

Keeping Safe in Emergencies Policy



Approved by:	Interim Executive Board
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Last reviewed on:	13/07/2026
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Next review due by:	July 2027
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1. Purpose

This policy outlines how Shirley Warre Primary and Nursery School prepares for and responds to emergency situations to ensure the safety and wellbeing of pupils, staff and visitors. It includes procedures for fire, lockdown, evacuations (including off-site) and unplanned school closures.

2. Scope

This policy applies to:

- Pupils and staff
- Volunteers, visitors and contractors
- All areas of the school site, including the Warren Centre

3. Incident Management Team (IMT)

The Incident Management Team (IMT) is responsible for managing critical situations. The IMT includes the Headteacher, SLT, Site Manager, Office Staff and Fire Marshalls. During an incident, IMT members will coordinate communication, safety checks and liaison with emergency services.

4. Fire Safety and Evacuation Procedure

Fire Alarms

The school uses an audible alarm system. It does not automatically alert the Fire Service- this is the responsibility of the Site Team. They will also alert the Warren Centre.

Activation:

The fire alarm is activated by pressing the insert on the wall call points located throughout the school.

Assembly Point: KS1 Playground

Evacuation Steps:

- Children escorted to the assembly point via nearest fire exit
- Staff check rooms are clear (only if safe), shut door on way out
- No personal belongings collected
- Office staff distribute registers
- Headteacher or SLT oversees assembly point
- Fire Marshalls confirm zones and conduct sweep checks

Fire Extinguishers:

To be used only if trained and without risk to personal safety.

Fire Drills:

Held termly and logged.

5. Lockdown Procedures

When to Activate:

- Threat on or near site (e.g. violent intruder)
- Civil disturbance
- Environmental hazard

Lockdown Signal:

- The school uses an audible alarm system- **specify alarm sound**
- Remote locking activated by IMT

Procedure:

- Lock doors manually if needed, pull blinds, cover windows
- Children move away from windows and remain quiet
- Quiet register/headcount taken
- Outdoor groups return to nearest inside safe location
- Remain in lockdown until "ALL CLEAR" is announced

Silent Lockdown:

- Activated by paper notes passed discreetly by IMT
- Maintain silence and follow standard lockdown steps

6. Evacuation Procedures (Non-Fire)

When to Activate:

- Bomb threat, gas leak, structural risk, or other danger

Steps:

- Alarm sounded
- Staff collect emergency grab bags (inhalers, first aid, contacts) and classroom staff ensure Epipens are taken
- All classes assemble on KS1 playground
- If the whole site needs evacuation, then proceed to Coxford Community Centre in 2x2 pairs
- Parents contacted for collection from Coxford Community Centre

7. Silent Evacuation

Used when discretion is needed (e.g., nearby threat or safeguarding concern). Staff receive discreet paper instructions (e.g., "SILENT EVACUATION TO KS1 PLAYGROUND").

- No alarms or announcements
- Same process as standard evacuation but conducted quietly

8. Utility Failures and School Closures

If the site becomes unsafe due to:

- Power/water outage
- Heating failure
- Severe weather
- Structural damage
- Public health issue

The Headteacher/SLT will:

- Risk assess and determine closure/partial closure
- Notify LA, governors, and parents via text and email
- Supervise pupils until safe dismissal or collection
- Reopen only when safe to do so

9. Severe Weather and Infectious Diseases

Closures due to:

- Heavy snow, ice, storms, or extreme temperatures
- Health emergencies (flu outbreaks, etc.)

Actions:

- Follow public health and local authority guidance
- Remote learning where possible
- Regular updates to parents via communication system

10. Registers and Pupil Accountability

- Registers taken during all evacuations and lockdowns
- Accurate registers are essential for safe reunification
- Any missing pupils/staff reported to the IMT immediately

11. Training and Drills

- Fire drills: Once per term
- Lockdown drills: At least twice per year
- New staff trained at induction; all staff receive regular updates
- Staff trained on remote locking and walkie talkie use
- All staff must know the location and contents of emergency grab bags, including pupils' critical medical items such as asthma inhalers and epipens.

12. Communication with Parents and Governors

- Alerts via: text, email and website
- Managed from safe site
- Parents given clear collection instructions
- Governors informed post-incident

13. Coordination with On-Site Partner Providers

The Warren Centre and the Old Library Building operate as buildings to hire under rental agreements. While they maintain their own safeguarding and emergency policies, the following principles apply:

- Hirers will participate in site-wide fire evacuations and use the car park or Chestnut Road as their assembly point.
- Hirers will share emergency signals (e.g. alarm system, lockdown announcements) to ensure consistent response.
- Senior staff from Shirley Warren and hirers will liaise during any evacuation or lockdown to confirm all pupils and staff are accounted for.
- Each organisation will retain responsibility for its own pupils and staff during reunification with parents.
- Both policies will be shared and reviewed together annually to ensure alignment.

14. Additional Considerations

Shirley Warren Primary and Nursery School recognises that emergencies can occur at any time and in varied contexts. The following principles apply to ensure preparedness:

- **Serious Injury:** Any serious injury to a pupil, staff member or visitor will trigger immediate first aid response, contact with emergency services (999) and notification of parents/carers. Incidents will be recorded and reported as per Health & Safety/First Aid Policy.
- **Cyber Incidents and Data Breaches:** The school will follow its Data Protection Policy and report any data breach to the Data Protection Officer (DPO) and ICO if required. Staff will follow procedures to contain and investigate any cyber incident.
- **Disasters in the Local Community:** The school will consider the wider impact of events in the local area (e.g. industrial accident, civil disturbance) and work with local authorities to ensure the safety and wellbeing of pupils and staff, including possible closure or evacuation.
- **Extended Services:** Breakfast clubs, after-school clubs and holiday activities will follow the same emergency procedures, with staff trained to implement them.

- Events with Visitors: Open days, transition days, taster days and live performances with an audience will have specific safety briefings. Staff will ensure all visitors are included in emergency procedures and know evacuation routes and assembly points.

15. Policy Review and Evaluation

- Reviewed annually or after any significant incident
- IMT and governing body to evaluate response and update procedures
- Lessons learned incorporated into staff training

16. Linked Policies

- Safeguarding and Child Protection
- Health & Safety
- First Aid
- Behaviour Policy
- Business Continuity Plan