



EASTINGTON PRIMARY SCHOOL



EMERGENCY LOCKDOWN PROCEDURES

Reviewed October 2019

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 animal, an armed adult roaming the school grounds or 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.

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 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. We will use the school snow line, text/e-mail service to parents or share information on the school website to share relevant information when the situation at school has been controlled.

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 Head teacher or most senior staff member on the premises is to control the lockdown.

Preparation

C5 teacher needs key to room and mobile phone when working in C5.

All staff know the ICT suite, disable/ upstairs toilet and head teacher's office are lockable spaces with covered windows if individual children/adults need protecting. No child should be left alone in a space and ideally an additional adult/child should be in a locked space to support calmness and child protection.

In the event of a lockdown...

1.

A staff member is to **RING SCHOOL HAND BELL CONTINUOUSLY** and tell other staff members the school is in a lockdown situation or alert head teacher to undertake this job. (The school bell is situated outside Class 4 at all times unless in use)

The alerted staff member or head teacher 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.

2.

All staff and children are to remain and or proceed indoors and follow lockdown procedures:

- Lock all doors, windows to classrooms and close blinds/curtains if in place
- Full time TA in Class 1 to lock entrance door by the hall, shut emergency doors in the hall and lock the kitchen door
- Admin officer to lock front entrance and library door
- A staff member must remain in each room with children to supervise
- **Class 5:** stay in class unless otherwise instructed to join the main building area. (If necessary, contact will be made by mobile phone to the C5 staff.)
- Staff to keep all children inside
- Staff to ensure all pupils present
- Ensure all emergency medication e.g. Epi Pens, Asthma Medication etc. are in the room with pupils
- Depending on the risk, ask children to hide under tables and cover their heads with their arms.

3.

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 if this is appropriate.

4. 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.)

5. Notify Local Authority (Glos. Shire Hall 01452 425000)

6. Follow directions given from the lead officer from emergency services, Headteacher, senior controlling staff member in control at the time.

7. An "All Clear" announcement will end the lockdown. All areas checked and cleared by Headteacher, senior controlling staff member in control at the time after "All Clear".

8. Headteacher, senior controlling staff member in control at the time to notify parents and carers via website/text/email etc.

IT IS CRITICAL FOR ADULTS TO BE CALM AND REASSURE CHILDREN AT ALL STAGES TO AVOID UNDUE DISTRESS.

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