

# Wisbech Emergency Situation Procedure



**Approved by:**

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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 will be responsible for leading in an emergency situation.
- Code words are shared with staff teams.
- Safe areas of the premises have been identified as: Lincoln (Humanities/Art room), Norwich (English room), Willow Office
- Routes to safe areas are identified and shared with staff teams.
- Emergency scenarios are rehearsed inclusive of the whole school staff & students.

## **Prevention of intruder**

### **Building Security**

- Staff/students and visitors will enter/exit the building via the main entrance at the front of the building.
- There will be dedicated staff members on duty at the entrance every day for arrival in the morning and departure in the afternoon.
- All staff are responsible for keeping the entrance locked after all students have arrived each day. Gates will remain locked at all times.
- Staff will remain vigilant during break and lunch times.

### **Visitors**

- Access to the school is restricted to staff, pupils, parents and professionals involved with individual students. Any contractors that have been agreed to enter are previously DBS checked before entry. Where possible this is restricted to times when students are not on school premises.
- All visitors must be recorded in the visitor's log and will be asked to wear a visitor badge at all times.

- Unexpected visitors will explain the nature and purpose of their visit and will be asked to show identification and clarification is required by school leaders 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
- Designated alarm holders set off personal alarms
- Alert the team to a concern about security by using the code words '*stranger stranger*.' Call 999.
- If the Intruder is on school premises, but not within the building, then lock the school entrances and close windows.
- 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 by the use of a trusted phrase "OTE IS SAFE".

#### **Prevention of exposure to a danger outside of premises**

- All staff have a responsibility to ensure they understand and can follow the safety action plan.
- Gates must be locked at all times.
- Staff must remain vigilant during break and lunch times.
- No unplanned visitor/s is to enter the school building without authorisation from the school leaders.

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

- Lock building entrances.
- Do not use the fire alarm to alert others.
- Alert the school leaders to a concern about security by using the code word '*stranger*'
- ALL STAFF - School security - ensure all entrances are closed and 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 by instruction from a Senior leader in the use of a code phrase "OTE IS SAFE"

## Appendix 1

### Rota for building security -

	Front Entrance
<b>Monday</b>	<b>All staff</b> meeting and greeting students arriving and departing. <b>Tracey</b> throughout the school day.
<b>Tuesday</b>	<b>All staff</b> meeting and greeting students arriving and departing. <b>Tracey</b> throughout the school day.
<b>Wednesday</b>	<b>All staff</b> meeting and greeting students arriving and departing. <b>Tracey</b> throughout the school day.
<b>Thursday</b>	<b>All staff</b> meeting and greeting students arriving and departing. <b>Tracey</b> throughout the school day.
<b>Friday</b>	<b>All staff</b> meeting and greeting students arriving and departing. <b>Tracey</b> throughout the school day.

### Action plan – school security

- School leaders will take responsibility for directing and instructing actions to take in the event of an emergency.

Alert team and students to respond to our stranger stranger alert – make way to safe appointed classrooms. Reminding all not to exit until they hear our trusted phrase, phones to be on silent.

Ensure windows closed doors are locked.

Call 999.

