



Emergency Procedures Policy

This policy was adopted on Thursday 8th July 2021

Signed: **Date:**
Chair of Governors

Signed: **Date:**
Headteacher

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Internal Emergency Procedure for Closure of School in the event of bad weather

All staff should make all reasonable attempts to get to work, if it is safe to do so, whether by transport or walking. Staff should continue to attempt to get to work if the conditions improve, and it is safe to travel. Keep a watch on the school website - it will be updated throughout the day.

If you are unable to get to work all staff must notify the Head of School by text or email, by 8:15am and only phone if text or email is not possible. The line will need to be kept clear for emergency calls only, so please be brief. Please refer to appendix 1.

Those members of staff who are closest to school and are able to walk safely to school should do so, so that in the event of a reduced number of staff any pupils who arrive can be looked after in school. The school will be open from 8:45am and members of staff will be on duty at various entrances. Pupils will be directed to their normal classroom if their teacher is in school, otherwise they will be directed to the hall, where staff will supervise them in year group areas.

A member of staff will be allocated to manage phone calls, and Suzanne Cogdell will be contacted to place a notice on the website and text to update parents and staff. The Head will undertake a risk assessment, using common sense to determine whether it is feasible for children and staff to remain in school; and if not, what subsequent risks could arise by sending them home.

Having assessed the risks, it is the Head's responsibility to make the final decision whether or not to close. Where possible the Governing Body should authorise the decision. If the Chair of Governors is not contactable, you should contact your Vice Chair or other Governing Body members to ratify the decision. To confirm your closure the Head will contact the Local Authority to notify them. Announcements of school closures are broadcast on BBC Radio Cornwall, Pirate FM and Heart Radio.

Internal Emergency Procedure for Evacuation or invacuation of School in the event of threat to life

- 1. In the event of fire, gas leak, or other service / building issue. This will be assessed by the Head of School who will decide the level of threat to life. (This procedure would include bomb threat).**

The bell will ring continuously as a sign to evacuate the building and will alert the Fire Brigade. The pupils should leave by the usual or safest exits to assemble on the playground or forest school area. The Head will bring registers, assess the situation and contact the appropriate services or service provider. Staff will then take the pupils to St Marwenne's Church. This is our designated safe place.

- 2. In the event of a person / s gaining access to the building and threatening the life/ves of pupils and staff.**

The *bell ringing on and off* would be heard throughout the building. In this event each member of staff should assess the situation for the pupils in their charge. The safest option may be to stay in the room / area. Where the staff deem it to be safe to leave the building, they should make their way with their pupils to St Marwenne's Church. If pupils are on site but outside, they should immediately make their way to St Marwenne's Church. Pupils off site will be contacted by the Head and advised to stay away from school, but to make their way to St Marwenne's Church.

The Head will contact the police / emergency services, who will coordinate the situation.

Text your Head of School to let them know where you are and what your plan is. Please refer to appendix 2.

Parents will be made aware previously that St Marwenne's Church is the school's safe place and that the pupils will have been taken there.

LOCKDOWN GUIDANCE FOR SCHOOLS

The purpose of lockdown or 'invacuation' is to prevent an intruder from causing harm to pupils and staff. Entrances to the school must be secured in an effort to prevent the intruder from entering the premises and staff and pupils must find a suitable place to protect themselves.

A lockdown may be deemed the most appropriate course of action if an emergency situation occurs outside the school grounds and which renders an evacuation unsafe. Staff and pupils would be expected to stay in a safe area inside until advised otherwise by the emergency services.

Lockdown arrangements will depend heavily on the size and layout of your school. You may wish to identify those rooms most suitable for lockdown (and entrances which need to be locked) on a map. It is important to ensure these rooms have an exit route in case the intruder does gain access to the premises.

The signal for a lockdown should be clearly distinguishable to that of an evacuation. Any confusion may result in pupils and staff congregating at an assembly point, thus potentially making them more vulnerable to an intruder.

If pupils are outside when the signal for a lockdown is sounded, staff could consider taking pupils to the nearest possible building that can be secured. Pupils could also be asked to hide or disperse if this will aid their safety.

During a lockdown staff may find it difficult to obtain a clear overview of the situation. Consider how communication could be maintained between employees, whether by two-way radio, mobile phone or less conventional means (e.g. using classroom computers to send messages via instant messaging or email).

