

Emergency Procedures

Adverse Weather Conditions

Procedures to be adopted in case of adverse weather conditions were decided upon at a Management Team meeting on 16th January.

In the event of adverse weather conditions, a decision about whether to close the school will be made between 8.00 am and 8.30 am by the Headteacher and the Deputy Headteacher. If you feel that you are unable to travel to school because of bad road conditions, you must make contact with Linda or Cherry in the school office, either on their mobiles or on the school number (although the line is likely to be very busy!).

All staff will have a copy of staff mobile phone numbers (attached); staff should please ensure that their mobiles are switched on if severe weather is threatened.

Factors affecting the decision to close the school

- Number of staff in school
- Whether Secondary Schools are open
- Police safety advice regarding travel
- If the buses are running

If the school is to be closed

- Local radio stations will be advised (Gemini FM and BBC Radio Devon) and parents should tune in
- A notice will be displayed outside the school gate
- No child will be unsupervised within the school
- No child will be allowed home unless collected by parents or responsible adult

In case of any other emergency, evacuation procedures will be as for fire drill

If an ambulance is required and another adult cannot go to the office/phone, then a child will be sent to the office with the message "Mrs/Miss/Mr..... says phone for an ambulance now".

An annual check of the location of fire alarms, extinguishers etc., within each Key Stage will be carried out, so that staff are familiar with location and procedures.

See attached: 'School Emergency Management Plan'

KM/PD