

St Joseph's Catholic Primary School

St Joseph's school is a Christian community in which individuals are valued and respected, and encouraged to reach their full potential and be 'The Best They Can Be'
Faith, Hope, Love.



EMERGENCY LOCK DOWN PROCEDURES

Our ethos is one that nurtures education through recognition and celebration of all children's experiences and achievements, whatever the context. Each child is unique and made in the likeness of God. Every child should succeed at their own level and be praised for this success

We have reviewed our existing emergency practices such as evacuation and fire drill to include lockdown procedures. Lock down procedures are important and would be used in response to an internal or external incident which could threaten the safety of children and staff in school. Lockdown procedures may be activated in response to any number of situations such as:

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

The procedure aims to minimize disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Our procedure is as follows:

- In the event of an emergency a signal of (e.g three short, three long, three short intermittent bells (SOS) will be rung continuously.
- This means the school will carry out the lockdown procedure
- Staff will ensure that all pupils are inside the school buildings
- If children are outside , staff will bring them back into their classrooms
- All outside doors will be locked and all windows closed that may be open
- The registers will be taken and any child not present will be notified to the head and office staff who will arrange for a search for the missing child/adult.
- Staff will ensure all outside doors are locked and all key pad doors have the key pads engaged
- In the event of the need to call emergency services the head/teacher in charge and office staff will dial 999 and request the emergency service required
- The all clear signal will be given by the head/teacher in charge and /or office staff in person to each class
- A parent mail message will be sent to advise of the emergency and a note will be posted on the website

- If we are still under a warning at 3.15 the children will only be released from school to their parents or a nominated representative. Any children that are not collected will be taken to the entrance hall and be supervised until parents come to collect them and take them home. It is unlikely that parents will be required before the usual end of day.

Fire Evacuation

In the event of the need to **evacuate** the building we follow our usual fire drill procedures which are well rehearsed, Evacuation is announced by the ringing of a continuous bell either as a result of a fire point being activated or by manual activation as part of a drill. A register is taken and a search mounted for any missing child or adult. Office staff ring 999. No-one returns to the building until the head/ teacher in charge or office staff give the all clear.

In the event of a real fire/ need to evacuate a parent text message will be sent to advise of collection arrangements and the children will be supervised until collected by parents.

Premises evacuation / emergency plan

If we need to evacuate the school grounds we have an arrangement with Nympsfield Parish council to evacuate to the Nympsfield Village Hall.

In the event of an evacuation of the school grounds is still in operation at home time a parent text message will be sent to advise of collection arrangements and children will be supervised until collected by parents.

Staff will share the procedures for lockdown with classes and we will shortly be carrying out an emergency lock down drill on a regular basis as we do our fire drills.

In the unlikely event that we have to put this process into action we need to ensure that parents are aware of the arrangements regarding the collection procedures for the end of the day.