

## **Great Chart Primary School- Fire Drill & Lock Downs**

Dear Parents

As part of our Health and Safety policies and procedures the school has a fire drill and lock down policy.

We have three fire drills throughout the year which are closely monitored to ensure everyone follows the policy and knows exactly what to do. On **rare** occasions it may also be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that students, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school. The hazard could be an intruder or a hazardous situation such as a chemical spill or fire. As with fire drills we practise the procedures, sometimes without warning, so that everyone is familiar as to what to do if such an event happened.

In the event of a real lock down:

- If necessary parents will be notified as soon as it is practical to do so via the school's established communication network- text/ email/ telephone
- Depending on the type and severity of the incident, you may be asked NOT to collect your children from school as you may put yourself and your child at risk. Pupils will not be released to parents during a lock down.
- Parents will be asked not to call school as this may tie up emergency lines
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from.

Lock down practices and fire drills continue throughout the year to ensure everyone knows exactly what to do in such a situation.