Any procedures you establish must be realistic; in an incident staff and pupils might not have much time to seek an appropriate place to hide and there is likely to be widespread confusion or panic.

Schools should use the following template as a basis for their procedure. When communicating this procedure to staff, this should be done in a sensitive manner, stressing that it is very unlikely that your school will ever need to implement a real lockdown but it is important to have arrangements in place to deal with such a situation. If 'drills' are undertaken these must be conducted in controlled and proportionate manner which does not cause undue stress and/or panic.

LOCKDOWN PROCEDURE (Marhamchurch C of E Primary School)

| Signals | |
|----------------------|--------------------------|
| Signal for lockdown | On/Off (start/stop) bell |
| Signal for all-clear | Verbal |

| Lockdown | |
|---|---|
| Rooms most suitable for lockdown | Class 1, 2, 3 and 4 would hide in their wet areas within their classroom. Class 5 would hide in the hall. |
| Entrance points (e.g. doors, windows) which should be secured | <p>TAs to lock windows and doors, then pull blinds and curtains whilst Teacher hides the children.</p> <p>Secretary/Head of School will lock the main door and corridor doors.</p> <p>If possible block doors after securing.</p> |
| Communication arrangements | <ul style="list-style-type: none"> ▪ Mobile phones ▪ Instant messaging / email ▪ Verbal. |
| Notes | Please refer to Internal Emergency Procedure for Evacuation or 'Invacuation' of School in the event of threat to life. |

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

| Initial response – lockdown |
|--|
| Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety. |
| Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building. |
| Dial 999. Dial once for each emergency service that you require. |

Ensure people take action to increase protection from attack:

- Block access points (e.g. move furniture to obstruct doorways)
- Sit on the floor, under tables or against a wall
- Keep out of sight
- Draw curtains / blinds
- Turn off lights
- Stay away from windows and doors.
- Put mobile phones on silent.

Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.

If possible, check for missing / injured pupils, staff and visitors.

Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.



Appendix 1

Internal Emergency Procedure for Closure of School in the event of bad weather

All staff should make all reasonable attempts to get to work, if it is safe to do so, whether by transport or walking. Staff should continue to attempt to get to work if the conditions improve, and it is safe to travel. Keep a watch on the school website - it will be updated throughout the day.

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A member of staff will be allocated to manage phone calls, and Suzanne Cogdell will be contacted to place a notice on the website and text to update parents and staff. The Head will undertake a risk assessment, using common sense to determine whether it is feasible for children and staff to remain in school; and if not, what subsequent risks could arise by sending them home.

Having assessed the risks, it is the Head's responsibility to make the final decision whether or not to close. Where possible the Governing Body should authorise the decision. If the Chair of Governors is not contactable, you should contact your Vice Chair or other Governing Body members to ratify the decision. To confirm your closure the Head will contact the Local Authority to notify them. Announcements of school closures are broadcast on BBC Radio Cornwall, Pirate FM and Heart Radio.

ALL STAFF MUST NOTIFY your Head of School by text or email, by 8:15am.

Head of School : _____

TEXT NUMBER: _____

EMAIL: _____

TEL No (Other) _____

Please enter the details above and have this in a convenient place. (These are the same details as for threat to life.)

Appendix 2



Internal Emergency Procedure for Evacuation of School in the event of threat to life

1. In the event of fire, gas leak, or other service / building issue. This will be assessed by the Head of School who will decide the level of threat to life. (This procedure would include bomb threat).

The bell will ring continuously as a sign to evacuate the building and will alert the Fire Brigade. The pupils should leave by the usual or safest exits to assemble on the playground or forest school area. The Head will bring registers, assess the situation and contact the appropriate services or service provider. Staff will then take the pupils to St Marwenne's Church. This is our designated safe place.

2. In the event of a person / s gaining access to the building and threatening the life/ves of pupils and staff.

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The Head will contact the police / emergency services, who will coordinate the situation.

Text your Head of School to let them know where you are and what your plan is.

Parents will be made aware previously that St Marwenne's Church is the school's safe place and that the pupils will have been taken there.

ALL STAFF with responsibility for pupils- contact your Head of School to inform them of where you are and what your plan is.

Head of School: _____

TEXT NUMBER: _____

EMAIL: _____

TEL No (Other) _____

Please enter the details above and have this in a convenient place. (These are the same details as for closure due to bad