



# RAVENSTHORPE PRIMARY ACADEMY

Respectful, Proud, Aspirational

LOCKDOWN PLAN	EVACUATION PLAN
<p>There are several reasons why this plan may be actioned examples include: local chemical leak, notification from police to lockdown etc</p> <ul style="list-style-type: none"> <li>If an intruder is spotted on site use <b>any school phone</b> to contact the school office. The panic button will be pressed, and the intermittent bell will sound until it is manually switched off.</li> </ul> <ol style="list-style-type: none"> <li>Office to dial <b>999</b> from landline/mobile</li> <li>Go to the nearest room, shut and lock doors and windows</li> <li>Pull down blinds</li> <li>Barricade doors with anything available (furniture)</li> <li>Move children and adults away from windows and doors.</li> <li>Keep children and staff quiet and calm</li> <li>Count children and check against register if needed</li> <li>Use mobile phone to notify Headteacher / SBM if any children or staff cannot be located</li> <li>Put mobile phones on silent</li> <li>Designated staff to sweep through school (Headteacher, Deputy Heads, Assistant Headteacher, SBM). Locate children and staff who are not in a safe place and move to the nearest secure location.</li> <li>Remain in location. Once school is deemed safe – the bell will be silenced, and a senior member of staff will come to each classroom.</li> </ol>	<ol style="list-style-type: none"> <li>When the alarm sounds all children must be still and silent and listen for instructions</li> <li>Staff direct children outside quickly and quietly and remain in control of their class/group</li> <li>Office staff collect 'grab bag' containing first aid kit and business continuity plan</li> <li>Office staff take office lpad out to the front of school</li> <li>Teachers check that no children are left in the room and windows and doors are closed.</li> <li>Fire Marshalls must check there are no children left in their zone</li> <li>Registers – staff to take l pads out to register the children. Please stand at the front of the lines and hold arm up when complete.</li> <li>SBM to confirm all visitors are safely evacuated from the building and walk with them to the back field using the car park pedestrian gate.</li> <li>One member of the office team to remain at the front of school to prevent visitors from walking in.</li> <li>All doors in the school must be unlocked and provide a free exit at all times.</li> <li>Use the quickest and safest exit</li> <li>TA's must take children who are not with their correct class out by the nearest exit and join their normal assembly point.</li> <li>If safe to, the site manager or member of SLT will switch off the electrical mains and gas supplies before leaving the building.</li> <li>Nobody re-enters the building until confirmed safe to do so by an appropriate person.</li> <li>Headteacher to liaise with the Fire Service upon their arrival.</li> <li>SBM to follow the business continuity plan</li> </ol>