



Emergency Response Statement

Statement updated: March 2025

Statement to be reviewed: March 2026

The following procedures have been put in place in the event of an emergency situation at the site. This may be due to a variety of reasons and could include bomb threats, fire, damage to the building, gas leaks or a lockdown.

Lockdown

On very rare occasions it may be necessary to seal off the school, so that access to the building cannot be gained from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there is a serious security risk of the premises due to, for example, near-by chemical spillage, serious weather conditions or attempted access by unauthorised persons' intent on causing harm/damage.

Procedures if threat of an Intruder in the Building:

In the event that an intruder enters the school, staff/visitors and pupils will be alerted by phone, email or word of mouth to the emergency situation by the first member of staff who becomes aware of this risk and any subsequent members of staff.

Bomb Threat

Bomb threats may be received either by phone, in writing (or as a suspicious package) or brought on to the school site by a visitor to the school. All threats need to be investigated and treated as genuine until proven otherwise. If a bomb threat is received it is important to remain calm as the information collated at this time could be of vital assistance to the police.

Fire

On hearing a continuous sounding of the Fire Alarm – evacuation required

Security of staff, pupils and visitors: For all evacuations:

- All staff, pupils and visitors including pupils with PEEPs must be accounted for following any evacuation;
- Once all persons have been evacuated, accounted for and are safe, the Fire Marshal can then decide, when the alert is over, to re-accommodate staff and pupils first. However, where rooms have been affected, and staff and pupils could not return due to smoke damage, there would be a need to decant to an unaffected area and be contained in that area;
- Before returning to Compass School the nominated Fire Marshal will reset any activated call point and ensure that the fire panel is reset before site users' return to the building.

Review

This statement will be reviewed annually as part of the Child Protection and Safeguarding Policy and Procedure and Health and Safety Procedure.