**EMERGENCY PROCEDURES**NB It is impossible to cover all eventualities and combinations in detail but 4 systems should cover most emergency situations.

**🡺TO SUMMON IMMEDIATE HELP in an emergency:- SEND RED CARD with a responsible child to office**  
**🡺FIRE BELL (electronic and continuous) indicates to VACATE the building,** whether that be for fire or that an unsafe intruder has accessed internally (see Fire policy for more detail).

**All to vacate building by nearest door in silence, to smaller gate, lining up (Y6s being the lowest line on playground) facing away from school until further instructions.** Member of staff in charge of class to count pupil heads and report number to Office Manager (Fire Warden will ‘sweep’ school and check no children left inside building).

**🡺CONTINUOUS WHISTLES FOR INTERNAL LOCK DOWN eg** dangerous person outside (child communication that scary animal has escaped from zoo)

Member of staff will grab a whistle, call out ‘Lock Down’ in between whistles whilst alerting every room in building (leaving a member of staff front of school), if possible grabbing one member of staff to run with them, to lock cloakroom and back door. Member of staff left front of school to phone Police.   
All staff to ensure external doors locked, windows closed and blinds down if time. Children silenced and under tables, out of visibility from windows. Classroom doors to be locked. Wait until verbal ‘All Clear’  
If any class outside, Outdoor classroom and woodland to stay where they are and group together.   
Playground, if time, pupils to enter swiftly by nearest open door, locking it behind them.  
Field: follow SCATTER procedure below rather than go back to site for lock down (member of staff to carry Intercom)

Toilets can be used if needed, also Cosy Corner, although the class would have to walk past the large visibility area of the hall windows to enter Cosy Corner, which might not be wise in an emergency.

**🡺SCATTER:** CONTINUOUS RINGING HANDBELL (either internal or external) for swift emergency evacuation well away from school to another safe place ie a dangerous person (child communication – a scary animal) has entered building or the building is deemed unsafe to stay in or enter back into. Need to be well away from school in case of explosion/bomb (child communication - a volcano!) etc. Pupils may be asked to hide or even run (at the point it is safe to do so). Parents will be alerted to come and pick their children up from the church by accessing a local villager’s house and using the text system from a PC. NB If pupils are inside school, it may be easier to get them out swiftly by ringing Fire bell (to signal vacate) first, before continuous handbell (signal to scatter).

Classes 1 & 2 - through pedestrian side gate. Cross road and go down right hand side of School Lane until footpath. Enter footpath and children are immediately sheltered between houses. Enter rear of Chancellors road and walk to Penn Street, then crossing road to field and turning left towards church. (NB if large explosion, children can walk in between small gap between Chancellors garages, down to farmland, around side of field and through a house gate (possibly up towards Squirrel pub).

Years 3 & 4 – leave playground by office gate exit, walk towards village on pavement, crossing road into field as soon as deemed safe to do so.  
Years 5 & 6 - through car park gate to field and woods. Pupils walked fast over road, given permission to run across field, then to walk through woodland, entering at any available point. To keep walking straight until they reach parallel path to field about 50m away, turn left and make way towards church (spotting steeple for direction). Children asked not to run in woodland.

September 2022