



“Love your neighbour as yourself” | Matthew 22:37-39

Courage Hope Love & Friendship



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Authorised by	Head teacher and Governors

Emergency Preparedness Policy

The Government guidance *Protective Security and Preparedness for educational settings* (DfE, April 2025) states that;

- education settings should make simple plans to improve protective security awareness and preparedness that can deter terrorists and other security threats looking for a target and help keep learners, staff, volunteers and visitors safe.

- A ‘security’ lead should be appointed to develop and maintain policies and plans which promote a good security culture and deters someone intending to cause harm from targeting your setting. During a live incident, the Security Lead may also become the ‘incident lead’ who will make effective decisions under pressure to get people to safety. However, all staff will need to play a vital role in responding to an incident.

- Settings should have plans in place to respond effectively to different types of incidents across different types of settings, whether that’s a school site or an external sports centre they may use, for instance. If an incident does arise, staff should be able to draw on their knowledge from plans and make good, informed judgements about how to keep themselves and others safe.

- Settings should test their plans to make sure they are suitable and effective, for any live testing such as practice drills, consideration must be taken around individual trauma particularly around those learners who have previously been affected by incidents.

From an operational perspective, Emergency Preparedness is being ready and practised in how to keep people safe in the event of an emergency. The most likely courses of action will be evacuation, Partial lockdown (invacuation) or full lockdown.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning

environment whilst ensuring the safety of all pupils, staff and other people in the school at the time.

Advice from the National Counter Terrorism Security Officer (NaCTSO) (2016) states 'Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of).'

The most likely reason for a lockdown would be an intruder on site or an external threat but reasons could include pollutants in the air or swarming insects.

If the threat were pollutants that would be worse indoors, an evacuation would be undertaken (as for fire evacuation) and communicated as for a fire. If another safe building were to be required, St Nicholas Church is the identified safe place.

If the threat was greater outside then windows and doors would be closed and locked and the lockdown procedure would be followed.

Partial or full lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to adults and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to adults and pupils)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog/animal roaming loose

A school lockdown can serve several functions during an emergency, including the following:

- Removing pupils and adults from the threat;
- Isolating the dangerous situation from much of the school;
- Allowing for an accurate accounting of pupils within each room; and
- Depending on the situation, facilitating an organised evacuation away from the dangerous area.

Internal or external threat

Any non-human internal threat (fire, pollutant within the building or flood) would require an evacuation as for a fire and would be communicated by activating the fire alarm.

Any non-human external threat (fire, pollutant) would require a partial lockdown.

In the case of a bomb threat, details are given below.

Any human internal threat (a person deemed to be threatening or a risk to anyone is in the building) would require a full lockdown.

Any human external threat or risk would require a partial lockdown.

What happens if there is a bomb threat call?

Refer to Bomb threat checklist in the appendix. The password for this would come from the Headteacher (Blondie) which would trigger an evacuation as for a fire and then removal to St Nicholas Church.

What happens if there is an ethane leak?

Follow procedure in appendix.

A **full lockdown** would not allow any movement between rooms.

A full lockdown would be communicated either by 5 blasts of the whistle in sets and if possible to access the hand held bell then that would be rung if safe to do so.

A **partial lockdown** would be communicated by 3 blasts of the whistle in sets OR by word of mouth either by the Head or office staff using the password 'Table dens' (because this is what classes might make). In the case of a partial lockdown, specific advice would be given by the Headteacher (or most senior member of teaching staff on site) based on the nature of the risk or threat but the following procedures would be followed.

Where would school children and adults remain?

Non-human external and airborne: Partial lockdown. If the threat is external and airborne rather than human, teachers and other adults would keep children in their classrooms rather than moving out of their normal routines to maintain as much calm as possible. Toilets would still be accessible but any children needing to leave the classroom would be accompanied by an adult who would inform the class teacher of their whereabouts.

If groups are outside in the early years' outdoor classroom, in the Willow outdoor area, on the field or on the playground, they will be called in immediately. If any groups are out in the village, the office will call the visit lead teacher to tell them to either return to school or into St Nicholas Church, whichever is closer.

Human external threat: Partial lockdown.

How is external security addressed? Lock exterior doors.

Other actions:

- Secure and cover classroom windows and close all curtains / blinds. Move all persons away from the windows.
- Clear hallways, toilets, hall and other rooms that cannot be secured.
- If possible, move all children to Thorn Class (taking any medication such as inhalers) as it has the highest windows so is the least accessible to anyone wishing to cause harm.

