

Emergency Procedures in a Severe Situation
Every Incident is Unique

Anyone on the premises detects a dangerous /armed person/dangerous situation	Get a message to the office staff or any SMT member if at all possible or use own phone to call Eversley Primary School Chaseville Park Road, London, N21 1PD 0208 360 5159	
Office staff detect a dangerous/armed person/dangerous situation	Office staff call 999 and inform the HT or any member of the SMT. Take instructions from 999 emergency services as appropriate Office staff or SMT phone the training room and music studio to inform that there is a severe emergency	
	Office staff stop people entering front doors until further notice and lock hatch. If people in foyer are waiting and are known to be innocent bystanders then bring them into the main part of the school	
	Office staff call site staff and brief them. Call Infants/Juniors to warn them. Sound the lockdown alarm located in the Infant Office and KS2 reception area.	
	Site staff secure all gates doors and report immediately to HT and SMT	
HT and SMT at the same time as above	HT instructs SMT or staff available to shut down all doors and bring children/staff in from playground/field. They must go to the nearest safe place and go into lockdown. All doors must remain closed until the all clear is given.	
	Message relayed to staff regarding situation as appropriate. First response is to stay in your room, lock or barricade the classroom door, pull down window blinds, turn lights out, everyone hide under the desks. Consider whether to move classes according to the situation.	
	If threat is from within the building try to ascertain where and move pupils either to outside or to a secure room e.g. ICT, staffroom, maths room etc.	
	Staff stay with pupils until an actual known messenger arrives with the ALL CLEAR instruction. Code phrase for all clear: ALL CLEAR. TODAY IS ...	
HT liaises with SMT, office staff, Local Authority and emergency services	Enfield Emergency Contact number: 0208 379 2746 Director's office 0208 379 3201 (in office hours). Out of office hours 0208 379 1000. Emergency services will then take over.	