

Birdlip Primary School

'Helping each other prepare for a bigger world'

Adopted: April 2023
Last reviewed: April 2026
Next Review: April 2027

EMERGENCY LOCKDOWN PROCEDURES POLICY

We have reviewed our existing emergency practices such as evacuation and fire drill to include lockdown procedures. Lock down procedures are important and would be used in response to an internal or external incident which could threaten the safety of children and staff in school. Lockdown procedures may be activated in response to any number of situations such as:

1. **A reported incident or disturbance in the community**
2. **An intruder on site**
3. **A warning being received regarding a local risk of air pollution (smoke, gas cloud)**
4. **A major fire in the vicinity of the school**
5. **The close proximity of an dangerous dog or other animal**

The procedure aims to minimize disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Our procedure is as follows:

If the children are in school, a quiet message will be passed to all staff that a Lockdown is in place. If the children are outside, a continuous hand bell will be rung to get the children back into school in an orderly fashion.

- In the event of an emergency a signal of "**Lockdown**" will be passed to all staff
- This means the school will carry out the lockdown procedure
- Staff will ensure that all pupils are inside the school buildings
- If children are outside, staff will bring them back into their classrooms
- Staff will ensure all outside gates are locked and all keypad doors have the keypads engaged
- All outside doors will be locked and all windows closed that may be open
- The registers will be taken and any child not present will be notified to the head and office staff who will arrange for a search for the missing child/adult
- In the event of the need to call emergency services the head/teacher in charge and office staff will dial 999 and request the emergency service required
- The all clear signal will be given by the head/teacher in charge and /or office staff in person to each class
- A parent email message will be sent to advise of the emergency

- If we are still under a warning at 3.15 the children will only be released from school to their parents or a nominated representative. Any children that are not collected will be taken to the admin block and be supervised until parents come to collect them and take them home. It is unlikely that parents will be required before the usual end of day.

Fire Evacuation

In the event of the need to **evacuate** the building we follow our usual fire drill procedures which are well rehearsed. Evacuation is announced by the ringing of a continuous bell either as a result of a fire point being activated or by manual activation as part of a drill. A register is taken and a search mounted for any missing child or adult. In the event of a real fire Office staff ring 999. No-one returns to the building until the head/teacher in charge or office staff give the all clear. In the event of a real fire/need to evacuate a parent email message will be sent to advise of collection arrangements and the children will be supervised until collected by parents.

Premises evacuation / emergency plan

If we need to evacuate the school grounds and the Village Hall is unusable we have an arrangement with the Royal George to evacuate to the hotel on foot.

In the event of an evacuation of the school grounds that is still in place at home time, a parent email message will be sent to advise of collection arrangements and children will be supervised until collected by parents.