

Emergency Planning and Evacuation Policy

- Report any unsafe conditions or suspicious activities to the principal or class teacher.
- Egan Performing Arts will ensure all staff are fully trained on fire drills and lockdown procedures to ensure staff and children are prepared for various emergency scenarios. We will not run drills with students as we do not wish to panic or scare children but instead prepare everyone involved for possible situations.
- Please inform your child that they must follow instructions from staff at ALL TIMES.
- All our venues have an additional fire exit as well as an entrance.
- Staff will take the register at the start of the class and will therefore know who is on site.
- Parents and carers will be provided with this policy by email and it is available at all times on our website.

ALICE Training® is the original US based civilian active shooter response training designed for use by anyone, anywhere, at any time in the face of violence. This research-based program employs a multi-options approach to active shooter response, combining online and in-person instruction to ensure all stakeholders within a school or organisation are thoroughly prepared. The skills learned from ALICE Training® can be crucial during the critical moments between the start of an incident and the arrival of help, providing participants with strategies to enhance their safety and increase their chances of survival.

ALICE:

ALERT

Your first notification of danger.

- Recognise the threat as soon as possible.
- Overcome denial and act quickly—every second counts.
- Pay attention to signs of danger and alerts from others.
- Take alerts seriously to make quick, informed survival decisions.
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LOCKDOWN

- If evacuation isn't safe, block entry points to your room with any furniture available.
- If possible, lock yourself inside the room, shutting any blinds and curtains and turning lights off.
- Use practical techniques to secure the room, this could involve using cupboard areas for hiding.
- Ensure the class teacher has a mobile device with them and put it on silent- call the police asap.
- Remain calm and silent.

INFORM

Communicate the intruder's location and direction in real time.

- Share information as quickly and clearly as possible.
- Use plain language, not codes.
- Provide ongoing updates to help others make survival decisions.

Create noise, movement, distance, and distraction.

- This is a last-resort strategy, not fighting.
- Aim to disrupt the intruder's ability to aim accurately.
- Use noise and movement to create confusion and buy time to evacuate.

EVACUATE

Remove yourself from the danger zone when safe to do so- this will be instructed by the police.

- Exit safely and using the fastest yet safest way.
- Move to a safe area away from harm.
- You may need to evacuate through windows if necessary.

These simplified steps help ensure quick and effective responses in emergency situations.

ACTIVE ATTACKER

If there is an active attacker, our staff will do the following:

- Spread out and avoid huddling together to minimise the risk of multiple casualties.
- Identify and memorise exit routes and safe locations within the building.

Lockdown and Fire Procedures:

Lockdown may be initiated for one of these reasons (but is not limited to):

- A major fire or environmental emergency nearby
- A local disturbance posing a risk to staff and children

- An intruder on/near the premises

If staff are made aware of a lockdown needed, they will shout loudly
LOCKDOWN, LOCKDOWN and then follow the below steps:

- Get all children together out of view of windows and doors, this may be in a huddle or cupboard situation.
- Block entry points to the room with any furniture available.
- If possible, they will lock the group inside the room, shutting any blinds and curtains and turning lights off.
- Turn off laptops and other electronic devices to minimise visibility.
- They will ensure they have a mobile device with them and put it on silent and call/text the police asap.
- They will remain calm and ensure students are silent.
- They will call/text Laura or another member of Egan Performing Arts staff to keep them updated and also will message LOCKDOWN, LOCKDOWN to the staff whatsapp group.
- Once the area has been deemed safe by the police or external staff, they will shout LOCKDOWN DEACTIVATION and safely reopen the space.
- Parents/carers will be notified when safe to do so and should not try and enter a building or collect children during a lockdown.
- After a lockdown, Egan Performing Arts will send an email to parents explaining the incident and reinforcing the importance of following procedures.



Please note this is different to if there was an active intruder as above.

Fire Procedures:

- If a fire is seen at any venue the fire alarm should already be sounding, but if not the class teacher will shout FIRE, FIRE.
- Students should follow instructions to safely evacuate the building at the nearest and safest possible exit and head to the fire assembly area, which is out the front of each building. The class teacher will take the register to ensure that everyone is accounted for and will call 999.
- Students should not take any belongings with them and should exit in whatever footwear they are currently wearing.
- Once the venue is deemed safe, the students will be allowed to reenter the building and if suitable continue with class.
- After a fire evacuation, Egan Performing Arts will send an email to parents explaining the incident and reinforcing the importance of following procedures.
- All of our venues have fire extinguishers on site if necessary and the class teacher is responsible for knowing where this is. Here is a short video on how to use an extinguisher if necessary:

<https://www.youtube.com/watch?v=oVnLHgIXEO8>

Venue specific arrangements to be implemented from January 2025:

Blondin Park Community Pavilion:



Children will wait with their parents in the café area until class start time. They line up at the door, for a quick register. The door is closed once the class starts. The side doors to the venue are locked during the class and there is only one entrance. The café remains open during class.

You must drop off and collect your child inside the building, If you drop your child off and leave before they are called to line up at the door this is at your own risk.

If you are late to collect your child, they will be kept inside the venue.