



**NOREMARSH**  
JUNIOR SCHOOL

# Emergency Procedures

September 2023



# Lockdown procedures

All policies are underpinned by the procedures within our child protection policy.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident, which has the potential to pose a threat to the safety of staff and children in the school. Procedures should aim to minimise disruption to the learning environment, whilst ensuring the safety of all children and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and children in the school)
- An intruder on the school site (with the potential to pose a risk to staff and children)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog/animal roaming loose

At Noremarsch our lockdown plan is as follows:

Signals	
Partial lockdown	Member of office staff or SLT will come to each class and let staff know we are in partial lockdown.
Full lockdown	The School bell will be rung and office team/SLT will let mobile classrooms know that we are in full lockdown.
Breaktime	the school bell will be rung continuously until all children are in the building to signal start of lockdown. A member of the office team will let staff know which level of lock down it is as quickly as possible.
All clear	The lockdown alarm will sound again and a member of office team will circulate to all classes.

## Partial lockdown procedures

In a partial lockdown staff and children should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however teaching and work can continue as usual. Due to the age of children it is important that work that is chosen reflects whether children are aware for the reason for lock down, e.g. may need to adapt to support their emotional well-being and reassure them they are safe.

Partial lockdown may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and children in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc

### Immediate actions:

- All outside activity to cease immediately, children and staff return to building.
- All staff and children remain in building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.



- Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.
- Air conditioning units should be turned off to reduce risk of air being brought in.
- Staff should await further instructions

All situations are different. Once all staff and children are safely inside, SLT will conduct an ongoing and dynamic risk assessment based on advice from the emergency services.

A 'partial lockdown' may also be a precautionary measure, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. The emergency services will advise as to the best course of action in respect of the prevailing threat.

## Full Lockdown

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

### Immediate actions:

- All children/staff stay in their classroom or move to the nearest classroom.
- Office staff should remain in their office.
- External doors locked. Classroom doors must be shut and locked where this is possible.
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).
- Children/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls). Lights, smartboards and computer monitors turned off.
- Mobile phones turned to silent so they cannot give away your position but you are reachable by the office team.
- A register to be taken of all children/staff in each classroom/office.
- Communicate register of staff/children to a pre-agreed central office.
- Staff should await further instructions.

Staff and children remain in lock down until it has been lifted by a senior member of staff/emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open (emails open and mobile phones on but silent) but not make unnecessary calls to the central office as this could delay more important communication.

### Discreet communication channels

In the event of a full lockdown the office and SLT will communicate via the school email system in the first instance and will only use mobile phones if we are unable to contact staff via email.



# Emergency Procedures

## Fire Alarm:

In the event of a fire alarm please leave the buildings silently by the nearest fire escape route and assemble on the top playground.

Children should line up in single file and a register should be called by name (not counting)

When everyone is accounted for teachers hold registers in air to show they are all present.

Visitors and non-class based staff assemble under the awnings on the playground.

Only return to the building or to your mobile classroom when you have been told it is safe to do so.



## Lockdown:

If you are inside the building listen to the adult's instructions.

Remain in your classrooms

There are different kinds of lockdowns so it is important that you listen to the adults in case the instructions change

Remember:

**Remain calm, follow instructions, keep each other safe.**



### Adults

Have your emails open. We will communicate with you via email.