching and learning, fire wardens or health and safety coordinator should immediately be alerted to any pupils that remain unaccounted for.

Under no circumstances will a staff member or pupil re-enter the building if there is a pupil who is unaccounted for.

Prior to an evacuation, the head of teaching and learning or health and safety coordinator will identify a meeting point for every class.

List of Meeting Points:

Class(es)	Designated Meeting Point
Nursery/Discovery/Reception	Each class should line up in playground at the assembly point
Year 1-2	Each class should line up in playground at the assembly point
Year 3-4	Each class should line up in playground at the assembly point
Year 5-6	Each class should line up in playground at the assembly point

If an evacuation happens during lunchtime, or when most pupils are outside, staff should meet their pupils outside.

Lunchtime staff should be aware of the meeting points for each class and should supervise the children to their meeting points.

Visitors should follow the fire route signs to the nearest designated meeting point.

All staff, pupils and visitors should remain at their meeting point until instructed otherwise by the head of teaching and learning, fire safety warden or health and safety coordinator.

Fire wardens will check the building, including the toilets, changing rooms and corridors before they leave, to ensure that no one is left behind.

Once the risk of danger has passed, pupils will return to their classrooms and a register will be taken.

The school office will update parents via text message immediately and follow up with a letter within 24 hours.

The head of teaching and learning will follow up with a talk for staff members and pupils; relevant support will be sought where necessary.

The school's response will be evaluated.

8. Personal Emergency Evacuation Plan (PEEP)

If a pupil, member of staff or visitor has a disability or impairment that will prevent them from following invacuation, evacuation or lockdown procedures, they will need a Personal Emergency Evacuation Plan (PEEP).

The PEEP will identify any factors that might prevent the individual from being safe during an emergency and lay out the responsibilities of staff members to support them.

As far as is possible and safe, pupils with a PEEP will follow the same procedures as the rest of their class.

Every PEEP will be reviewed annually, after an emergency incident or if there is a change to the disability or impairment of the individual who the PEEP is for. If any changes are made to the PEEP, all named people must be notified.

All PEEPs, and changes to them, must be approved by the head of teaching and learning and health and safety coordinator.

9. Communication with Parents

Information regarding the school's invacuation, evacuation and lockdown procedures will be shared with parents/carers via the school's website.

In the event of an emergency incident requiring an invacuation, evacuation or lockdown, parents/carers will be notified as soon as is reasonably possible via phone and email.

Parents/carers will be advised not to telephone (or come into) the school as this may interfere with emergency services or put themselves in danger.

The school will keep parents/carers up to date via email as regularly as possible throughout the emergency incident and certainly once the emergency threat has been lifted.

Parents/carers will receive a letter within 24 hours of the incident so that they are fully informed of what happened and the school's response.

Parents/carers will be notified of their role in an emergency procedure annually.

Appendix 1 – Training Log

Date	Who?	Training Description
22/09/2026	Class Teachers & Students Yrs 1-6	Planned practice evacuation

Appendix 2 – Emergency Record Log

Date and time	Emergency	Response: (invacuation/evacuation/ lockdown)	Time taken to register all pupils	Reasons for delays in the procedure	Next steps

Appendix 3 – Personal Emergency Evacuation Plan (PEEP)

Name:		
Class/Year Group:		
Designated Adult(s):		
Methods of Assistance:		
Equipment Required: (Include details of where equipment is stored.)		
Personal Evacuation Plan: (Write in detail from when the alarm is first raised.)		
Personal Invacuation Plan: (Write in detail from when the alarm is first raised.)		
Personal Lockdown Plan: (Write in detail from when the alarm is first raised.)		
Signed by:		Head of Teaching and Learning
Signed by:		Class Teacher
Signed by:		Designated Adult(s)