**School Emergency Management Plan**

In order to ensure the safety of all students, staff and visitors to Peregrinate School, the school has a school emergency management plan. As part of the plan we have a lockdown procedure in place in the event of an emergency.

In the event of an unauthorised person or persons, that may pose a threat, being discovered on the school premises, the following procedures will be followed:

* The sighting will be communicated by the quickest means for example, to the Managing Director, member of management Team or to the main office.
* The Managing Director, or a member of the Management Team will ensure that the information is passed to all staff and students. This will be with the term, ‘**This is a lockdown, this is a lockdown’**.
* The Managing Director or member of the Management Team will dial 999 and provide the emergency services with the location and address of the school as well as a brief narrative.
* Staff should ensure that all students are inside the building. If there are students outside they should be brought inside immediately. If this is not possible, ask students to hide or disperse to improve their safety.
* Staff should take action to increase protection from attack by:
	+ Moving students from the homebases, atrium and corridors into classrooms.
	+ Locking the classroom by turning the thumb lock on the inside of the door.
	+ Blocking access points, for example move furniture to obstruct doorways.
	+ Sitting on the floor under tables or against a wall.
	+ Keeping out of sight.
	+ Closing the blinds if safe to do so.
	+ Staying away from windows and doors.
* If possible, check for missing or injured students, staff and visitors.
* Remain inside until an all clear has been given by the Managing Director, or unless you are told to evacuate by the emergency services**.**

**Communication Procedures**

* The emergency services will stay on the line with the Managing Director or member of the Management Team until the all clear has been given.
* Parents/carers will be notified as soon as it is practicably possible. Students and staff should be urged to remain calm. Staff and students should **switch mobile phones off. Under absolutely no circumstances should they attempt to contact their parents/carers or indeed anyone else.** It is self-evident that students will not be released to parents/carers during a lockdown.

**If the fire alarm sounds during the lockdown the building should not be evacuated as it may have been activated by the intruder. It is safer to stay locked.**