



Approved by the Governing Body on: XXXX

Review Date: XXXX

**ONGAR PLACE PRIMARY SCHOOL
EMERGENCY LOCKDOWN ~~PROCEDURES~~GUIDANCE FOR PARENTS**

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The safety of everyone in the school is given the highest priority. There are some occasions when it may be necessary to keep the children inside the school buildings for their safety. Examples may range from the following unexpected types of emergencies

- a dangerous dog finding its way on to the school site
- an armed adult roaming the school grounds
- Sheltering from the fumes given off by a hazardous material spilt during an incident on one of the roads/motorway near the school.

Depending on the type and severity of the incident, ~~you~~ Parents may be asked NOT to collect ~~your~~ their children from school as ~~you~~ they may put ~~yourself~~ themselves and ~~your~~ their children at further risk. You may not be able to contact the school by telephone as we will be using this to contact the authorities.

Please listen to the local radio stations for information.

Information ~~should~~ ~~could~~ also be found on our school website:

www.ongar-place.surrey.sch.uk

As a result of an incident your children may have to be relocated from their usual classroom to another safer place within the school, perhaps from Escotte suite classrooms to the main building or from the swimming pool area to the school hall.

In the event of a chemical leak or other requirement by the emergency services to take shelter, pupils would be isolated into their classroom and all doors and windows would be shut and locked. They would remain within school until the all clear was given by the emergency services. THE FIRE ALARM WOULD NOT BE SOUNDED. The school bell will be pulsed for 30 seconds.

Please, do not be unduly worried if they are not in their usual room. All children will be supervised at all times and communication with parents and carers will be re- established once the incident has been dealt with or advice given from the appropriate authorities/emergency services.

Emergency Evacuation & Sheltering off site

The Assembly point for all school evacuations would usually be the school field. In the event of a requirement to assemble further away from the school site pupils would be escorted to Holy Family School for collection by parents and carers

In the event of an emergency, a copy of the emergency plan, visitors book, class registers, fire book and school inventory are taken by the school secretary to the assembly point. This identifies all pupils and school visitors on site.

Buddy Establishment :

Name & Address of establishment	Contact name & number	Arrangements for getting pupils there

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Holy Family Primary School Ongar Hill, Addlestone, Surrey Addlestone Surrey	01932 846366	Walk pupils with supervising adults
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This information should be read in conjunction with our school Emergency Plan