

Emergency Response and Safety Policy

Amadeus

Primary Academies Trust



Limitless Learning Together



St Paul's Cray
CE Primary School

Act Justly, Love Mercy, Walk Humbly

Policy created:	November 2025
Implementation of Policy:	April 2026
Next Review:	September 2027

1. Policy Statement

The safety and well-being of all pupils, staff, and visitors is the highest priority for Amadeus Primary Academies Trust. This policy outlines clear procedures for responding to a range of potential emergencies, including fire, external threats, and internal security incidents, to ensure a coordinated and effective response.

2. Evacuation Plan

This plan is for emergencies that require all pupils, staff, and visitors to leave the building immediately (e.g., fire, gas leak, or a suspicious package).

Procedures:

- **Alarm Signal:** The primary signal for an evacuation is the continuous sounding of the fire alarm.
- **Action:** Upon hearing the alarm, all staff must immediately initiate the evacuation procedure. Pupils must stop all activities, stand up, and line up silently under the direction of their teacher.
- **Exits:** Teachers and staff will lead their groups along the nearest designated safe evacuation route. All routes are clearly marked by green exit signs. Do not use elevators where available.
- **Registers:** The class teacher will take their class register with them and a copy of the emergency contact list.
- **Assembly Point:** Each class will proceed directly to their designated assembly point, located on the playground.
- **Roll Call:** At the assembly point, the class teacher will conduct a roll call using the register to ensure all pupils are present. They will report any missing persons to the Principal or senior leadership team immediately.
- **Re-entry:** No one is to re-enter the building for any reason until authorised by the Principal (Member of staff in charge if offsite) or emergency services.

3. Invacuation Plan

This plan is for a threat or hazard outside the building that requires everyone to move to a secure, internal location away from external doors and windows (e.g., a local police incident, severe weather, or a hazardous substance spill nearby).

Procedures:

- **Alarm Signal:** The signal for an invacuation is a verbal command over the phones by using PAGE ALL / walkie talkies saying "invacuation, invacuation."

- **Action:** All staff and pupils must immediately move indoors to the nearest secure classroom or designated safety zone.
- **Securing the Area:**
 - Close all external doors and windows.
 - Move everyone away from windows and doors.
 - Continue lessons or activities quietly to maintain calm.
- **Communication:** No one is to use phones or other communication devices for non-essential purposes. The designated communication team will handle all external queries.
- **Wait:** Remain in the secure location until a Principal or the person in charge if off site or emergency services gives the all-clear. Do not leave the secure location.

4. Lockdown Plan

This plan is for a direct and immediate threat on the premises that requires all staff and pupils to secure their current location and hide from view (e.g., an armed intruder).

Procedures:

- **Alarm Signal:** The signal for a lockdown is a verbal command over the phones by using PAGE ALL feature "Lockdown. Lockdown. Lockdown."
- **Action:** All staff and pupils must immediately go to the nearest secure classroom and begin the lockdown procedure.
- **Securing the Room:**
 - Lock the door.
 - Barricade the door using heavy furniture if possible.
 - Turn off all lights.
 - Silence all mobile devices and any other potential noise sources.
 - Move everyone to a location within the room that is out of sight from any windows or doors.
- **Wait:** Remain silent and out of view until the police or an authorised individual provides a verbal "all-clear" signal.
- **Important:** Do not open the door for anyone, even if they claim to be a colleague or emergency services. Only open the door upon receiving the official "all-clear" signal.

5. Communication Plan

Effective communication is vital to ensure the safety of everyone during an emergency.

Procedures:

- **Internal Communication:** All emergency instructions will be communicated via the phones or walkie talkies. Only authorised personnel, such as the Principal or senior leadership, will use these systems.

- **Emergency Services:** Principal or designated senior leader will be responsible for contacting **999** as soon as an emergency is confirmed. They will provide clear and concise information, including the nature of the emergency and the exact location.
- **Communication with Parents/Guardians:**
 - Parents and guardians will be notified of the situation via the school's official communication channels **after** emergency services have been contacted and the situation is stabilised.
 - The message will be brief and factual, advising them not to come to the school.
- **Media and External Parties:** All communication with the media or other external parties will be handled by a designated spokesperson from the trust's central office. Staff are not to speak to the media.
- **Updates:** Regular updates will be provided via BROMCOM to keep parents informed.