If moving is not possible, adults should move tables to an interior corner of the room, away from windows and doors and encourage children and adults under tables taking cushions and blankets with them to make children as comfortable and comforted as possible. This is likely to be the case for those in Oak classroom where it may be prudent to move into the cupboard if there are only a few children and adults.

- Any non-class-based staff should join the nearest occupied classroom to provide support unless they are needed to communicate externally.
- Groups that are outside of the school building, such as playgrounds and playing fields should return to their classroom quickly and quietly.
- Teachers should take a register of pupils in each classroom and create a list of 'missing' and 'extra' pupils or adults in the room. Use laptops/ipads to inform the admin@st-nicholasvc.wilts.sch.uk email address immediately by email, copying the Headteacher in to the message.

Teachers should prepare to take this register and list with them if they are directed to leave the classroom.

- Once the threat has subsided, the school announces the "all clear."
- In some situations, if the threat escalates or changes, a Partial Lockdown may be escalated to Full Lockdown.

- In the case of a non-human external threat the decision may be made to evacuate to the off-site evacuation point, St Nicholas Church. (eg if a fire moves closer to the school).

Human internal threat: Full lockdown.

How is external security addressed? Do NOT lock exterior doors.

How is internal security addressed?

The following procedures should be followed when the threat or intruder is inside of the school building:

- The designated person or first point of contact raises the “Full Lockdown” alert.
- Adults will lock internal doors where possible and / or place heavy furniture against the internal doors once children are all accounted for in a classroom.
- Turn lights off.
- Immediately direct all pupils, adults, and visitors into the nearest classroom or secured space.
- Classes that are outside of the building SHOULD NOT enter the main building. Move outside classes to the primary evacuation site (St Nicholas Church) via an exit furthest away from any known threat.
- Keep out of sight line of internal doors and cover the glass if safe to do so. Adults should move tables to an interior corner of the room, away from windows and doors and encourage children and adults under tables taking cushions and blankets with them to make children as comfortable and comforted as possible. This is likely to be the case for those in Oak classroom where it may be prudent to move into the cupboard if there are only a few children and adults.
 - Holly Classroom – corner where the teacher laptop is positioned under table dens.
 - Willow Classroom – in the cloakroom or under table dens in the opposite corner of the room.
 - Thorn Classroom – under table dens up against the sink unit.
 - Saplings – table dens by the screen but preferably move to the Holly Classroom.
- Teachers should take a register of pupils in each classroom and create a list of ‘missing’ and ‘extra’ pupils or adults in the room. Use laptops/ipads to inform the admin@st-nicholasvc.wilts.sch.uk email address immediately by email, copying the Headteacher in to the message.

Teachers should prepare to take this register and list with them if they are directed to leave the classroom.

- DO NOT respond to anyone at the door until “all clear” is announced.
- Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method during a full lockdown.
- In a full lockdown, do not allow anyone out of the classroom under any circumstances – be prepared to be responsive to the situation. Eg If a child needs the toilet either tell them it is really important to wait if it is not safe to move or offer them a bucket in a secluded corner / use blankets to give some semblance of privacy.
- When the threat is over/the intruder has left the building, the designated person announces the “all clear.”
- When - or if - pupils are moved out of the classroom, adults should assist them in moving as quietly and quickly as possible.

These lockdown procedures will be practiced at least annually so that staff and children are familiar with them.

Who would we communicate with outside of school?

The Headteacher would ensure appropriate emergency services were aware first then inform Equa Mead Learning Trust and the Chair of Governors followed by parents using online systems if these are available. In these exceptional circumstances, staff would be allowed to use their personal mobile phones for essential contact.

What to do in special circumstances

Inhalers are kept in classrooms so will be accessible in a full lockdown. Other medication is kept in the locked cupboard in the office so will be accessed if necessary. Children with additional sensory needs may require additional support and may include ear defenders or other special equipment to keep them calm – such use will be at the teacher’s discretion.

First aid provision

Each classroom should have a first aid kit and if any first aid is administered, a note should be made of which child and the treatment when this is practically possible.

Headteacher / most senior teacher on site actions

The Headteacher or most senior teacher on site will assess the risk and determine what the threat constitutes, deciding whether an evacuation or full or partial lockdown is necessary.

What happens when the threat has ended?

The Headteacher will communicate in person with each class teacher to announce an end to a risk or threat.

Appendix 1 – used to prepare the content of the procedure.

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Bomb threat checklist

Keep this document in one or more places where it can be grabbed in seconds by any member of staff receiving a bomb threat.

