

“EMERGENCY LOCK DOWN” PROCEDURES

A “Lock Down” will occur when it is necessary for the community to remain indoors or, if outdoors, to return indoors quickly.

WARNING

The warning will be an intermittent fire bell, and outdoors, four long blasts on the horn.

PROCEDURES

- All staff are to remain in the building.
- If it is break or lunch time all staff and children must return immediately to their regular classroom. Those on duty help children enter sensibly.
- Lock all exterior and interior doors.
- Close and secure all windows and close blinds and curtains.
- Teachers to check adjoining rooms to ensure that doors and windows are locked.
- Using the “class grab bag” teachers are to take registers, note any absentees and account for those missing.
- The headteacher will check around classrooms that all are accounted for; teachers will use the smiley face cards to indicate this.
- Missing persons must not be searched for; the Critical Incident Officer (Headteacher/Deputy Headteacher) will be responsible for this.
- Do not open the door to any person unless they are recognised as accredited staff, or Police.
- Do not permit anyone to leave the building.
- **REMAIN CALM!**
- Those who are outside when this emergency signal is given must go immediately to the building.

ALL CLEAR

The “All Clear” to the above emergency will be the Headteacher or police. The all clear to the school will be the silencing of the alarm bell, plus a short ringing of the bell after a silence.

“FIRE AND EVACUATION” PROCEDURES

If a fire or emergency occurs where there is possibility of risk to the safety of children or staff, the following steps will be taken.

WARNING

The typical fire alarm bell.

PROCEDURES

- If a fire is discovered, take immediate steps to ensure the safety of any children or staff in the vicinity of the emergency.
- Raise the alarm via the nearest fire call point and **REMAIN CALM!**
- On hearing the fire alarm evacuate all buildings by the nearest fire exit route to the assembly point on the playground.
- When evacuation occurs, the teacher must accompany all children taking with them the “class grab bag” and begin to ensure all pupils are accounted for.
- Office staff will bring the “emergency grab bag” with registers and visitor book.
- Once all have reached the fire assembly point the register for specific class must be called to ensure all students are present or accounted for.
- Under no circumstances are children to be left unattended in any location of the emergency or the assembly point.
- Staff should not attempt to fight a fire.
- Communication between areas will be via the Headteacher.
- The teacher in each infant class should check toilets and a senior member of staff will check the lower and upper key stage 2 toilets.
- The office staff will be responsible for checking all rooms in the administration area and hall.
- When evacuating the building staff will ensure fire doors are closed on exit.
- In the event of the necessity to evacuate the site, St John the Baptist Church in Stone will be the meeting point.
- In the event of an emergency involving Stone Service Station, evacuation to the playground may not be possible. We will therefore assemble in the School Hall, follow the usual roll call procedures, and exit to the main road via the small school gate. In this instance, the assembly point will be Chiltern Avenue and we will expect to follow the advice of Buckinghamshire Fire and Rescue Service.

ALL CLEAR

The “All Clear” to the above emergency will be the Headteacher or emergency services.

“EMERGENCY CLOSURE” PROCEDURES

It may be necessary to close the school for emergency reasons including:

- Severe weather; snow, flooding or storms.
- Accommodation problems, for example loss of power supply, heating failures or fire damage.

SEVERE WEATHER CLOSURE

The decision to close a school will normally rest with the Headteacher or in her absence the Deputy Head, and be confirmed with the Chair of Governors or Vice Chair.

The decision should be made where possible **before 7.30am** and on the basis of information received from the media about the weather, and from staff about the potential safety of their journeys.

A member of staff will remain on site to deal with any pupils who arrive at school unescorted until they can be collected.

Factors involved in reaching the decision to close the school are likely to be:

- Access to the school.
- The safe operation of the school relating to numbers of staff available.
- The ability to keep the school site safely operational.

COMMUNICATION

This will be made via the Parentmail text messaging service, through the Bucks CC school closures website, and Mix 96.

Parents are advised to check these services regularly for more information.

SNOW CLEARANCE

The caretaker will clear pathways into the school and ensure that main traffic routes are gritted. When severe weather is forecast, the caretaker will prioritise this task. A decision will be made by the headteacher as to whether it is safe for children to play outdoors.

DURING THE DAY SCHOOL CLOSURE

The school may need to close during the school day. Parents will be requested to collect children using the Parentmail text; they will remain in the school hall until collected.

OTHER INFORMATION

- In the event of a major accident of Oxford Road, which may prevent parents collecting their children, children will assemble in the hall at the end of the day with a member of staff, until they can be collected.
- Children may be collected by parents in an emergency after ensuring that the class teacher is informed and has record of the time of collection.
- The school will liaise with the incident team at Buckinghamshire County Council in order to keep parents as informed as possible.

RESOURCES

“Class grab bag”

Each class will have a grab bag containing; a class list, emergency contact numbers, whistle, hi-viz shirt and smiley/sad face cards. These resources need to be made aware of to temporary staff and visitors.

“Emergency grab bag”

In the main office is a grab bag containing; a first aid kit, detailed building plans, a hi-viz shirt, a stopwatch, torch and a whistle. The office staff will also put into the bag at the point of emergency the class registers, visitor book and cordless telephone.