



# St Paul's Church of England Primary School

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Headteacher: Elizabeth Vautier-Thomas BA Ed (Hons)

Wednesday 4<sup>th</sup> September 2024

Dear Parents and Carers,

## Re: Emergency Lock Down Procedure

As you may be aware, all schools have to have a lockdown and fire evacuation procedure in place in case of emergency.

We have recently acquired advice from Damocles Security Consultants Ltd during our most recent review of our lockdown policy and procedures. Over the coming months we will be putting in place recommendations including practicing lockdown drills just like we already practice our fire drills.

Our Lockdown drills will be done sensitively using phrases like 'a dog on the playground' or 'a swarm of bees of the field'. This terminology is already in place and used to ensure we are able to quickly move children indoors if needed.

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.

Lockdown procedures may be activated in response to any number of situations, these may be:

1. A reported incident, disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous dog

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown drills will occur termly, whilst our fire evacuation drills will continue to occur half termly.

Kind regards

Mrs Vautier-Thomas  
Headteacher



Registered office: St. Paul's Church of England Primary School,  
Hampton Dene Road, Tupsley, Hereford, Herefordshire. HR1 1UX



**†In your light shall we see light**



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