The Park College
Learning for life

The Park College Emergency Plan	
Staff responsibilities	
Principal	• Contact emergency services • Direct relevant staff members • Inform Directors
Other staff members	• Principal and administrator: communicate with parents / carers • Tutors and support staff: stay with students until directed otherwise • Premises staff: ensure all access points are secured
Signals	
Lockdown signal(s)	Direct communication from the Principal & admin team by phone and walkie-talkies
All clear signal	Direct communication from the Principal & admin team by phone and walkie-talkies
Evacuation signal	Direct communication from the Principal & admin team by phone and walkie-talkies
Lockdown	
Assembly points	• Lobby area • External assembly points if directed by Principal/Lead Tutors
Entrance and exit points	Where possible the Principal will direct staff to lock the following doors: • Kitchen door to lower ground floor corridor • Coffee Shop external door • Main office door • Conference Centre door • Any windows and air vents.
Bringing students inside	All staff will follow instructions to bring students inside the building once specific areas are safe. Staff will aim to assemble with students in the lobby to await further direction

Steps to increase protection from danger	• Lock any doors where possible • Position students away from sightlines from external doors and windows • Turn off lights and monitors • Ensure mobiles, phones and electronic devices are on silent, or turned off during a full lockdown.
Internal communication	Staff to use college phones to communicate Staff to judge if text or email are safer than direct calls Staff to judge if phones should be on silent
Communication with parents	Communication with parents/carers will be coordinated by the Principal, Admin team and support from Spa Education Trust

Checklist			
Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure students are inside			
Secure entrance points			
Contact emergency services			
Ensure staff act to increase protection from danger: • Identify alternative assembly points if required • Identify staff to support specific students			
Make sure students and staff are aware of exit points			
If safe, check for missing students or staff			
Remain inside until all clear has been given or told to evacuate			