

Nutfield Church (C of E) Primary School

LOCKDOWN (INVACUATION)

ON HEARING THE LOCKDOWN ALARM (A LOUDHAILER SIREN)

- The teacher and/or TA should activate the lockdown alarm in their classroom using the loud hailer upon hearing another classrooms siren.
- Children to immediately stop what they are doing and be quiet.
- The teacher should lock all external doors, close windows, draw down the blinds and turn off the lights.
- The teacher should take their classroom emergency grab bag. If the class is in an area other than their classroom do not return to the classroom to collect it.
- On the teachers' instruction the children should proceed to the assembly point and line up quietly. The teacher and/or TA to check that all children have exited their classroom areas and toilets.

ASSEMBLY POINT – HALL

**Sat as per Collective Worship, Year 6 at the back and Year R at the front.
The hall curtains will be drawn and the hall lights switched on**

- Children to be counted by the teacher and a class register taken using the register from within the classroom emergency grab bag. For teachers without their emergency grab bag registers can be obtained from the School Office Manager or School Business Manager.
- School Office Manager to be responsible for collecting staff sign-in sheet, visitor sign-in sheet, KS1 medicines, and emergency grab bag from the School Business Manager's office. In the School Office Managers absence the School Office Assistant will take on this responsibility.
- School Office Assistant to check that Admin Block, including staffroom kitchen, toilets and all KS1 classrooms are empty, doors are locked, blinds are drawn and lights are off. In the School Office Assistants absence the School Office Manager or School Business Manager will take on this responsibility.
- School Business Manager to check that the hall, all KS2 classrooms, KS2 corridor and toilets, Deputy HT office, Aquarium, resources area, Library, Kitchen and Southwark Room are empty, doors are locked, blinds are drawn and lights are off. The School Business Manager will collect the emergency grab bag from the KS2 corridor on route to the hall. In the School Business Manager's absence the School Office Manager or School Office Assistant will take on this responsibility.
- SLT and members of the DSL team are allowed their mobile phones in the event that they need to communicate with parents and carers or the emergency services as instructed by the Lead Coordinator Miss Woods.
- The Lead Coordinator, Miss Woods, will follow the Emergency Plan and staff should listen carefully and follow all instructions given.

Lead Coordinator: Miss I Woods (Primary), Mrs A Benjamin/Mr D Walker-Cheetham (Secondary)

DO NOT LEAVE THE SCHOOL BUILDING UNTIL TOLD TO DO SO BY THE LEAD COORDINATOR