

IMPORTANT EMERGENCY PROCEDURES FOR VISITORS TO LOCKERBIE ACADEMY (EMAIL)

Dear School Partners,

As part of our ongoing commitment to the safety and wellbeing of everyone within the Lockerbie Academy community, I am sharing our updated **Emergency Evacuation Procedures** and **Safer Inside Together / Lockdown Procedures** with you.

As valued partners of the school, we regularly welcome visitors, colleagues and organisations into the building. It is therefore important that anyone visiting Lockerbie Academy is aware of the basic procedures to follow should an emergency situation arise.

Our **Fire Evacuation Procedures** apply to **all staff, pupils and visitors**. In the event of an evacuation, everyone should follow the instructions of school staff, leave the building using the designated routes and proceed to the appropriate Muster Area (**purple area on the plan "Other Staff"**). Visitors should not re-enter the building until they are instructed that it is safe to do so.

Our **Lockdown Procedures** are designed to keep pupils, staff and visitors safely inside the building in the event of an external emergency or other threat. If a lockdown is initiated, visitors should follow the guidance attached, remain calm and stay within the room being used. No-one should leave or enter the building until the appropriate all-clear has been given.

In particular, we would ask that all partners:

- Familiarise themselves with these procedures before visiting the school.
- Follow the instructions of school staff immediately in an emergency.
- Remain calm and avoid taking independent action unless instructed to do so.
- Do not attempt to enter or leave the building during a lockdown unless directed by school staff or emergency services.
- During an evacuation, proceed to the designated Muster Area and remain there until instructed otherwise.
- Do not re-enter the building following an evacuation until the **All Clear** has been given.

The lockdown procedure also makes clear that all persons, including parents, carers and visitors, will not be permitted to enter the building while lockdown procedures are in operation.

We recognise that these are procedures we hope never to have to use, but it is important that everyone who works with or visits our school understands what is expected of them. Familiarity with these arrangements will help us respond calmly, consistently and safely should an emergency occur.

Thank you for your continued partnership with Lockerbie Academy and for helping us maintain a safe environment for our pupils, staff and wider school community.

Once you have read over our procedures, please complete 2 short surveys

[Fire Evacuation – Fill in form](#)

[Lockdown - Lockerbie Academy Safer Inside Together – Fill in form](#)

Kerry