



Burscough Priory Academy  
www.burscoughprioryacademy.org  
Headteacher Mrs L MacLaren

Ref: 3497 LMA

23 May 2024

Good afternoon,

As a school we are duty bound to plan our emergency procedure and right now, we are in the middle of a **planned Lockdown Emergency Drill**. We have recently had a new sounder fitted, so it is prudent to complete the drill so that the school community is well aware of why, when and what we would do if there was an emergency.

### When?

In line with the procedure and lifted from it, we would initiate there was a/an:

- Reported incident or civil disturbance in the local community;
- warning being received regarding a nearby air pollution risk;
- major fire in the vicinity of the school;
- a dangerous animal (e.g., large dog) roaming loose near/on the school grounds;
- intruder on the school site.

### What?

If this was a live situation, in line with our we would:

1. Initiate the Lockdown procedure.
2. Follow the instructions and advice of the emergency services.
3. Restrict the use of social media by the school, our staff and students until the full details are known. This is important because it minimises alarm and in fact, is a key measure to support the safety of everyone in school.
4. When it is safe to do so, we would inform you that we were in Lockdown and ask that you do not contact by telephone. This means that the phones are free and available for contact to emergency services or agencies who would support us.
5. We will request that you do not come to school. Students would not be released from school, even if there is a planned appointment. Parents who are in school at the time, when the Lockdown is enacted, would be in our care and subject to the procedures.
6. When it is safe to do so, as advised, we would inform the school community and then parents that the Lockdown is over. In due course we may be able to give you more detail about the reason that it was enacted.



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This correspondence will allow you to discuss this with your child, should they come home and talk about what they have done today. The students have been well prepared this week to align expectations and manage the questions that may arise. We will complete a 'live' drill next term and when we do, we will inform you.

Thank you for your support, E Pluribus Unum.

Yours faithfully,

*L MacLaren*

Mrs MacLaren  
**Headteacher**



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