



Joydens Wood Infant School

Emergency Security Procedures for Evacuation and Lockdown

Aim

This procedure has been written to ensure the safety of children and staff in an emergency situation. It is designed to be kept simple so that ALL staff are able to remember the steps to follow.

These procedures should be followed in the event of:-

- Bomb threat or suspicious item
- Firearms threat
- Other related emergency or threat

EVACUATION PROCEDURE – if felt to be the appropriate response

STEPS TO FOLLOW

1. If **bomb threat**, staff who take the call to follow **bomb checklist** – copy in office on wall
2. If a **suspicious item** is found, contact police immediately – do not move the item
3. HT/AHT/Office to immediately call police to inform them of threat and seek advice
4. RING FIRE ALARM BELL if the need to evacuate the school
5. Office staff to ensure access to parent contacts and business continuity plan is acted upon
6. Check whereabouts of staff and children, as if for a fire alarm
7. Parents to be contacted via text notifying of emergency pick up arrangements and pick up point.

LOCKDOWN PROCEDURE – if felt to be the appropriate response

STEPS TO FOLLOW

1. HT/AHT/Office to contact police immediately to inform them of threat and seek advice
2. Site Manager to lock external gates if possible and if appropriate
3. Office/HT/AHT to check entrance doors and other external doors are locked
4. When possible, Office to text parents to reassure them that children are safe but to make them aware of situation

If an Intruder does get into the school with a firearm –

1. All staff/children to follow the principles of **RUN, HIDE and TELL**