

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.

Stay Put	Evacuate
<ul style="list-style-type: none">• Remain in building and await further instruction.• Do we need to move into a safe place within the building? - hall at both sites.	<ul style="list-style-type: none">• 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 <p>Or</p> <ul style="list-style-type: none">• 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.