



Emergency Planning (Lockdown Policy) 'Take Shelter' Procedures

The TIMAT Principles



The core purpose of our ambitious and inclusive trust is to give more young people the educational opportunities and outcomes they deserve with the aspirations to achieve what they are truly capable of.

Our Five Cs



Culture

Clarity of purpose...
'doing it for all
the right reasons'

Going 'above
and beyond' to
continually
improve



Curriculum

Curriculum
principles, intent
& alignment

Purposeful and
intentional use
of assessment



Consistency

'Core Habits of
Excellent
Teaching'

Shared language
and approach to
pedagogy and
relationships



Coaching

Evidence based
professional
learning

Continuing
professional,
supportive
development



Competitive

Creating the
'Schools of
Choice' for our
communities

Sharing and
learning from
best practice



'Take Shelter' Procedures



There are certain emergency which may require pupils, staff and visitors to take shelter indoors.

- There is a dedicated 'Take Shelter' alarm which is the continuous sounding of the airhorn.
- Children and staff are to remain in the classrooms/rooms they are in.
- Children and staff not in classrooms for any reason will proceed to the nearest occupied classroom and remain with that class and teacher/staff.
- Close and lock external doors and windows.
- Close blinds where possible.
- Position students away from sightlines and from external doors and windows.
- Turn off lights, Genee boards, projectors and monitor screens.
- Ensure mobile phones/electronic devices are on silent or turned off.
- Children and staff **MUST NOT** attempt to make contact with Parents/Carers, family, friends etc during 'Take Shelter'.
- Remain calm and quiet.

PE Lessons, Lunch and Break Times

- If the 'Take Shelter' signal is given during an outside PE lesson, children and adults should return to the building using the closest entry point.
- If the 'Take Shelter' signal is given during a lunch or break time, children and adults should return to the building using their closest/most convenient entry point and return to their individual/nominated classrooms.



'Take Shelter' Procedures



All clear procedure

- You should remain in 'Take Shelter' positions until informed by a member of the SLT or the Facilities Team **in person** of further instructions or that there is an 'All Clear'.
- As soon as possible after the 'Take Shelter' children must return to their normal classrooms for a register if they are not already in that location.

Communication with Parents

- If necessary, Parents/Carers will be notified as soon as it is practical to do so.
- Children will not be released to Parents/Carers during a 'Take Shelter' procedure as it may put them and their children at risk.
- Parents/Carers will be asked not to call school as this may tie up emergency lines.



Emergency Planning (Lockdown Policy)

Nuclear Emergency



Nuclear Emergency Procedures



The Royal Navy and Devonport Dockyard assure us that the likelihood of a nuclear accident is remote, however in the event of an accident leading to the release or potential release of radiation there are three key zones:

1. Exclusion zone – immediate area in and around the source of the accident
2. Automatic countermeasures zone – up to 550m from the accident
3. Pre-planned countermeasures zone – up to 2km from the accident

Ernesettle Community School lies just outside Zone 3, but as we are a school we review this approach as precautionary measure.

Tor Bridge Primary School is significantly outside of any zone and any procedure followed would be in line with the guidance the city council would provide at the time of any incident.

In the event of a nuclear emergency the following procedure must be followed:

- The alert will be given (a rising and falling note from the dockyard siren).
- The police will call to advise the school.
- The signal for the alert for 'Take Shelter' will be sounded (air horn).
- Immediately upon receiving the alert, whatever time of day it may be, everybody is to go inside, return to their classrooms and stay there.
- Close all windows and doors and turn off all ventilation devices.
- Await further instruction.
- Do not attempt to use the phone.
- Do not allow pupils to leave the room.
- Do not eat or drink without first seeking advice.
- At TBP, a phone call will be made by the office staff to the other schools on campus to inform them that the alert has been given.



Emergency Planning (Lockdown Policy)

Bomb Threats



Bomb Threat Procedures



Actions to be taken on receipt of a bomb threat:

- Remain calm and talk to the caller.
- Note the caller's number if displayed on your phone.
- If the threat has been sent via email or social media, see appropriate section below.
- If you are able to, record the call.
- Write down the exact wording of the threat.
- Follow guidance in Emergency Plan.

Actions to be taken in receipt of a bomb threat through email or social media:

- DO NOT reply to, forward or delete the message.
- If sent via email, note the address.
- If sent via social media, what application has been used and what is the username/ID.
- Dial 999 and follow police guidance.
- Preserve all web log files for your organisations to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after).
- Follow guidance in Emergency Plan.