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The King's School Linbro Park Emergency Plan

- The aim of this plan is to facilitate the quick, efficient and quiet contingencies involved if the school is under attack, in need of evacuation and/or has a medical emergency.
- The *KSLP Evacuation Plan* shows the way that the classes should leave the premises if an evacuation is necessary
- We foresee five possible situations that could result in the emergency plan being put into action.

1. Bomb Scare (The school's electric bell – short blasts)

If this alarm signal is sounded, a quick evacuation is needed.

Pupils must open all windows, gather up all their own belongings and proceed, via the prescribed route, from the classroom to the basketball court.

N.B. Don't Take Anything That Is Not Your Own – Not Even A Friends' Bag

2. FIRE (The hand bell – rung continuously)

This alarm signal also requires a quick evacuation. This is the same procedure as for the bomb scare but this time, all the classroom windows must be closed.

3. Armed Attack or Hostile Persons (The loud hailer siren -rung continuously)

Here, there will be no evacuation. Instead, pupils are to stop what they are doing and lie flat on their stomachs on the floor. This situation could possibly result in shattered glass so it is imperative that the pupils lie still and stay down.

4. A Hostage Situation – (there will be no alarm signal)

The office (or whoever is aware) must communicate with Tracey regarding this as quickly as possible. If evacuation is possible, it will be co-ordinated through Tracey and will need to be done as quietly as possible.

5. Medical Emergency (there is no alarm signal)

This emergency may occur on the field or in the school buildings. What may be necessary here is the involvement of the senior pupils in notifying the office or an available teaching staff member and helping with crowd control. It is important the injured person is not moved until a staff member is present. Sue Pietersen must be contacted immediately and a substitute teacher arranged for her class.