

October 2023

Dear Parents/Carers

### **Emergency Lockdown Procedure and Drill**

The safety and wellbeing of our pupils and staff are our highest priority. To support us in achieving this we have many procedures in place. One of these is our 'Lockdown' procedure, the aim of this is to support our staff in safeguarding our pupils from a variety of potential hazards that may arise, these may include:

- A reported incident or disturbance in the local community
- An intruder on the site
- A major fire in the vicinity of the school

We introduced Lockdown procedure and drill in 2018 to align with fire safety drills so that our pupils and staff know what to do in an emergency.

In the event of a real threat to Vernon Park Primary School, we would initiate lockdown notifying the emergency services if necessary. Parents will be contacted at a suitable time to inform of the situation. It is vital that parent(s) / carer(s) **do not:**

- Contact the school via telephone in order to keep our phone lines clear.
- Come to school in person, unless told it is safe to do so by ourselves.

During a "lockdown" all of the external doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the senior leaders or Emergency Services allow such a release.

We appreciate that this would be extremely difficult but if the above points are not followed this could jeopardise your safety and the safety of pupils and staff in school. In order to protect your child, pupils will only be released to parents and/or other adults listed on the emergency information sheet in the case of an actual emergency. Please be sure that emergency contacts are current and accurate. It is a good idea to have at least four trusted adults listed with us.

We must stress that this type of event is extremely unlikely however, it is important that pupils and staff practice the drill throughout the year. The poster which has been shared with your child is below.

If you wish to speak with me regarding this matter please do not hesitate to contact school.

Yours sincerely,

**Mrs C Lee**  
**Head Teacher**

# LOCKDOWN PROCEDURE



**Lockdown means locking doors and windows to keep people safe inside a building.**

**When a lockdown is signalled, stay in your classroom.**

**If you are on the playground, in the toilets, halls or a corridor, return to the nearest classroom.**

**Remain calm and do not stop or go back for your belongings.**

**Stay in your classroom - you may be told to sit on the floor, underneath a table or against a wall.**

**The blinds will be closed, lights and computer screens will be turned off.**

**Do not sit near doors or windows.**

**Remain silent.**



**Make sure you know where your nearest exit is.**

**Listen carefully and follow instructions from members of staff.**

**Do not leave the classroom until a member of SLT, Site Manager or Office staff says it is ok.**