



Midhurst Rother College

The best in everyone™

Part of United Learning

2 December 2024

Dear Parents / Carers

Emergency Lockdown Procedure

The Academy has an Emergency Lockdown Policy which details the procedures staff would follow should an emergency arise. Examples of emergencies would include a reported incident or disturbance in the local community, an intruder on the site, a major fire in the vicinity or a local risk of air pollution. We naturally hope that these procedures never need to be implemented, but to ensure the safety and wellbeing of our students and staff, it is necessary to carry out a pre-lockdown drill in the same way as we carry out regular fire drills.

In the event of an emergency that does require a lockdown, depending on the nature of the incident, the following actions may be taken:

- Staff will ensure all students are inside the main academy building, lock outside doors and close windows;
- Students outside will be escorted back into their classrooms;
- Dependent on the situation a register will be taken to ensure all students are accounted for;
- Premises team and senior staff will ensure all external doors are closed and secure;
- Emergency services will be notified;
- A text message will be sent to parents and carers to advise of the emergency at the first available opportunity;
- Students will not be released from school until it is safe to do so, and the all clear is given;
- **Parents and carers MUST NOT try to contact the school or come to the school until the all clear has been given. This can block essential routes of communication, hamper the emergency services and may put you in danger. Please be assured that we will do all we can to keep your children safe.**

We will be carrying out an emergency lockdown drill with all staff and students on Thursday 5 December 2024, so that in the unlikely event that one should occur in the future, everyone will know what they have to do. We will be informing all students prior to this date, of what they need and should do, should it happen for real.

Yours sincerely

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Director of Welfare

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