



# Gorseybrigg Primary School and Nursery

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Headteacher: Mrs Nancy White

Deputy Headteacher: Mr Paul Tibble

Dear Parents / Carers

## Re: Emergency Lockdown Procedure

We have reviewed our emergency lockdown procedures under guidance from Derbyshire County Council. Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school.

Lockdown procedures may be activated in response to any number of situations, these may be:

- A reported incident, disturbance in the local community
- An intruder on the site
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud, etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

In order to warn of these dangers we raise the alarm as follows overleaf:

In the event of an emergency a signal of three intermittent bells will be rung. This means that the school will carry out the lockdown procedure:

- Staff will ensure all pupils are inside the school buildings.
- If any children are outside, staff will bring them back into their classrooms and lock any outside doors and close any windows that may be open.
- A register will be taken and any child not present will be notified to the office staff who will arrange a search for the missing child.
- Caretaker and Office staff will ensure all external fire doors are closed.
- In the event of the need to call the emergency services the office staff will dial 999 and request the emergency service required.
- The all clear signal will be given by a member of the SLT in person to each class.
- A Parentmail message will be sent to advise of the emergency.
- If we are still under a warning at the end of the school day the children will only be released from school if their parents, or a nominated representative, are there to collect them. Any children that are not collected will remain in school and be supervised until parents are available to come and take them home.

Our teachers will be sharing this procedure with their class and we will shortly be carrying out an emergency drill with the children to ensure that everyone is clear on what they have to do.

In the unlikely event that we have to put this procedure into action we need to ensure that parents are aware of the arrangements, as outlined above, for the end of the day.

Thank you for your co-operation.

Yours sincerely

**Nancy White**  
Headteacher

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