

Emergency Procedures Guide

Bumble Bee – Emergency SLT Support



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

Sunflower – Corridor Lockdown

Procedure	Reason	Alert Method	Procedure – In all instances a sweep of the building will be completed by the 3 members of the office staff (HT to deputise)
Fire	Fire	Fire alarm (Two tone siren)	<ul style="list-style-type: none"> Evacuate via nearest exit in silence and meet at relevant muster point. (see fire plan diagram in every classroom) Teacher takes fireboard. Last person closes internal/external door. Teachers check children off on fireboard and inform fire Marshall (Julie Worthington, Michelle Morris & Gary Brown) of any missing children. During assembly – children walk out the fire doors in the hall and through the Early Years playground. Teachers take fireboards and go to muster points. TA's/PCA's to line the path to help children find the way to muster points. Office staff, take signing in inventory records on IPad – held in office <p>During Lunch time</p> <ul style="list-style-type: none"> MDSA's support the children by 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 (Pulse siren)	<ul style="list-style-type: none"> Member of staff who witnesses the threat to alert the Office or Headteacher via quickest and safety method (Walkie Talkie/in person/phone). Children who see threat tell member of staff. Upon hearing pulse siren children move under tables in classroom and turn chairs outwards - in silence. Teacher/adult locks classroom door and cloak room door. Teacher/adult closes any blinds and turns lights off. Fireboard register taken. Inform office of missing children by phone in classroom. Await instruction via 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. group 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 Rivendell Care Home site.
Playtime Lock Down	Unauthorised person on school grounds who poses a threat during break or dinner time.	<p style="text-align: center;">Whistle blown in continuous bursts on playground.</p> <p style="text-align: center;">Office informed LOCK DOWN</p> <p style="text-align: center;">Office trigger Lockdown Siren (Pulse siren)</p>	<ul style="list-style-type: none"> Member of staff who sees the threat blows whistle in continuous bursts. Another staff member on duty hears whistle and radios the office to initiate lockdown. Office trigger lockdown siren. Children walk (with pace) into school via nearest entrance to their classroom where possible. Staff members on duty to check toilets. Staff to return to own classroom safely where possible. If children are engaged in activities with adults in secure spaces – e.g. group room, they lockdown in these spaces and notify the office(walkie talkie/phone) to inform them of the children they have. Await further instructions via SLT.
Site Evacuation	There is a serious threat/event which has compromised the safety of the building.	Fire Alarm (Two tone siren) to evacuate the 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 point as indicated on the fire plan. Teacher to check children against fireboards. SLT will instruct the transition to whole site evacuation. Office Staff to call Rivendell Care Home and inform that will be entering their site for evacuation of Rivendell Flying High Academy (0115 666 9660) Staff to escort children to Rivendell Care Home via the gate in the car park. (see evacuation route map)