

## **Emergency Procedures for Parents at St Mary's CIW Ruabon**

### **Practicing our Emergency Procedures**

In order to practice our emergency procedures the school usually has **3** evacuation drills per year and **3** sheltering/lockdown drills per year. This is to ensure we regularly practice our safety procedures.

### **Evacuation Drill**

Evacuation is when the whole school population goes out of the building and assembles in the school grounds. During the evacuation drill the school alarm will sound continuously and the children will line up in their registration groups in the school playground/field. At the end of the evacuation drill the school alarm will be switched off and children will return to their classes, following instructions from their teacher.

### **Sheltering Drill (lockdown)**

Sheltering is when the whole school population stays in the building. During the sheltering drill the electronic bell will be rung twice sharply to signal the start of the sheltering drill, children will remain in the room they are in and sit on the carpet, the blinds will be lowered and where possible the doors locked. At the end of the drill a member of staff will inform the children the drill has ended and learning will resume as before.

### **Communication to Parents/Carers**

Following a practice evacuation or sheltering/lockdown drill the school will send a text to inform parents/carers that a practice has taken place.

### **What will the school do in the event of an actual emergency at the school?**

In the event of an actual emergency at the school, the school will convene a Schools Emergency Response Team (SERT), consisting of key members of staff. The SERT will assess the situation and activate the School Emergency Response Plan. The primary focus will be to ensure the safety and welfare of all children and adults on site. The school will place a message on the school website, answerphone and school entrance, where possible. Updates to families will be sent via text and posted on the school website.