

Emergency Procedures Information for Parents

Brook Primary School aims to provide a friendly, caring, safe, learning environment for students, staff, parents and the local community. As such, we have a range of emergency procedures in place to safeguard the safety of our pupils, staff and visitors on site, in the rare event of these situations. These include:

- Fire – Loud, piercing, persistent sound.

Advice on the procedure in the event of a fire

Discovering a fire

1. *If you discover a fire operate the nearest fire alarm call point by breaking the plastic.*
2. *Call the fire brigade by dialling 999.*
3. *If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school – we muster at the rear of the school.*

On hearing the fire alarm

1. *Evacuate the building close doors and windows as you go.*
2. *Proceed to your assembly point in the rear playground where the register will be taken for pupils.*

After the event

1. *Do not re-enter the building until advised to do so by the senior fire service officer or senior school leader.*
2. *If the fire has been extinguished by school staff do not disturb any evidence which could indicate the cause of the fire.*

Know

1. *Your means of escape, primary and secondary*
2. *The nearest fire alarm point*
3. *The assembly point*

The following procedures aim to ensure that all pupils, staff, parents and visitors remain in a safe and secure location in the event of a possible personal/school threat and that the exposure to danger and possible risk of harm are minimised.

- Lockdown – Sound and warning message.

Pupil & Staff Movement

Pupils and staff will remain in their classroom and make safe efforts to close the classroom doors and windows that could permit access into the room. All classroom lights are to be turned off. Pupils are to remain under their desks / down low, out of sight during this lockdown period.

Children will be taught to go to the nearest classroom. Staff need to be mindful that children from other classrooms may seek sanctuary in their room.

- Rapid assembling – Teacher voice and/or whistle.

*If the alarm is raised and children are a considerable distance from the classroom e.g. playgrounds, the teacher/staff on duty needs to direct pupils to move directly to the nearest classroom or hall. All staff are to move promptly to the playground areas and direct students to their classrooms, if it is safe to do so. If it is **NOT** safe to move, children should be directed to lie flat on the ground and to remain quiet. They should await further instructions.*

- Bomb threats – Fire Bell will be activated.
- *If a telephone call is received inform the Head Teacher or senior person on site and clear the building immediately. Telephone 999.*
- *If a suspicious package is identified, following investigation, clear the immediate area. Telephone 999.*
- *Try to avoid the use of mobile phones, in close proximity of the package.*
- *Avoid causing any vibrations*
- *Evacuate people from the immediate area – e.g. to school football playing field.*
- *Do not allow anyone to re-enter the building until authorised to do so by the police*
- *It may be necessary to evacuate to the school playing field or move to an agreed emergency evacuation centre.(Hawbush Primary School)*

We practise emergency drills on a termly basis. Such incidents are extremely rare and it is important that we don't over-react or spread panic, especially to our children. Young children are reassured when they first experience these practises.

In the event of a lockdown, evacuation or other emergency situation, please do not come to the school. In a lockdown, we will not be able to open the door to let you in, and you may put yourself in danger; and in an evacuation, we won't be here! If you see us walking up the road, please don't approach your child, or try to take them home. This will make it hard for us to keep the children calm and make sure they are all accounted for.

Likewise, please do not try to phone the school. We will need to keep our lines free to communicate with emergency services. We understand that it will be a worrying time, but we will keep you updated as much as we can via the website and text messages. If we are not able to update you via those media, it is unlikely we would be able to answer the telephones either until any immediate danger has passed.