

## Emergency Procedures

Being located in Central London, it may be necessary for the school to adopt emergency measures at short notice. The type and extent of the emergency will determine the action to be taken.

**At all times remain calm** (children are sensitive to vibes)

Most situations will require everyone to remain where they are. Should a security alert suggest that there is contamination in the air it will be necessary to remain on the premises, seal around the window frames with masking tape or something similar and await instructions.

If a situation arises where it is necessary to evacuate the building, the Fire Alarm will sound. Normal "Fire Drill" procedures should then be followed. When it is advisable to vacate the immediate area instructions from the Police Service will be actioned.

There are **two** points to which the children may be taken should it be necessary for them to remain in the care of the School.

### **The Grosvenor Chapel in South Audley Street**

### **The Parish Church of St George in St George Street**

**Both** locations have current lists of pupil names, addresses and contact numbers located in their respective safes and facilities to provide water and sanitation.

**At all times** it is essential to maintain as near as possible the normal School routine with which everyone should be familiar.

If a group is not in the building at the time of an alert the member of staff in charge of the group should be notified (if possible) and instructed as to the course of action to be taken. (If a member of staff owns a mobile telephone, they are asked to activate it when out with the children) Should this not be possible, relevant staff should try to contact the School. If this not possible then common sense should prevail.