

## **Bomb Threat/Contingency Plan**

In the event of a bomb threat, fire or school closure, the Project Manager would report the incident to the appropriate authorities, police and emergency services.

Staff would be responsible for escorting children from the building in a safe manner to a safe area as far away from the school as is possible. Staff should check toilets and the play setting before leaving the building. The Project Manager would liaise with police as to how far away from the building they would advise us to be. The Project Manager would then find an appropriate area that is suitable to the needs of the children.

Staff would take relevant paperwork, registers, emergency contact details, mobile phone and first aid kit.

Senior staff would then contact parents/carers to let them know where they could pick up their children.

All staff would be responsible for keeping children calm and safe and the register would be taken on arrival at destination. Any missing children or staff would be reported to the emergency services.

A report would be completed.