



# St Francis of Assisi Catholic Primary School

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Dear Parents/Carers,

## Emergency Lock Down Procedure

We have reviewed our emergency lock down procedures that 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 include:

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

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 overleaf:

In the event of an emergency, the emergency horn will be sounded. This means that the school will carry out the lock down procedure:

- Staff will ensure all children are inside the school buildings.
- If children are outside, staff will bring them back into their classrooms, 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.
- The school Leadership Team and Office staff will ensure all external fire doors are closed and ensure keypad entry doors have the key pads engaged.
- The all clear signal will be given by a member of the SLT or office staff by the school's internal telecom system
- 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 the end of the school day, the children will only be released from school if their parents/carers, or a nominated representative, are there to collect them.
- Any children that are not collected will be taken to the hall and be supervised until parents are available to come and take them home.

This week, the teachers have been sharing this procedure with their class and we will 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 cooperation.

Mr Tim Hallett