

# Emergency Procedure

In the event of an emergency, the following procedure will be followed at The de Lacey Montessori School;

- The whistle, located in the Teachers Tray, will be blown.
- Children will assemble at the back door immediately.
- Staff will walk with children down the side of the school, turn right, walk along the front of the church through the car park, and turn right again onto The Vicarage driveway.
- We will assemble in The Vicarage Driveway.
  - Before leaving the school, one designated staff member will collect the school register.
  - One designated staff member will collect the application forms.
  - One designated staff member will sweep the toilets.
  - One designated staff member will sweep the kitchen area.
- Once assembled in the driveway, the emergency services will be called immediately.
- The registered will be called, including staff.
  - If any child, adult or staff member is missing, emergency services should be immediately informed.
- Staff will follow the directions of emergency services at all times.
- Only once it is safe and appropriate to do so, staff will begin calling parents and ask them to collect their children.
- Once all children are home safely, staff will begin notifying relevant authorities where necessary.

**::: Any parent at school, eg at pick up or drop off times, MUST remain with the school group until their child has been accounted for. Under no circumstances should parents take their children home before their safety has been verified by via the official calling of the regiater. This ensures that valuable time and effort is not wasted by us or emergency services searching for a child who we believe might be in serious danger. :::**