



Smithdon High School
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Dear parent

Next week we will be performing an emergency lockdown procedure rehearsal with all staff and students. We would like to share with you the rationale and specific pieces of information so that you are aware of what we are doing and have the opportunity to talk to your child about it should they mention it to you after the drill has been performed.

- Lockdown procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the school.
- Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.
- Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:
 - A reported incident / civil disturbance in the local community (with the potential to pose a risk to students and staff within the school)
 - The attempted access by unauthorised person(s) / intruder on the school site (with the potential or intent to pose a risk to students and staff within the school)
 - An authorised person on school site who, without warning, displays the potential or intent to pose a severe, imminent risk to students and staff within the school
 - A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
 - A warning being received regarding a nearby chemical spillage
 - A major fire in the vicinity of the school
 - The close proximity of dangerous dogs / animals roaming free in the vicinity of the school
 - Serious adverse weather conditions.

We will be performing an alert drill which will require staff and students to respond to the signal - 5 short bursts of the school bell - by:

- Staying inside the building, barricaded inside classrooms and offices, away from windows and doors
- Keeping calm and quiet
- Waiting for further instruction and/or the signal that the alert is over

This drill will need to be performed once or twice a year so that all staff and students know how to respond if required. If you have any concerns about this please contact me at school.

Yours sincerely

A. Gibbins,

Mrs A Gibbins
Headteacher