



The Lyceum School – Crisis Management Policy

Most emergencies require the building to be evacuated, and we will follow the rehearsed fire drill evacuation procedure. Should the evacuation be for more than a short period of time we have a procedure outlined in this document. In the unlikely circumstances when the emergency is in the immediate vicinity and we are obliged to remain in the building for a prolonged time, we have an alternative procedure, also outlined below.

Evacuation (“fire-drill”) to Tabernacle Court is rehearsed regularly, at least once per term. The fire alarm system is tested weekly; emergency lighting is tested annually.

For a longer period of evacuation out of the building: We will move the children from Tabernacle Court to the Wesleyan Chapel on City Road, where we could remain overnight if necessary. In this circumstance the following will apply:

- i. The school admin officer will have a mobile phone with a list of all parent contacts, enabling him to send a text message to all parents. The wording of this message will be agreed by the directors.
- ii. Class teachers will have their class first aid bag with them, containing emergency medical supplies and contact information for the class. This provides back-up information for contacting parents.
- iii. The IT co-ordinator will also place a data base upon the “cloud” allowing password-protected access from anywhere.

We will do everything we can to contact parents, but if all methods fail and they hear of an emergency via the media they should check e-mails and phones, and assume their children have either returned to school, are at Tabernacle Court or at Wesley’s Chapel, and should check each location.

Should the school be subject to a “lock-in”, when police have instructed us to remain inside the building, parents will be contacted as above, if possible. Parents will be reassured that the school can safely sustain the children overnight as follows:

- i. A clockwork radio will be available in the head teacher’s office to receive information should electronic communication have failed.
- ii. A number of wind-up torches will be available.
- iii. Supplies of tinned biscuits will be stored at the school; this stock will be replaced regularly.
- iv. Supplies of bottled water will be held and replaced regularly.

In the event of an evacuation or lock-in, staff off-site with children will be notified by the admin officer. In such circumstances, staff should seek assistance from the venue of the visit, and remain there until further communication. If necessary, they should go to the nearest school for shelter.

What to tell children: In most cases where we have to remain on site or remain at Wesley’s chapel. We will tell children that there are travel disruptions. Parents are encouraged to arrive calmly when they have received an all clear message. They should speak privately to staff so that we can keep all children calm. Children should be removed quickly with a smile and told the minimum needed to enable them to understand. We urge parents not to allow

children to watch prolonged news coverage, to reassure them that they are safe, and so are the people they love. In the event of a tragedy, staff will be able to advise individual parents. Teachers will discuss issues with the whole class at an appropriate time.

In event of lockdown

The keypads on the gallery door and courtyard door should remain active during the whole school day.

If no one is in the upstairs office, the keypad on double doors will be active. If someone is in the office, it will be on latch.

To alert a lock down, the bell in the corridor outside the reception class will be rung for short intervals by whoever can get to it first. All staff should familiarise themselves with this system.

LR/VB/ the person in the upstairs office will ring the police.

During lock down, the person in the upstairs office will release the latch on double doors on their way through the doors to make the lock active. They will move towards the fire exit stairs in the gallery, via the nursery.

Any class or group of children in the gallery, including peripatetic music staff and lessons, should go down the fire exit stairs to join the other classes in year 5/6.

If possible, reception will move through the nursery classroom. The last person should release the keypad lock of the nursery classroom so that it is active. They will follow the nursery class into the gallery via the side door and down the fire escape to sit on the floor in the year 5/6 classrooms.

If reception cannot cross the foyer, the reception teacher will secure the children in the classroom with the door locked. Children will be placed under the floor through the hatch.

All other classes will go and sit on the floor in year 5/6.

Last person (VB/ST/AK/LR) should close all doors on their way downstairs. VB/ST/AK/LR to lock the doors at the bottom of each stairwell.

LD/AL/HR to barricade doors at the bottom of the stairwell.

Lavinia/ SLT to telephone any class teacher who has their class offsite to tell them not to return to school.

Incident response team:

Vanessa Bingham, Sara Taggart and Aoife Kennedy – heads of decision making

Lavinia Riley – communications and liaison with emergency services

Sarah Leach – first aid

The SLT will review this document annually.

Reviewed by Vanessa Bingham 2017

Reviewed by SLT April 2018