

Emergency Site Evacuation Plan

To be followed if the school site is deemed unsafe for pupils.

(This is likely to occur only in the extreme situation where there is a risk to pupils and staff safety due to circumstances such as fire, explosion, or building collapse.)

The main concern at all times should be the safety of pupils and staff. If there is any doubt regarding site safety the following procedure should be followed.

Evacuate the school building as for fire drill.

Convene on front playground.

Take register- when complete hold in air.

When instructed classes will be led to Miriam Lord Primary School via Lily Street. One member of staff at front, one at rear of each line.

Head Teacher to arrange phone call to Miriam Lord to alert the school to the arrival of Westbourne pupils. (496611)

Member of the admin team to arrange for pupil/staff contact file and registers to be taken from main office to Miriam Lord.

Members of SLT to remain at perimeter of school site until site is clear.

On arrival at Miriam Lord parents to be informed by text message or telephone that they should collect children from the school as soon as possible. Admin team and Parental Involvement Team to arrange.

No pupil is to leave without adult supervision. Registers should be kept up dated as pupils leave.

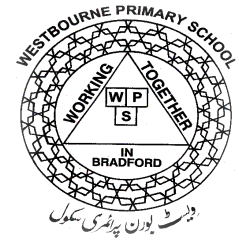
Head Teacher to inform Education Bradford

At normal home time, SLT to return to perimeter of site to meet with any parents not yet contacted. These will be referred to Miriam Lord.

All communications with media to be referred to Head Teacher.

Further communications with parents regarding safe return to the Westbourne site will be via BSO, local radio and text message. Staff will be informed via the snow tree.

NO ATTEMPT SHOULD BE MADE TO RETURN TO THE SCHOOL SITE UNTIL THE EMERGENCY SERVICES HAVE DECLARED IT SAFE. THIS INCLUDES ATTEMPTS TO RETRIEVE CARS AND PERSONAL BELONGINGS.



Emergency Lock-Down Procedures

In the rare event of an emergency lock-down the following procedures should be followed.

Main Building

- Office to lock main door with key.
- Admin to contact emergency services 999
- Head Teacher and SLT/admin staff to inform all classes. Also inform kitchen and community room and SSA.
- Class Teachers to close all windows and pull security grills shut. Blinds may be closed.
- Reception, Nursery and Year 1 external teaching areas shutters to be closed
- Staff working outside classrooms to return with pupils immediately
- TAs to check base toilets and bring any pupils to classrooms.
- Pupils to be seated on inner side of classrooms away from windows. If deemed necessary pupils to be moved to central bases/IT suite.
- Admin staff/Head Teacher to lock all window shutters using keys. This includes office areas and school hall.
- If safe to do so external shutters on doors to be secured.
- Parental Involvement Team to distribute registers to classes
- Registers to be checked, Head Teacher informed of any missing pupils.
- Parents to be informed as soon as possible by text- Head Teacher to advise.

SSA Building

(phones in library and upstairs group room, school phone to be taken and switched on when using sports hall.)

- Contact may be by telephone.
- You will be advised if it is safe to bring pupils back to the main building.
- If remaining in SSA move all pupils upstairs and remain in phone contact.

In the event of a lock-down the main consideration should be the safety of pupils and staff.

If pupils are away from the school site on an educational visit, the group leader will be informed and advised to return to Miriam Lord Primary School.

Endeavour to remain calm and to await instructions.

No contact with media should be made except through the Head Teacher.

On no account should a member of staff attempt to challenge an intruder during a lock-down.