

EMERGENCY CLOSURE PROCEDURE

1. HT or Depute takes decision to close school after assessing situation. Refer immediately to emergency closure procedures as outlined by D & G Education Department. (www.dumgal.gov.uk)
2. If necessary, Janitor to cordon off affected area.
3. Phone local authority to inform Duty Education Officer.
4. HT or Depute enters details on School Closure section of Council website.
5. If school closure happens before school starts, and pupils are starting to arrive, bring pupils into assembly hall to register. (if possible – if not, gymnasium) Only tell pupils when all are seated and calm. All teachers to report to hall to assist with registering pupils.
6. Office staff contact Road Transport Department at local authority and ask them to inform bus companies of the closure and request that buses be sent back to school a.s.a.p.
7. Office staff send out Groupcall informing parents of decision and reason why. Use Primary, if no electricity available in Secondary.
8. After teachers take register, ask pupils to use mobiles to contact home. Teachers should be with individual pupils when calls are made to verify permission has been given for pupils to return home or go to another address. Staff should match siblings together.
9. Pupils without mobile phones should be escorted to the office where calls home will be placed by pupils and verified by office staff.
10. Once permission to leave has been verified, staff should use a register to note this and record destination of pupil (e.g. home/grandparent/emergency contact/family friend)
11. Pupils should be escorted to buses (where applicable) or allowed to leave once verification and record is noted.
12. Where pupils are unable to contact home, every effort should be made by staff to track down parent/guardian/emergency contact. A member of staff must stay with these pupils until a destination can be found. If the premises have to close, it may be possible to contact the parent of one of the pupil's friends to ask permission for the pupil to go there.
13. Use another group call to inform parents that school has been evacuated and direct them to where to find out when the school would reopen.
14. Inform local authority.
15. Update school website.
- 14a. If before school and time available to inform staff and pupils, send out groupcall to parents and pupils, and phone bus companies; members of staff must be on hand to take care of pupils who did not receive group call and who turn up at school as normal.
- 14b. If school has to be closed after school day has started, follow all procedures from the beginning. A messenger will be sent round classes informing staff of closure decision.
- 14c. If school closure is decided at lunchtime, pupils will be brought into the assembly hall at the start of P5 and closure procedure commences from Step 5.