



## **Hatton School & Special Needs Centre**

Roding Lane South, Woodford Green, Essex, IG8 8EU

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Headteacher: Mrs Adrienne Wright

**‘PROUD of the Hatton Way; LEARNING, GROWING, ACHIEVING TOGETHER’**

## **Invacuation & Lockdown Procedures**

### **Communication between parents and the school**

These invacuation and lockdown procedures will be shared with parents and will be on the school website.

In the event of a lockdown or full site evacuation parents will be contacted by text as soon as is practicable and followed up by texts with any important developments. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

The school will aim to give enough information about what is happening so that parents:

- Are reassured that the school understands their concern for their child’s welfare, and that it is doing everything possible to ensure his/her safety
- Should not contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Should not come to the school. They could interfere with emergency provider’s access to the school and may even put themselves and others in danger. During this period the entrances will be un-manned, external doors locked and nobody allowed in or out except the emergency services.
- Wait for the school to contact them about when it is safe to come get their children and where this will be from

### **Communication between the School, Emergency Services and Local Authority**

If not already aware the school will inform the emergency services and the local authority immediately in the event of a lockdown situation.

Access to the site will be given to emergency services through the main gates which will be operated by staff in the admin office.