



**EMERGENCY PROCEDURES – A GUIDE FOR STAFF**

We have 4 Emergency Procedures in school. These are: 1. Fire 2. Internal Lockdown (Lesson Time) 3. External Lockdown (Break / Lunch time) 4. Site Evacuation

PROCEDURE	REASON	ALERT METHOD	PROCEDURE
FIRE	Fire	Fire alarm sounds	<ul style="list-style-type: none"> <li>➤ Children evacuate via the nearest exit in silence and walk to the meeting point (playground) with the pupils facing away from the Building</li> <li>➤ Last person closes any external doors</li> <li>➤ SLT check rooms</li> <li>➤ Teachers &amp; Office manager take out fire registers, visitors book and staff signing in book. BLUE GRAB BAG</li> <li>➤ Office/Receptionist to meet Emergency services at the Main Electrical gate (In the event of the Office Staff not on Site this will be designated to another member of Staff)</li> <li>➤ Teacher / site manager take out relevant keys for external gates BLUE GRAB BAG</li> <li>➤ During lunch time:               <ul style="list-style-type: none"> <li>• Middays support the children to line up at the meeting point</li> <li>• All staff meet at the meeting point and support the children</li> </ul> </li> <li>➤ Teaching assistants and other support staff to support the children in getting to the meeting point.</li> <li>➤ Less abled bodied persons to remain at call point with buddy</li> </ul>
INSIDE LOCK DOWN	Unauthorised person in the school building who may pose a threat	Continuous hand bell rang through the school corridors	<ul style="list-style-type: none"> <li>➤ Children move under tables in classroom in silence. Turn chairs outwards.</li> <li>➤ Teacher locks / blocks classroom door</li> <li>➤ Windows closed and lights turned off.</li> <li>➤ Register taken (class list and absentees checked – list by the classroom door taken / office</li> <li>➤ Inform office / of missing children by phone</li> <li>➤ If the child is in the toilet – go to the cubicle and lock door. If they are in the corridor then go to the nearest classroom.</li> <li>➤ Await instructions from senior staff</li> </ul>
OUTSIDE LOCK DOWN	Unauthorised person on school grounds who poses a threat during break or dinner time	Continuous whistle blown by staff. Office alerted by walkie talkie / phone.	<ul style="list-style-type: none"> <li>➤ Children walk with pace into school via nearest entrance.</li> <li>➤ Children in years 1-6 make their way to the large hall. EYFS children to all gather in F2, Pre-school children to gather in the Preschool building.</li> <li>➤ Staff to collect their class list/register and meet their children in the hall / F2 / Preschool building. TAs to assist in the year groups they work with and in corridors.</li> <li>➤ Once office notified by walkie talkie/phone they notify appropriate emergency services. Handbell then rang in the corridors.</li> <li>➤ Foundation stage unit on Foundation playground return to foundation unit – staff to check pupils present.</li> <li>➤ Children year 1-6 who are on the playground and field to make their way to the hall through the nearest safest entrance.</li> <li>➤ Non-teaching staff to ensure locked down doors are staffed to let children through as necessary.</li> <li>➤ Await instructions from senior staff</li> </ul>
SITE EVACUATION	Various reasons	Fire alarm sounds	<ul style="list-style-type: none"> <li>➤ As per fire instructions</li> <li>➤ SLT will instruct if we need to evacuate the site – via front gate to the playground on Crompton road</li> </ul>