

Mildenhall and Swift House Emergency Situation Procedure



Approved by: Penny Harris (Director) Jane Cox (Director) **Date:** 28th February 2025

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.
- Safe areas of the premises have been identified as: The Meeting Room, All Nurture Rooms, The Upstairs Kitchen and The Intervention Room, Any room upstairs at SH
- Routes to safe areas are identified and shared with staff teams.
- Emergency scenarios are rehearsed by staff teams.

Prevention of intruder

Building Security

- Staff will enter/exit the building by main entrance.
- There will be dedicated staff members on duty at each building entrance every day for arrival in the morning and departure in the afternoon. **All staff**
- There will be dedicated staff with responsibility for keeping all entrances locked each day. Gates will be locked at all times.
- Staff will remain vigilant during break and lunch times.
- Lone working in the buildings will be avoided

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 '***The Milkman is in the building/or the name of the pupil with a weapon.***' Using Google Chat. Call 999.
- 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 – **MT, JF, NB, CH**
- 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 '***The Milkman is here or the name of the student carrying a weapon.***' Call 999 if appropriate.
- Dedicated staff 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

	Front Entrance/Side Entrance Swift House/The Nest	Group D and F Building Mildenhall
Monday	MT, NB AC, JT	JF, EJ
Tuesday	MT, NB, AC, JT	JF, EJ
Wednesday	MT, NB, AC, JT	JF, EJ
Thursday	Jl, NB, AC, JT	JF, EJ
Friday	MT, NB, AC, JT	JF, EJ