

Pennoweth Primary School Lock Down Guidance and Evacuation Plan

Lock Down

In the event of an unexpected significant risk of harm to children, staff or visitors on the school grounds, the following action will be taken:

- Headteacher or senior member of staff must be alerted immediately
- Office staff nominated to phone the police
- Headteacher/senior staff & another nominated person will split and go to EYFS/KS1 & KS2. Office to alert Flying Start Nursery & Children's Centre.
- 1 long whistle blast will alert classes to initiate the 'Lock Down' – stay calm, keep voices level
- **C** → Close and lock all doors, windows and blinds
- **L** → turn off Lights – including laptops and SMART boards
- **O** → Out of sight, get under tables and hide – care required
- **S** → Silent – no noise
- **E** → Endure. Be patient and wait until an adult says otherwise.

If there is a perceived threat inside the building, then the fire alarm evacuation may be the most suitable method of escape.

Evacuation

In the event of a bomb threat, there will need to be a different approach depending upon the perceived location of the device.

The office will follow the bomb threat telephone procedure and then the Headteacher/senior member of staff must be alerted.

Headteacher/senior staff & another nominated person will split and go to EYFS/KS1 & KS2. Office to alert Flying Start Nursery & Children's Centre.

A code will be used – 'EVACUATION RED' followed by an instruction 'go to the safe place (playground).'

All children will leave school via their usual emergency exit and congregate in the usual fire assembly point. Evacuation to St. Andrew's church may be required.

- Emergency contact lists will be required
- Medical emergency bags will be required
- Registers will be required and roll call completed
- The care of our children is of paramount importance – keep calm, instil confidence

Flying Start phone number: 01209 217171

Children's Centre phone number: 01209 310000