



# South Dartmoor Community College

Executive Head teacher | Mrs J Veal

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Dear Parent/Carer

## EMERGENCY PROCEDURE PRACTICE - LOCKDOWN

As a part of our onsite emergency evacuation procedures, we regularly have to review and practice our emergency procedures with staff and students. These procedures include fire evacuation, school closure due to extreme weather and lockdown.

Within the next two weeks the school will run the annual lockdown practice. To make the practice as realistic as possible, students will not be informed of the date and/or time. Students have been taken through the process and the reasons for the lockdown procedure during tutorials last week.

The terror threat level in the UK remains **substantial**. Intelligence suggests that an attack on a school is highly unlikely but not impossible. **We must therefore be prepared for any potential scenario on school site.**

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(s).
- 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 animal.

During a lockdown, the lockdown alarm will be activated and students will be asked to do the following;

- Ask students to hide or disperse if this will improve their safety.
- Lock/secure entrance points (eg doors, windows) to prevent the intruder entering the building.
- Ensure that students, staff and visitors are aware of an exit point in case an intruder does manage to gain access to the site.
- Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

In the event of an actual lockdown, any incident or development will be communicated to Parents/Carers as soon as possible. Parents/Carers will be informed that the school is in full lockdown situation. During this period the school switchboard and entrances will not be staffed, external doors locked and nobody will be allowed in or out of the buildings.

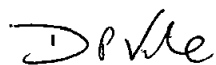
The school's social media feeds and website will be updated regularly. Parents/Carers will be given key information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe for them to come to get their child(ren), and where this will be from.

Cont/d ...

I hope you would agree that it is vital that students are fully aware of what to do in an emergency situation, and regular practice is key to ensuring the continued safety of staff and students during any emergency situation.

Thank you for your continued support.



**Mr D Vile**  
Assistant Headteacher, Culture

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