



REGENT PRIMARY SCHOOL

Emergency Response Procedures Policy

Reviewed by CSO: August 2022
Previous Review: August 2020

Approved by the Board:

Evacuation: Protects individuals in situations where remaining in the building poses a risk, such as in the event of a fire or bomb threat. Should evacuation of the campus be required, the Head of Security/ CSO will lead all individuals through designated gate to the secure location off campus.

Lock Down: Protects individuals from an immediate threat such as an armed assailant/active shooter or attack on the campus.

Safe Haven: Protects individuals from an impending threat such as an imminent mob attack or civil disturbance, where school members have time to move to and lock down in the secure campus location.

DRILL	SIGNAL	LOCATION	PROCEDURE
Evacuation- Fire Drill	One long continuous siren	Main Football Field	<ul style="list-style-type: none"> • Close all windows and turn off lights. • Line up at the door in a straight line. • Leave the room in an orderly manner. • Do not take anything with you. • The last person to leave the room must close the door, do not lock door. • Go to the field (muster point) and line up in classes. • Do not run. • Remain completely silent. • At all times, obey instructions by the teacher. • Wait quietly for further instructions or the All-Clear announcement to be made by the Headmaster.
Evacuation- Bomb Drill	Intermittent siren	Main Football Field	<ul style="list-style-type: none"> • Open all windows and turn off lights. • Switch off mobile phones. • Take emergency folder including register. • Leave door open. • Exit building follow emergency route posted on map at exit. • Keep away from the building. • Proceed to meeting point at football field. • At meeting point, take attendance & show red/green signal. • Wait quietly for further instructions or the All Clear announcement is made by the Headmaster.
Lock Down	Announcement through the horn "LOCK DOWN"	Classroom or Office	<ul style="list-style-type: none"> • Move students away from windows and doors and instruct them to take cover under desks or tables and remain quiet. • Pull in any students or staff immediately outside the room. • Lock windows & doors. • Turn off all lights and ensure the room are fully covered. • Switch mobile phones to silent. • Take attendance and text to CSO or Headmaster only highlighting missing/extra persons. • Wait quietly for instructions or until the All Clear announcement is made by the Headmaster.
Safe Haven	Announcement through the horn "SAFE HAVEN"	Assigned Classroom or toilets	<ul style="list-style-type: none"> • Take emergency folder and register. • Lock door, proceed to Safe Haven via route (toilets). • Move quickly and quietly to room designation. • Move away from windows and doors, everyone to remain quiet. • Switch mobile phone to silent. • Lock windows, ensure curtains in room are fully drawn.

			<ul style="list-style-type: none"> Take attendance and text to HEADMASTER/CSO only highlighting missing/extra persons. Administrators lock Safe Haven Gates to secure area. Wait for announcement to lock classroom doors. Wait quietly for instructions or until the All Clear announcement is made by the Headmaster/CSO.
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ERP	
GROUP	ROOM LOCATION
PG 1,2,3	TOILET
Nursery 1,2,3 Reception 1,2,3	TOILET
YEAR 1	TOILET
YEAR 2 and 3	TOILET
YEAR 4 and 5	MUSIC ROOM
YEAR 6	LECTURE ROOM

SEARCHERS	AREA OF RESPONSIBILITY IN AN EMERGENCY –
CSO	Notify guards & relevant emergency contacts
Senior Teacher	Sweep &/or secure MPH, Account for Maintenance Staff (fire & bomb)
Admin manager	Sweep &/or secure Admin Bldg., Account for Admin Staff (fire & bomb)
HOD EY	Sweep Early Years for Safe Haven secure
HOD LP	Sweep LP for Safe Haven secure
HOD UP	Sweep UP for Safe Haven secure
Pool Coach.	Sweep swimming pool/lower Football field

EMERGENCY CONTACT NUMBERS			
CSO	08037863724	US Embassy	09 461 4200
Headmaster	09065660052	British High Commission ops room	08065583021
		Fesco Patrol	
Nurse		Police Control room	0806 158 1938 07029811600
Admin Office		Federal Fire Service	08032003557
SSS Control Room	096303104	Army	

Direct any observations to the Security Manager/CSO csoprimary@regentschoolabuja.com for review by the Emergency Action Team after each emergency drill. **During all procedures, the CSO will inform guards at all gates to restrict access to and from campus to Emergency Response Personnel only.**