

7th October 2024

Dear Parent/Carer,

RE: Emergency response drill arrangements

As I am sure you appreciate, the safeguarding of our students is our highest priority, and it is essential that we practice routine on-site drills as a safety requirement. Therefore, as a precautionary measure, I am writing to inform you of a school emergency response drill that is due to take place on **11th October 2024**; subsequent emergency response drills will then take place bi-annually. It is essential we carry out these drills so that, in the case of a real emergency situation, staff are fully rehearsed in their responsibilities and duties, and in order to identify any potential areas for improvement.

During an emergency response drill, students will be kept indoors for a short period of time, rather than assembling in outdoor areas, open spaces, or corridors. The drill will be timed to ensure it causes the least possible disruption to students' learning, whilst providing a test of the emergency response procedures.

In order to minimise any potential distress caused by an emergency response drill, all staff members will receive appropriate training and will be fully briefed in the drill process and procedures beforehand. Form Tutors will explain the drill process during registration, to ensure students are calm and know exactly what is expected of them. We hope the emergency response procedure will never have to be used, but it is important to ensure we are fully prepared for all situations.

The school's emergency response drill procedure will come into effect in the following circumstances:

- in the event of an unauthorised person(s) considered dangerous, being on school grounds
- in instances, including domestic breakdowns, where estranged parties are attempting to abduct students
- in instances where students, volunteers, or staff become a threat to the wellbeing of others
- in emergency situations where there is a risk from poisonous fumes or a chemical spillage
- if a dangerous animal is on the premises
- in an extreme weather event causing the students to be at risk

After the Headteacher has given the direction for the emergency response drill to commence, the following procedures will be rehearsed:

- Reception will use the school PA system to announce the drill. This call will be repeated.
- The School's Senior Leadership Team will circulate the main buildings to announce the emergency response drill.
- Teachers will direct students inside, by the nearest entry point, to the nearest building/classroom.
- Teachers will lock all exterior doors.
- All windows will be secured, and blinds closed.
- Teachers will reassure students throughout the procedure.
- Students will be directed away from doors and windows.
- Nobody will be allowed in or out of any building for the duration of the drill.
- At the end of the drill, the reception staff will communicate via the PA system and announce an 'all clear'.

Headteacher: Mrs C Handy-Rivett, BA (Hons), MA, NPQH

St Michael's Church of England High School • Rowley Learning Campus • Curral Road • Rowley Regis • West Midlands • B65 9AN
Telephone: **0121 561 6881** • Fax: 0121 561 6882 • Email: contact.staff@st-michaels.sandwell.sch.uk

Whilst I would reiterate that we hope there will never be a need for an actual emergency response event, it is paramount that students experience a practice drill to ensure they are familiar with the necessary response. Therefore, I would request that you avoid booking any routine appointments on the above date to ensure that all students are in school, where possible.

If you have any concerns or questions, please contact Mr Hill, Assistant Headteacher, on 0121 561 6881.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'C Handy Rivett', written in a cursive style.

Mrs C Handy-Rivett
Headteacher

