



Broad Oak Primary School

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Emergency Lock Down and Fire Evacuation Procedures

Lock Down

We have reviewed our emergency lock down procedures under guidance from Lancashire County Council. Lock down procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school.

Lock down procedures may be activated in response to any number of situations. These may be:

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

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. In order to warn of these dangers we raise the alarm as follows:

- In the event of an emergency a signal of prolonged intermittent whistle blows will be sounded (if outside) and the school internal bell will be rung for a sustained period (without breaks) inside school. This means that the school will carry out the lock down procedure:
- Staff will ensure all pupils are inside the school buildings. If children are outside, staff will bring them back into their classrooms and lock any outside doors and close any windows that may be open. A door wedge will be used to secure internal classroom doors. Children will be moved away from any windows and blinds will be closed.
- A register will be taken and any child not present will be notified to the office staff who will arrange a search for the missing child.
- Caretaker, Fire Wardens and Office staff will ensure all external fire doors are closed.
- In the event of the need to call the emergency services the office staff will dial 999 and request the emergency service required.
- An email message will be sent to advise of the emergency and a note will be posted on the school website.
- If we are still under a warning at 3.15pm the children will only be released from school if their parents, or a nominated representative, are there to collect them. Any

children that are not collected will be taken to Care Club and be supervised until parents are available to come and take them home.

Our teachers will be sharing this procedure with their class and we will shortly be carrying out an emergency drill with the children to ensure that everyone is clear on what they have to do.

If the building and its surroundings need to be evacuated urgently then the children are escorted by the staff to Kingsfold Primary School. We would then co-ordinate the collection of the children by yourselves from there. We would have all contact and medical details with us.

In the unlikely event that we have to put this process into action we need to ensure that parents are aware of the arrangements, as outlined above, for the end of the day.

Fire Evacuation

We regularly do fire evacuation drills to make sure that we can empty the building safely and account for everyone in less than 2½ minutes. The fire alarm rings and staff take children from the building and gather by the garages (fire assembly point). Fire Wardens check the building and registers are taken to ensure everyone is accounted for. Children return inside once the all clear is given.

To be reviewed annually.