



# EASTINGTON PRIMARY SCHOOL



## EMERGENCY LOCKDOWN PROCEDURES

Reviewed August 2017

Reviewed every 3 years

# Eastington Primary School



## EMERGENCY LOCKDOWN PROCEDURES

### Statement/parents information

The safety of everyone in the school is given the highest priority.

There are some occasions when it may be necessary to keep the children inside the school buildings for their safety. Examples range from a dangerous dog or an armed adult roaming the school grounds to sheltering from the fumes given off by a hazardous material spilt during an incident on one of the roads/motorway near the school.

Depending on the type and severity of the incident, you may be asked NOT to collect your children from school as you may put yourself and your children at risk. You may not be able to contact the school by telephone as we will be using this to contact the authorities. Please listen to the local radio stations for information.

As a result of an incident your children may have been moved from their normal classroom to another safer place within the school, perhaps from the temporary classroom (5) to the main building or from the school house to the main hall or vice-versa, so please, do not be unduly worried if they are not in their normal room.

All children will be supervised at all times and communication with parents and carers will be re established once the incident has been dealt with or advice given from the appropriate authorities/emergency services.

Thank you.

## PROCEDURES

### Possible reasons:

**Extreme weather, toxic spills on roads/motorway (M5) near school site, live stock on the loose inc. dangerous dog, unknown person roaming site who is perceived a threat etc.**

**The Headteacher or most senior staff member on the premises is to control the lockdown.**

### In the event of a lockdown...

- A) A staff member is to RING SCHOOL HAND BELL and tell staff member the school is in a lockdown situation or alert Headteacher to undertake this. (The school bell is held outside Class 4 at all times unless in use)**

The alerted staff member or headteacher making the announcement (ringing the school bell) is to confirm each room has been made aware of the lockdown situation. This includes playground/grass area, the Elliot (presently C5), the kitchen, hall, classrooms, toilets, the office area and upstairs in the old building.

### **B) All staff and children are to remain and or proceed indoors and follow lockdown procedures:**

1. Lock all doors and windows; Full time TA in Class 1 to lock entrance door by the hall and kitchen door; admin officer to lock front entrance and library.
2. Keep all children inside;
3. Ensure all pupils present
4. Ensure all emergency medication e.g. Epi Pens, Asthma Medication etc. are in the room with pupils.
5. **Classes 1, 2, 3, 4:** a staff member must remain in each room.  
**Class 5:** a member of staff to remain within this base at all times unless otherwise instructed to join the main building area. (If necessary, contact will be made by mobile phone to the C5 staff.)

### **C) Hall/Kitchen area: Any groups/classes to return to known class base (as above) or if not safe to do so, take the children to the closest secured room with no visible access from outside.**

4. All deadlock doors to be locked. Main entrance to be locked and not opened.
5. **Telephone POLICE: 999;** or other Emergency Services, if required.  
(NO other phone calls are to be made and main school line to remain clear for emergency contact)
6. Notify Local Authority (Glos. Shire Hall 01452 425000)
7. Follow directions from Headteacher or senior controlling staff member or lead officer from emergency services
8. An "All Clear" (said) announcement will end the lockdown

**\*IT IS CRITICAL TO REASSURE CHILDREN AT ALL STAGES TO AVOID UNDUE DISTRESS. CHILDREN MUST REMAIN UNDER THE SUPERVISION OF THE MEMBER OF STAFF AT ALL TIMES**

Headteacher or senior controlling staff member to notify parents as soon as possible after the lockdown via website/phone calls/email etc.

All areas checked and cleared by Headteacher or senior controlling staff member after "All Clear".

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