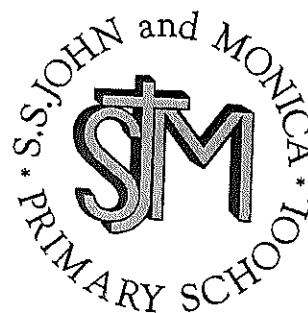


# Ss John & Monica Catholic Primary School

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21st November 2017

Dear Parents and Carers,

## EMERGENCY PROCEDURES

You are receiving this letter in a sealed envelope, as you may not wish your children to see the contents of it. It relates to current local events, and the children's safety.

You may recall that this letter was sent out when schools within the City and area were evacuated due to a bomb threat which turned out to be a hoax. This followed a number of hoax calls that have led to school evacuations and closures in the schools in the Black Country. **Please be assured that these calls were all hoaxes and there was no genuine bomb threat. Such incidents are extremely rare, and it is important that we don't over-react, or spread panic, especially to our children! However, it is wise to have emergency procedures in place.**

Therefore, I am sending this letter to remind our of our procedure if such an incident was to happen, In the event of an incident such as the one that faced other schools, or any other incident when the safety of the children is threatened, we will be guided by the emergency services, and will work closely with them. We do have emergency lockdown and evacuation procedures in place, in case there isn't time to take advice. I am satisfied that these procedures are appropriate, however, they will continually be reviewed following external advice from Birmingham City Council to ensure that we have procedures that are workable and fit for purpose. We are working closely with our partner schools and educational institutions.

In emergency situations, we will keep you updated as promptly and as often as we can, via text message/website, depending on the facilities available to us. You can help us in three ways:

- 1) Keep this in perspective, and don't spread any fear to the children. We are putting a lot of work into making sure our procedures are suitable, but it is highly unlikely we will need to use them – and even if we do it is most likely to be just a precaution. If you do hear a message that something is going on, please don't panic.
- 2) In the event of a lockdown, evacuation or other emergency situation, please do not come to the school. In a lockdown, we will not be able to open the door to let you in, and you may put yourself in danger; and in an evacuation, we won't be here! If you see us walking up the road, please don't approach your child or try to take them home. This will make it hard for us to keep the children calm and make sure they are all accounted for.
- 3) Likewise, please do not try to phone the school. We will need to keep our lines free to communicate with emergency services. We understand that it will be a worrying time, but we will keep you updated as much as we can via the website and text messages. If we are not able to update you via those media, it is unlikely we would be able to answer the telephones either.

Once again, to reiterate, the possibility of danger to your child is very, very small. We just wanted to reassure you that we do have plans in place to take appropriate action in the unlikely event it is needed



As part of our termly drills, we practise fire drills and lock down drills to ensure the children are well rehearsed and ready should an event occur.

Thank you for your support

Yours Sincerely,

Mrs Elliott  
Headteacher

