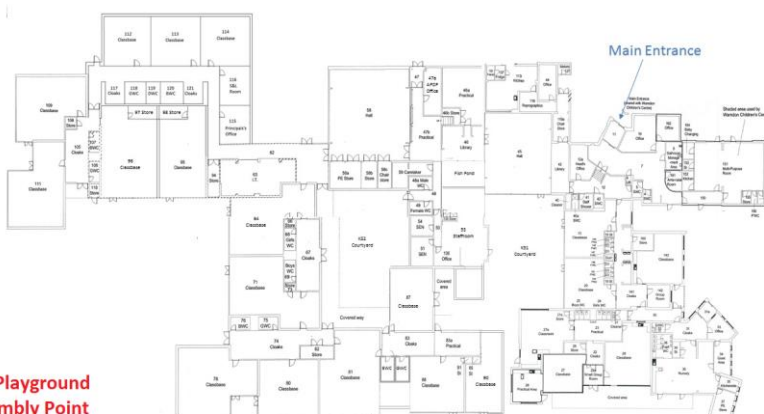


## EMERGENCY PROCEDURES DISPLAY NOTICE

### Fire Alarm

In the event of the fire alarm sounding please leave the Academy/site buildings by the nearest fire escape route and assemble on the relevant playground:

- KS1 Playground: KS1 Pupils and Staff, Visitors, Office/Cleaning/Catering Staff.
- KS2 Playground: KS2 Pupils and Staff



### Lockdown Procedures

One type of emergency is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. In these situations, a school 'lockdown' will be implemented, to isolate students, teachers and staff from danger.

A school lockdown can serve several functions during an emergency including the following:

- Removing students and teachers from the threat;
- Isolating the dangerous situation from much of the school;
- Allowing for an accurate accounting of students within each room; and
- Depending on the situation, facilitating an organized evacuation away from the dangerous area.

If you are with children it is important to:

- remain calm
- reassure them
- remind them to follow your instructions

Lockdown with warning:	Lockdown with Intruder:
<ul style="list-style-type: none"> <li>- The threat is outside the school building.</li> <li>- A senior leader will initiate the "lockdown with warning"</li> <li>- There will be <b><u>two rings on bell system</u></b></li> <li>- <b>Stay indoors</b>, in the room/classroom that you are in</li> <li>- If you are outside when this alarm is heard, <b>make your way to the nearest classroom or hall.</b></li> <li>- <b>Lock exterior doors.</b></li> </ul>	<ul style="list-style-type: none"> <li>- The threat or intruder is inside the school building.</li> <li>- A senior leader will initiate the "lockdown with warning"</li> <li>- There will be <b><u>three rings on bell system</u></b></li> <li>- Immediately direct all students, staff and visitors into the <b>nearest classroom or secured space</b>;</li> <li>- Classes that are outside of the <b>building SHOULD NOT enter the building</b>;</li> <li>- Move outside classes to the <b>primary evacuation site</b>; Gazebo next to each playground.</li> <li>- <b>Lock classroom doors</b> (if possible – site manager to assist);</li> <li>- <b>DO NOT lock exterior doors</b>;</li> </ul>
<ul style="list-style-type: none"> <li>- An e-mail will be sent to 'All Staff' giving instructions as to what to do – please ensure this is checked and not on the screen for the children to read. It is therefore important that a computer is always logged on (and e-mail accounts opened) during teaching sessions.</li> <li>- Internal phones may also be used for communication.</li> </ul>	

### Useful contact numbers

Local Police	0300 333 3000	CEO	07826161897
Local Hospital	01905 763333	COO	07827 291722
Principal	07837310305	Regional Director	07717840578



## EMERGENCY PROCEDURES ADDITIONAL DETAILS

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Organisation Policies

### What is a School Lockdown?

One type of emergency that schools may face is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. In these situations, schools should be prepared to take steps to isolate students, teachers and staff from danger by instituting a school 'lockdown'.

A school lockdown can serve several functions during an emergency including the following:

- Removing students and teachers from the threat;
- Isolating the dangerous situation from much of the school;
- Allowing for an accurate accounting of students within each room; and
- Depending on the situation, facilitating an organized evacuation away from the dangerous area.

In general, there are two main lockdown situations:

- Lockdown with warning: The threat is outside the school building; and
- Lockdown with intruder: The threat or intruder is inside the school building.

**Note:** Please note that some threats, such as a confirmed fire or intruder within a classroom, may override lockdown procedures. Also, lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance.

### Suggested Lockdown with Warning Procedures

The following procedures should be followed when the threat is outside of the school building:

- Principal or senior leader orders and announces "lockdown with warning".
- There will be **two rings on the fire alarm** and as a follow up a senior leader or the site manager will come to your class to let you know
- Special attention should be paid to classes that are outside of the school building, such as playgrounds and ball fields;
- Teachers must be able to hear the lockdown announcement;
- An alternate lockdown location must be identified. This location can be indoors or outdoors (if students can be safely hidden);
- Lock exterior doors where possible (site manager to assist);
- Clear hallways, restrooms and other rooms that cannot be secured;
- Secure classroom windows;
- Move all persons away from the windows;
- Take attendance of students in each classroom;
- Teachers should prepare a list of missing and extra students in the room;
- Teachers should take this list with them once they are directed to leave the classroom;
- Control all movement, but continue classes. Disable bells. Move on announcement only; and.
- Once the threat has subsided, the Principal or senior leader announces "all clear" directly to classrooms.
- *If there was a threat outside the school building at play time, then the same alarm will be raised (and children will be asked to return to their classrooms immediately). The same procedures as above will then kick in.*



"Lockdown with intruder".

### **Suggested Lockdown with Intruder Procedures**

The following procedures should be followed when the threat or intruder is inside of the school building:

- Principal or senior leader orders and announces "lockdown with warning".
  - There will be **three rings on the fire alarm** and as a follow up a senior leader or the site manager will come to your class to let you know
  - Immediately direct all students, staff and visitors into the nearest classroom or secured space;
  - Classes that are outside of the building SHOULD NOT enter the building;
  - Move outside classes to the primary evacuation site;
  - Lock classroom doors (if possible – site manager to assist);
  - DO NOT lock exterior doors;
  - Move people away from the windows and doors. Keep all students sitting on the floor and turn off the lights;
  - Take attendance of students in each classroom;
  - Teachers should prepare a list of missing and extra students in the room;
  - Teachers should prepare to take this list with them once they are directed to leave the classroom;
  - DO NOT respond to anyone at the door until "all clear" is announced;
  - Keep out of sight;
  - Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method;
  - When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible; and
  - When the threat is over/the intruder has left the building, the Principal or senior leaders will announce the "all clear". Children will return to class and a register will be done.
- 
- *If there was a threat inside the school building at play time, then the same alarm will be raised (and children will be asked to line up on the playground as they do for a fire drill/evacuation).*
  - *Any children in school (lunches) will stay in that room or move as directed to a nearest safe classroom, as directed by a senior leader.*