Remember:

- remain calm and keep the person in conversation if possible
- can you record the threat?
- can you get a colleague to immediately dial 999?

Write down the exact wording of the threat.

Additional questions to ask the caller

Question	Notes
Where exactly is the bomb?	

Question	Notes
When is it going to explode?	
What does the bomb look like?	
What kind of bomb is it, if known?	
How will it be detonated?	
What is your name?	
Are you part of a group, or acting alone?	

Call 999 and inform the police. Making a bomb threat is a crime.

Action and reporting information	Details
Inform a senior leader or security lead [Name and contact information]	Headteacher – Clare Kitts
Incident code to alert staff to a bomb threat [Complete in advance if required]	Blondie (Clue to aid memory: Blond bombshell)
Your name	

Details of threat	Notes
Date and time of threat	
Duration of threat	
The telephone number that received the call (if applicable)	

Details of the person who made the threat	Notes
Sex	<ul style="list-style-type: none"> <input type="radio"/> Male <input type="radio"/> Female
Age (estimate)	
Nationality/Accent	
Threat language	<ul style="list-style-type: none"> <input type="radio"/> Well spoken <input type="radio"/> Irrational <input type="radio"/> Taped <input type="radio"/> Foul <input type="radio"/> Incoherent

Details of the person who made the threat	Notes
<p>Caller's voice Call 999 and inform the police. Making a bomb threat is a crime.</p>	<ul style="list-style-type: none"> ○ Calm ○ Crying ○ Clearing throat ○ Angry ○ Nasal ○ Slurred ○ Excited ○ Stutter ○ Disguised ○ Slow ○ Lisp ○ Rapid ○ Deep ○ Laughter ○ Hoarse
<p>Is the caller's voice familiar (like who?)</p>	
<p>Any other details?</p>	
<p>Other sounds?</p>	<ul style="list-style-type: none"> ○ Street noises ○ House noises ○ Animal noises ○ Crockery ○ Motor

Details of the person who made the threat	Notes
	<ul style="list-style-type: none">○ Clear○ Voice○ Static○ PA system○ Booth○ Music○ Factory○ Office○ Other, what?

Appendix 2 - ETHANE Facts to report to emergency services (or may be reported to school from elsewhere)

	Description	Question(s)	Comments
E	Exact location	What is the exact location or geographical area of incident?	
T	Type of incident	What kind of incident is it?	
H	Hazards	What hazards or potential hazards can be identified?	
A	Access	What are the best routes for access and egress?	
N	Number of casualties	How many casualties are there and what condition are they in?	
E	Emergency service	Which and how many emergency responder assets/personnel are required or are already on-scene?	

Appendix 3 - Summary of lockdown, invacuation and evacuation options

As part of your counter terrorism preparedness plans, this template can be used to summarise your arrangements for lockdown, invacuation and evacuation procedures.

You should consider whether staff may need this information to hand during an incident. If so, you could include your completed summary in grab kits.

Signals and incident codes

Signal/incident code for lockdown	Partial lockdown - 3 blasts of a whistle in sets OR Table dens Full lockdown – 5 blasts of a whistle in sets
Signal/incident code for invacuation	Table dens
Additional signal for bomb threat	Blondie
Signal/incident code for evacuation	Alarm – see evacuation procedure
Signal for all clear	Headteacher advice

School Emergency Grab Bag

The School Emergency Grab Bag is located just inside the Admin Office. The Grab Bag will be maintained by the Admin team and retained by the Duty admin in the event of the School Emergency Plan being activated.

Contents	Checked / date
School Emergency Plan	
Pupil records – names, addresses, contact numbers	
Pupil medical records	
Staff Contact details – names, addresses, contact numbers and next	
Parental contact details	
Governing Body Contact details	
Schools Layout / drawing	
Log books pens and papers	
LA and Emergency Planning Contact Numbers	
Transport Providers Contact details	
School Inventory	
Utilities Contact details	
Catering Suppliers Contact details	
Building and Gate keys	
Alarm arrangements	
Backup disks	
Details of Evacuation location	
Torch	
First Aid Kit	
Mobile phone charger	
Important records e.g. exam registrations etc.	

