



Emergencies in School

Evacuation and Lockdown Procedure 2023

An established Emergency Evacuation Plan is in place in case we have to evacuate the school, for instance if there was a fire. We rehearse this each term as a fire drill and children are very familiar with this process.

Recent Government guidance has recommended that schools should also have a procedure in place in case they need staff and pupils to stay indoors. This is called a 'Lockdown Procedure'.

Our recently-upgraded school telephone system provides a phone in each classroom. These enable us to alert classes that they need to stay indoors.

Should the need arise, the office will transmit a message to all classes via the phone system, which audibly alerts everyone that we need to go into a lockdown situation. Examples of when this procedure may be required could include: if there were a swarm of bees in the school grounds, if there was smoke or air pollution from an incident nearby, or if we have vehicles or machinery being used on the school site.

We want children to be familiar with our Lockdown Procedure and, importantly, to be unafraid if the school needs to use this alert. Children will simply remain in their classrooms and continue with their learning until they are informed that the issue has been dealt with.

Children rehearse both the Evacuation Plan and the Lockdown Procedure. There are no current concerns that we are at any risk of needing to use this system, but we are keen to have the procedure in place and well-practiced 'just in case'.

If you have any queries about our emergency procedures, please speak with our Head Teacher or one of our Senior Leadership Team.

