

# FOXMOOR SCHOOL

## EMERGENCY LOCKDOWN PROCEDURES

We take the safety of all pupils, staff and visitors on our premises very seriously and safety and safe procedures are given the highest priority. Lock-down and evacuation procedures are practiced and carefully evaluated so that, should an emergency occur, we are prepared.

Sometimes it may be necessary to keep everyone inside the school buildings for their safety – an example of this was when an armed thief escaped towards our school after attacking the local post office. On this occasion, the children had just gone out to play at lunchtime when we were alerted of the danger and within two minutes everyone on the premises was inside the buildings, keeping down and away from the windows. At this time four classes were out in the Elliot buildings and the children, mid-day supervisors and teachers who were in these rooms at the time had to stay there until the police notified us that the danger was passed. The rest of us were marooned in the main building. Of course parents and carers attempted to collect their children from school but they too were kept at a distance and prevented from doing so or coming near the school until all was deemed safe.

Obviously the above was a very unusual incident but these things can happen anywhere and we must be prepared. There are other examples where this kind of operation might be necessary: poisonous spillages and fumes given off by an incident at a local factory, or an accident on the road or railway nearby; the obvious explosive danger or even a dangerous animal in the grounds.

Depending on the type and severity of the incident, you may be asked NOT to collect your children from school as you may put yourself and your children at risk. The school telephone will be busy as we will be using it to communicate with the emergency services so you may not be able to contact the school by telephone, however, we will attempt to use the internet if this is thought appropriate by the authorities in charge.

Depending on what and where the danger is, your children will be kept in the safest part of the school, this may not be their usual classroom. The children will be supervised at all times and communication with parents and carers will be re-established once the incident has been dealt with or advice given from the appropriate authorities or emergency services.

### Evacuation procedures

Procedures are in place to evacuate the whole school to a place of safety in the case of an emergency where the school premises and grounds are deemed unsafe. This, of course, will only be temporary until the situation is rectified.

Up-dated information will be given to the local radio stations and information will be posted on the school website:

[www.foxmoorschool.co.uk](http://www.foxmoorschool.co.uk)

For the sake of security the complete document, policy and procedures are not made public, however, please rest assured that the Governors have sought expert advice and these documents have been rigorously checked and tested before being agreed by the full governing body.

**Signed:**

(Chair of Governors)

**Date: October 2015**

**Review Date: October 2017**