

Emergency Procedures Guide



- Our 4 Emergency Procedures are:
1. Fire
 2. Lesson Lockdown
 3. Break Lockdown
 4. Site Evacuation

Procedure	Reason	Alert Method	Procedure
Fire	Fire	Fire alarm (Continuous siren)	<ul style="list-style-type: none"> • Evacuate via nearest exit in silence and meet at relevant muster point. (see fire plan diagram) • Teacher takes fireboard. • Last person closes external door. • Teachers check children off on fireboard and inform fire marshall of any missing children. • During assembly – children walk out the fire doors in the hall and around the front of school, around the lower school path. Teachers collect fireboards and go to muster points. TA's to line the path to help children find the way to muster points. • Office staff, take staff signing in inventory . <p>During Lunch time</p> <ul style="list-style-type: none"> • MDSA's support the children in lining the children up on the meeting point. • All staff meet at the muster point and support MDSA's. • TA's & other support staff to support the children in getting to the meeting point.
Lesson Lock Down	Unauthorised person in the school building who may pose a threat.	Lockdown siren (2 tone siren)	<ul style="list-style-type: none"> • Member of staff who witnesses the treat to alert the Office via quickest and safety method (Walkie Talkie/in person/phone). Children who see threat tell member of staff. • Upon hearing siren children move under tables in classroom and turn chairs outwards - in silence. • Teacher/adult locks classroom door and any group room doors. • Teacher/adult closes any blinds and turns lights off. • Fireboard register taken. • Inform office of missing children by Walkie Talkie. • Await instruction via tannoy/SLT • If a child is in the toilet outside of the classroom– go into cubicle and lock door. • If children are engaged in activities with adults in secure spaces – e.g. music room, they lockdown in these spaces. • If children are outside (e.g) PE – remain outside and muster at fire point and radio Office for Instruction – possible evacuate to ASH LEA site.
Playtime Down	Unauthorised person on school grounds who poses a threat during break or dinner time.	Whistle blown in continuous bursts on playground. Office informed LOCK DOWN Office trigger Lockdown Siren (2 tone siren)	<ul style="list-style-type: none"> • Member of staff who sees the threat blows whistle in continuous bursts • Another staff member on duty hears whiste and radios the office to initiate lockdown. Office trigger lockdown siren. • Children walk (with pace) into school via nearest entrance. • Muster in the school halls (FS & Lower Hall 1 & Middle and Upper Hall 2). • Staff collect fireboards and register children. • If children are engaged in activities with adults in secure spaces – e.g. music room, they lockdown in these spaces and notify the office (walkie talkie) to inform them of the children they have. • Await further instructions via Tannoy or SLT.
Site Evacuation	There is a serious threat/event which has compromised the safety of the building.	Fire Alarm (continuous siren) to evacuate building and SLT instruct transition to site evacuation once at the muster point.	<ul style="list-style-type: none"> • Children to exit the school at the nearest fire exit and gather at their muster points as indicated on the fire plan. • Teacher to check children against fireboards. • Office to evacuate to muster station on the grassy area opposite the front of the school. • SLT will instruct the transition to whole site evacuation. • Office Staff to call Ash Lea School and inform that wil be entering their site for evacuation of CCLS (01159 892744) • Staff to escort children to Ash Lea Site via the gate on field. (see evacuation route map)