A file of information should be made available for the Emergency Services to use should they attend an incident at the school. It should contain plans of the school site and buildings which show the following:

- Room layouts
- Location of fire panel
- Escape routes
- Break glass call points
- High risk areas such as boiler rooms, kitchens, science labs (including sources of radiation), D&T workshops and location of LPG storage (bulk tank and cylinder)
- High value areas such as server rooms
- Location of gas, oil, water and electricity intakes/shut off points
- Assembly point(s)
- Location of fire hydrants if available
- Location of any other flammable substances and their quantities



Critical Incident - Initial Actions

Initial Timeline – School Reporting a Critical Incident	Initial Timeline – School Notified of a Critical Incident
Call 999 if immediate threat to life	The critical incident process has been initiated by Wiltshire agencies. Please refer to critical incident guidance
Is it a critical incident? Please refer to critical incident guidance and RightChoice using the QR code below	You have been notified by one of several contacts within the local authority: Director of Education, Head of SEND, Police etc. about the sudden death of a child at your setting. This notification is part of the Joint Agency Response (JAR) (link) process – see below.
If yes, please contact the Integrated Front Door: 0300 456 0108 in the meantime, please follow the critical incident guidance	In a sudden death of a child there is a process called a JAR running parallel to a Critical Incident response. The JAR is a co-ordinated multi-agency response (on-call health professional, police investigator, duty social worker), in the event of a sudden death of a child up to the age of 18.

In all instances, whilst awaiting further support, refer to critical incident guidance and start:

Gather SLT for meeting to inform, look at critical incident guidance and consider staff roles

SLT to not communicate detail of the incident until further advice is obtained/support on site

Safeguarding leads to identify students who are vulnerable and categorise into children close with deceased, looked after children, CAMHS, other agency input

If you are cross border education provider, then you must notify your neighbouring Local Authority MASH team.



Wiltshire Council

Emergency School Closures – Initial Actions

Conditions that might arise resulting in the closure of your school:

- extremely adverse weather
- breakdown of services and facilities

As conditions in Wiltshire can vary considerably, the head teacher is in the best position to take appropriate action locally. The first consideration should always be the safety and welfare of the pupils and the staff.

Whenever possible the closure of the school to pupils should be avoided.

If the decision has been made to close the school

email schoolorganisation@wiltshire.gov.uk detailing the reason for the closure, school name and DfE number



- Contact parents using your cascade system, If the information is available, detail when the school will be open again.
- Make appropriate arrangements to cancel or modify services (e.g. transport and catering).
- Ensure that, if young children are being sent home early, there is someone available to receive them and that the arrangements for getting home are reasonable.



Maintained and Foundation Schools, if you require, advice and or guidance regarding the building contact **FM Support Line 0300 456 0101** Academies to contact your trust for further advice.

Report Closure to schoolorganisation@wiltshire.gov.uk, Transport Section Tel: 01225 713365 (buses) or 0777 1721 283 (out of hours) buses@wiltshire.gov.uk please leave a message on the answer phone if calling out of hours. **Media Advice:** During office hours: 01225 713370 or 01225 713115 Out of hours: 07717 362115 communications@wiltshire.gov.uk

