

Werrington Primary School
Information Bulletin

15th November 2017

Dear Parents and Carers,

I would like to inform you of our intended response regarding Emergency Lock Down Procedures.

We have reviewed our emergency Lockdown procedures under guidance from various Government Departments. Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school.

Lockdown procedures may be activated in response to any number of situations, these may be:

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

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. In order to warn of these dangers we raise the alarm as follows:

In the event of an emergency an intermittent siren will sound. This means that the school will carry out the lock down procedure:

- Staff will ensure all pupils are inside the school buildings.
- If children are outside, staff will bring them back into their classrooms and lock any outside doors and close any windows that may be open.
- A register will be taken and any child not present will be notified to the office staff who will arrange a search for the missing child.
- Staff will ensure all external fire doors are closed and ensure key pad entry doors have the key pads engaged.
- In the event of the need to call the emergency services the office staff will dial 999 and request the emergency service required.
- The all clear message will be given by a member of the SLT or Office Staff in person and **NOT** when the siren is silenced. The siren could well have been silenced as part of the response to the incident and **MUST NOT** be seen as an all clear signal.
- As soon as is possible a Parentmail message will be sent to advise of the emergency and a note will be posted on the school website.
- If we are still under a warning at 3.05/3.10 pm the children will only be released from school if the school is able to undertake this safely and with appropriate advice from emergency services who may be involved. This will be to a parent/carer or a nominated representative, who are on site to collect them. Any children that are not collected will remain on site until parents/carers are available to come and take them home.

Our teachers will be sharing this procedure with their class and we will shortly be carrying out an emergency drill with the children to ensure that everyone is clear on what they have to do. In the unlikely event that we have to put this process into action we need to ensure that parents are aware of the arrangements, as outlined above.

Thank you for your co-operation and understanding.

Yours sincerely,

Ben Wilding
Headteacher