**Penryn Primary Academy**

**Emergency Planning Checklist**

**Attempt to make contact with Executive Principal & Chair of Governors**

**DfE Numbers:**

**PPA-908/2002**

**Bomb**

Member of staff who receives call to follow bomb threat checklist & inform police directly. When off site, call Interserve to inform them and agreed location using: 01326 254444. Designated person must use the landline phone. NO MOBILE PHONES OR WALKIE TALKIES TO BE USED.

Designated person for remaining in the building with phone: James Hitchens

Reserve designated person for remaining in the building with phone: Jerry Marks

Take direction from the police – stay put or evacuate.

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| --- | --- |
| Stay Put | Evacuate |
| * Remain in building and await further instruction. * Do we need to move into a safe place within the building? – hall at both sites. | * Safe phrase (Field trip to uni) to be shared with staff via member of SLT (agreed and known by SLT) * Take fire registers and pupil detail files   Or   * Class to class notification to evacuate building * Move children & staff to safe place – known by staff |

* Once evacuated, take guidance from police as to parent notification
* One member of staff from each site to collect pupils’ asthma pumps from the staff room. Kirsty at KS2. Iona at KS1/EYFS.

**Fire**

* Evacuate building
* If occurs at start or end of day, keep children on school site & ask parents to leave

**Electricity**

* Phone Western Power (0800 6783105) to find out timescale of delay
* Ensure children in school are safe
* If it is a long outage, admin staff go to other site & begin to contact parents for collection
* Admin staff to liaise with Eden to provide food
* Staff to remain until last child or given permission by Head of School to leave

**Firearms / Chemical / Insider Threat**

* Ring 999 immediately
* If internal, barricade doors in classrooms & hide
* If external, move children into corridor
* Try to ensure all doors are locked *standard Safeguarding procedures*

**Snow**

* If children already in school, make decision to close school, follow closure procedures.
* Admin staff begin to contact parents, update website, Facebook, Twitter
* Heads of School give authority to email Local Authority & radio stations
* If already on way to school, contact parents but keep children safe in school
* Contact other heads in the area to find out what they are doing

**Off site notes**

* Children who are unable to walk to go in a school mini bus
* A car is to be taken to the location.