



Glen Hills Primary School

Emergency Procedures Policy

Aim

The aim of this policy is to outline emergency procedures resulting from incidents and situations which could have a possible effect on the school.

These are as follows;

- 1. School closure due to weather / power cut / flood / similar**
- 2. Fire procedures**
- 3. Bomb threat / terrorist threat**
- 4. Intruder on site during school opening times who may carry a potential danger to the school**

- 1. School closure due to weather / power cut / flood / similar**

In the event of a closure before school opening hours due to the above situation/s, the Head Teacher will ultimately provide a decision whether the school remains open / closed. The 'Emergency Procedures' Phone Line (not attached due to staff phone details being present) will be used to notify relevant persons. The Head Teacher will also contact local radio stations and use the school website (www.glen-hills.leics.sch.uk) to inform parents. The Head Teacher will also notify the Local Authority if there is a closure. It is noted that staff should, when possible, still make every reasonable effort to come to school in the event of a closure, as children may still arrive at school and therefore need to be educated as normal.

In the event of the above occurring whilst children are at school, every effort to 're-house' children within the school will be taken. *If an enforced closure during the day is required, children's parents will be contacted by office staff / teachers to be collected. If certain children cannot be collected and the school is unusable, the local Memorial Hall on the park will be used to 'house' the children if necessary and contact with those parents will be made. A copy of the children's contact details is kept off site if needed.

2. Fire procedures

Fire drills are held termly and recorded as necessary. All staff have received fire awareness training. All exit routes are marked and staff are aware of their responsibilities in such a situation. Please refer to * for arrangements for care of children in the event of a fire.

The procedures for a fire drill are contained in **appendix A**.

3. Bomb threat / terrorist threat / explosion

In the event of receiving a bomb or terrorist threat, the same procedure as a fire drill will occur to remove the children. Once checking of numbers has taken place, they will not remain on the school grounds but be moved to the Memorial Hall on the nearby park. Relevant authorities (all emergency services and the Local Authority) will be contacted. The safety of the pupils and staff is the overriding priority in such an instance.

In the event of an explosion (bomb / gas etc), the school will be evacuated in the same way as for a fire drill and children removed away from the building to the back of the field to be checked for numbers. They will then be moved by staff to the Memorial Hall on the park. Relevant emergency services will be contacted and at that point, directives will be taken from those services.

4. Intruder on site during school opening times who may carry a potential danger to the school

In the event of the above occurring, the safety of the pupils and staff will be the overriding priority. Entrance to the school building is through a key-coded door which minimises such a situation arising in the interior but access to the playground and field is, as with all schools, more accessible. All gates are closed during the day although main access gates need to be unlocked for delivery and emergency service access.

If the intruder does not appear to show any visible signs of physically endangering anyone, he or she (at a distance) should be asked to leave by the Head Teacher / Deputy Head and contact with the police should be made immediately. If he or she refuses, again contact with the police should be made immediately.

If an intruder presents *any* physical danger, or there is *any* slight concern, he or she should *not* be approached by staff unless it is in direct protection of a pupil. The police will be contacted immediately.

In both cases, all children should immediately be removed to the interior of the school where they should remain until safe to be outside again.

These situations are of course highly unlikely. Highly detailed procedures could hinder the speed and success of dealing with such a situation but the outlined plans and procedures contained in this

policy will ensure appropriate action is taken to safeguard pupils and staff should any emergency situation arise.



Policy	<i>Emergency Procedures Policy</i>
Reviewing Committee	<i>Management Committee</i>
Last Reviewed	<i>February 2014</i>
Ratified by Governing Body	