

What to do in an emergency situation

Martyn's Law

<u>Fire Alarm</u>	Continuous Bell
Follow fire safety procedures	

<u>Lock Down Evacuation</u>		Loud megaphone siren (continual siren)
	Immediately take children to designated safe area Office manager to inform Amaryllis and P/T nursery of the siren	
Designated Safe Areas	Y4-6 Corridor Outside Old Hall New corridor P/T nursery go to the double doors in KS1 corridor (facing reception playground) via the school Reception Dining Room – changing rooms Kings Road side of KS2 corridor	
TAs/teachers	Lower blinds and lock doors Supervise external doors Children to sit down and only SLT voices to be heard Keep doorways and walkways clear	
DHT/Site manager	If in the ICT suite, lower the metal shutters facing the road Lower metal shutter facing KS2 library, lower blinds in KS2 library, staff room, old hall	
Receptionist/Office Manager	Phone kitchen, and Art Studio, ask them to check other spaces and lock down there	
Business Team Receptionist/Office Manager	Help Amaryllis/part time nursery Lock front door	
HT/DHT	Provide phase 2 directions	
SLT	Take personal mobiles (if possible) with you (HT/DHT – take CB's)	
All	Remain calm, follow instructions and work as a team. Take mobile phones Lock doors	
Business Team HT/DHT	Inform parents about next steps via Dojo as informed by HT/DHT Contact Security Industry Authority	

<u>Site Evacuation</u>		Fire Alarm
Teachers	Follow fire safety procedures Preferably children will be in a regular order	
Teachers	Count children	
SLT	Follow instructions via CBs/Mobile Phones	
SLT	Unlock gates	
Teachers/TAs	In lines take children to St Hilda's church	
All	Take personal mobile phones if possible	
Business Team HT/DHT	Inform parents about next steps via Dojo as informed by HT/DHT Contact Security Industry Authority	

Excellence without compromise