

## Emergency Procedures: Information for families

The Schools have to take account of a wide range of scenarios and events that have the potential to occur during the course of a school day. This includes the procedures to manage a significant event in or near the school, requiring an in-vacuation from the garden areas or a full lockdown situation, to protect the pupils, staff & visitors.

A Full Lockdown is defined by the school as, '**Security measures taken during an incident or emergency, to prevent people from moving around, leaving or entering the school building**'.

Lockdown procedures are a sensible and proportionate response to any external or internal incident, which has the potential to pose a threat to the safety of individuals in the school. Procedures will aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder attempting to access the school site with the potential to pose a risk to staff and pupils
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

### 'In-vacuation'

An **in-vacuation** occurs when circumstances dictate that the safety of children, staff and visitors is better ensured inside. Children and staff would continue to play and learn within the inside spaces until a member of the senior leadership team felt that any potential danger had passed. On occasion this may impact upon children being picked up and families being allowed onto the school site.

### Full Lock Down

In this scenario, children, staff and visitors will remain inside for the duration of any incident. The doors and windows would be locked and blinds/curtains drawn. Children would be moved away from windows and doors for prime safety. Their exact location within the building would be dependent upon the nature of the incident.

The School would be in contact with the relevant emergency services if required and the Local Authority Emergency Team will be notified. Staff would remain with their children/adults at all times, maintaining a calm atmosphere and keeping alert to the emotional needs of the children

## Communication between the school and families

In the event of any situation, lasting beyond the end of a session time the following message would be communicated on the School face book page and website if there is access to communication equipment: '**The school is in a full lockdown situation. During this period the phones and entrances will be un-manned, external doors locked and nobody allowed in or out.**'

In a Full Lock Down scenario developments will be communicated to parents as soon as is practicable via a range of sources including: Warwickshire County Council's Media Relations Officers, The Coventry, Solihull and Warwickshire Emergency Response Team or the Schools Face Book page, The emergency services, or via wider media outlets.

### Guidance for families

- Please do not feel the need to contact the school directly. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for us to contact you about when it is safe / practicable for you to come to school to collect your child and where this will be from.