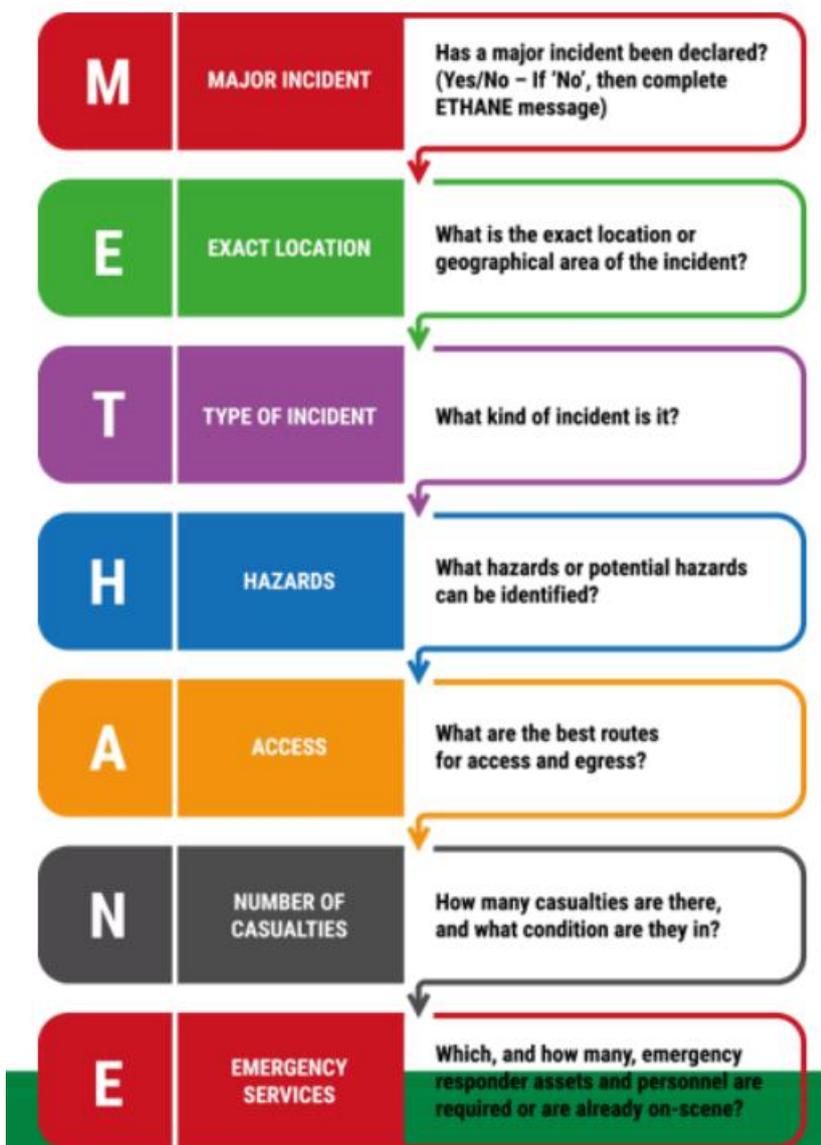


Reporting a Critical Incident to Wiltshire Council

Report a Critical Incident to the Integrated Front Door (IFD)

0300 456 0108 from 8:45-5:00 (4pm Fridays) or
0300 456 0100 Out of Hours.

If you are not sure whether it's a critical incident or a sad event, then call the IFD for consultation.



IN THE RARE EVENT OF
a firearms or weapons attack

RUN HIDE TELL



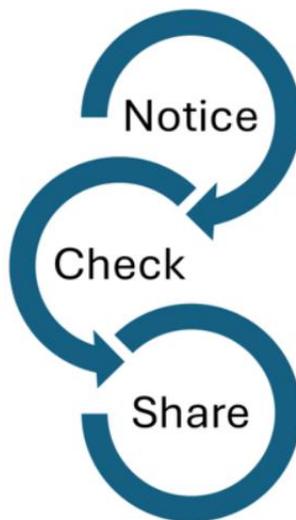
RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999.

Have you checked your concern with your Safeguarding Lead?

- From your checks has any other information come to light?
- Has the individual of concern been spoken to for clarity? If not, what are the reasons for this (inappropriate, safeguarding risk?)
- Do they offer a reasonable explanation and/or account? If under 18, have their parents been spoken to for clarity?
- Have they noticed a change in behaviour?
- Are any other agencies currently or historically working with the individual or family? Have they been consulted?
- Is the concern Prevent related? Or is it more suitable under general safeguarding?
- Have there been any historical concerns? I.e., concerns at previous school? Could the concern be addressed in house? Is there a genuine radicalisation risk? Do you and/or the individual need additional support?



What have you noticed?

- Who was involved?
- Can the concern be dealt with in house or does it need wider checking?
- Does the incident relate to recent local, national or international events?
- Does the incident relate to local or national news stories?
- Has the individual been involved in similar incidents?
- Why do you feel the individual is vulnerable to radicalisation?
- Was it a one off comment or statement and out of context for the individual?
- Are there any other apparent vulnerabilities or concerns that make the individual at risk of radicalisation?

Having noticed the initial concern and carrying out the appropriate checks do you feel sharing the information as a referral is necessary?

- Have you discussed with the Prevent team and been advised to make this referral?
- We encourage all referrers to discuss their concerns with the individual and parents if applicable and make them aware of the referral to Prevent (with reasons) unless sharing this information places the individual or another person at serious risk of harm.
- Who have you consulted?
- What intervention, if any, have you put in place?
- Have you made any other referrals or discussed the case with other agencies?

Security marked - Official

How to make a silent 999 call

If you're in danger, call 999 and try to speak to the operator if you can, even by whispering. You may also be asked to cough or tap the keys on your phone to answer questions.

Call 999 from a mobile

If you don't speak or answer questions, press 55 or tap when prompted and your call will be transferred to the police.

The police will usually be able to find your location.

If you don't press 55 or respond, your call could be ended.

Call 999 from a landline

If you don't speak or answer questions and the operator can only hear background noise, they'll transfer your call to the police.

If you replace the handset, the landline may remain connected for 45 seconds in case you pick it up again.

Calling 999 from a landline automatically gives the police information about your location.