

Lancaster Lane C.P. School

Emergency Evacuation Procedure & School Closure

Fire drill/evacuation: Please see evacuation procedure in the 'Premises Fire Safety Log Book'

Emergency closure of doors/windows: In the event of an emergency such as a chemical spillage on the motorway it may be necessary to ensure that all children/adults are brought into school and windows/doors firmly closed. As the predominant wind is from the west it would be safer to bring all the children into the hall which is on the east side of our school. Everyone would remain in school until the emergency services give the 'all clear'.

Evacuation to a safe site: If the children had been evacuated from the school building and were unable to return they would be supervised by the staff to a safe haven where they would be protected from inclement weather. This place is the Community Centre on Spring Meadow.

Parents and Governors will be informed of this procedure in the School Brochure, Website and Bulletin. It will also be in the 'Starter Pack' that is given to all families who are newly arrived at Lancaster Lane School.

Closure due to bad weather: If severe weather e.g. heavy snow, results in the closure of the school a sign will be placed at the front gate by the Head teacher or Caretaker informing parents/children of this course of action. Local radio stations will also be informed of the closure. (contact numbers are on the noticeboard in the Head's office).

Planning for a human influenza pandemic: Experts believe that a flu pandemic is inevitable which will affect 25-50% of the population during which more than 50,000 – 700,000 people than usual may die.

Guidance on school closures will be given by the local authorities but it is the Head teacher's final decision. The school will endeavour to remain open but closure may be the only option e.g. if many staff become ill.

If school is closed to the pupils staff should come into school unless ill or caring for dependants.

If the school remains open any children who fell ill during the school day should be isolated in the 'Quiet Room' until their parents collect them.

Children in the school will be encouraged to use disposable tissues which will be flushed down the toilet immediately after use. Hand-washing will be carried out more regularly.

Staff showing symptoms of flu (sudden onset of fever, headache, muscle pains and feeling ill, with or without sore throat, cough or difficulty breathing) should not come into work. They should go home if they are already in work.

There is a duty by the school to provide children who are not at school with work but getting it to and from pupils is an issue yet to be addressed by the DCFS other than using the internet and sending work to pupils via the postal services.

If the school is closed by the local authority it is likely to remain closed for 2-3 weeks. Parents/Staff/governors will be informed of the re-opening of the school by local radio stations, individual phone calls and messages on a board outside of school.