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BIRKLANDS
PRIMARY SCHOOL

Dear Parents and Carers,

Re: Emergency Invacuation Procedure with Lockdown

As you may be aware, all schools have to have a lockdown procedure in place in case of emergency and I am writing to inform you that we shall be having our annual practice next week on Tuesday 11th June.

We will practise the procedure at least annually with children so that they would know what to do should we ever need to use lockdown. This is done sensitively with children so as not to cause any distress, in the same way that school would practise the Fire Evacuation Procedure. 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.

Invacuation may be appropriate in many circumstances, for example:

- if air pollutants are present due to a nearby fire or chemical release;
- if a dangerous animal is in the grounds.

Invacuation with lockdown may be appropriate in many circumstances, for example:

- if an aggrieved and/or intoxicated person is trying to obtain access to your establishment;
- if an intruder is on site.

Our procedure aims to minimise disruption and impact upon our children whilst ensuring the safety of all children and staff. Parents and carers will be notified as soon as is practicable to do so via text message that there is a lockdown situation, as much information as possible will be shared however:

- Parents and carers should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services;
- Parents and carers should not discuss the event on social media, as this may spread false information and create panic.

Prior to the practice, staff will take time to talk to the children about lockdown procedures and explain why they are important. They will reassure the children after the procedure that they are safe and will emphasise that practising procedures like this will make sure the school remains a safe place to learn. I must stress again this is simply a practice, so that in the unlikely event of such a situation, our children and staff are fully prepared.

If you or your child have any further concerns or questions, please do not hesitate to contact me.

Kind regards,

Mrs V Farr
Head Teacher