



Barnstaple Emergency Situation Procedure

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This document provides guidance on how to prevent and respond to an emergency situation of an intruder on the school site, or a situation outside the school, with a potential risk to staff and pupils.

General Procedure

- SLT and fire marshals will be responsible for leading in an emergency situation.
- Code words are shared with staff teams. 'A storm is coming' for outside or inside of buildings. Safe areas of the premises have been identified. (Remain in classrooms or make your way to the nearest available classroom).
- Routes to safe areas are identified and shared with staff teams.
- Emergency scenarios are rehearsed by staff teams.
- Calls will be made to all staff / groups that are offsite informing them not to return to the centre until they are given the all clear. (Admin)

Prevention of intruder

Building Security

- Staff will enter/exit the building by main entrance.
- There will be dedicated, timetabled staff members on duty at each building entrance every day for arrival in the morning and departure in the afternoon.
- There will be dedicated staff with responsibility for keeping all entrances locked each day. Gates will be locked at all times. (Admin)
- Staff will remain vigilant during break and lunch times.

Visitors

- Access to the school is restricted to staff and pupils.
- All visitors must be recorded in the visitor's log and will be asked to wear a visitor badge at all time.
- Unexpected visitors will explain the nature and purpose of their visit and will be asked to show identification before being allowed access to the school.
- Even in the case of legitimate visitors, their arrival, movement within the school and departure will be monitored by a member of staff at all times.

What to do in the event of an intruder

- Do not use the fire alarm as a way to evacuate the school
- Alert the team to a concern about security by using the code words '*A storm is coming, inside.*' Call 999. Let SLT on other sites & head teacher know.
- If the Intruder is on school premises, but not within the building, then lock the school entrances.
- Staff who are not on building security must get pupils to safety as quickly and calmly as possible.
- Escape the school if possible to do so without exposing yourself to greater danger. Leave your belongings behind. Insist others leave with you.
- If you cannot escape, then you must hide. If you are hiding in a classroom lock all doors and windows. If possible, barricade yourself in. Move everyone away from windows and doors. Turn off the lights. Be quiet and silence your phone. Try to keep pupils quiet and calm.
- Be aware that you may have to hide for some time. You will be evacuated when it is safe to do so.

Prevention of exposure to a danger outside of premises

- There must be dedicated staff with responsibility for keeping all entrances locked each day.
- Gates must be locked at all times.
- Staff must remain vigilant during break and lunch times.

What to do in the event of a risk outside the premises

- Lock entrances.
- Do not use the fire alarm to alert others.
- Alert the team to a concern about security by using the code word '*A storm is coming outside.*' Call 999 if appropriate. Let SLT on other sites & head teacher know.
- Fire marshals to ensure all entrances are locked.
- Staff who are not on building security must get pupils to safe areas as quickly and calmly as possible.
- If you need to shelter, move everyone away from windows and doors.
- Do not evacuate until it is safe to do so.

Appendix 1

Rota for building security

	Narita House	Saunders House	Castle House / 16
Monday	SLT/site management as per timetable Admin RZE	SLT/site management as per timetable Admin JHY	SLT/site management as per timetable Admin LGN
Tuesday	SLT/site management as per timetable Admin RZE	SLT/site management as per timetable Admin JHY	SLT/site management as per timetable Admin N/A
Wednesday	SLT/site management as per timetable Admin RZE	SLT/site management as per timetable Admin JHY	SLT/site management as per timetable Admin LGN
Thursday	SLT/site management as per timetable Admin RZE	SLT/site management as per timetable Admin N/A	SLT/site management as per timetable Admin LGN
Friday	SLT/site management as per timetable Admin N/A	SLT/site management as per timetable Admin JHY	SLT/site management as per timetable Admin LGN