



QUADRANG COWLEY AND BROWN'S PRIMARY SCHOOL

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Headteacher: Mrs Anneka Luffman

Fire Alarm and Lockdown Procedure Practices in school

Tuesday 8th September 2026

Dear Parents and Carers,

The safety and security of our students and staff is our highest priority in Quadrang Primary School. As part of ensuring our pupils and staff safety, we regularly practice two drills throughout the school year – a “fire alarm drill” and a “lockdown drill.” Our staff are well trained on these procedures which is regularly updated and our pupils are made aware of these procedures through careful and well-planned discussions in a sensitive way, although we do recognise that the manner of such discussions can still make some of our pupils anxious.

We want to share with you, how we handle emergency drills like fire alarms and lockdowns and how these look in our school – just in case your child feels the need to talk about them with you.

Fire Alarm Procedure

- **What happens:** A loud, continuous alarm sounds through the alarm system fitted within school.
- **Our action:** Staff guide students out of the building using the safest, nearest exit. Pupils and staff are encouraged to be silent during this period.
- **Assembly point:** We have two assembly points within school, which can be used by anyone within school – dependent on where the pupils and staff are when the alarm sounds. EYFS and KS1 pupils meet on the lower school playground and Key Stage 2 pupils meet on the KS2 main playground. At these assembly points, a register is taken to ensure that everyone present on that day has exited the building. Mrs Armstrong-Taylor and I do a sweep of the school building and check both assembly points to ensure headcounts are correct.
- **Frequency:** We practice this once every big term.



QUADRING COWLEY AND BROWN'S PRIMARY SCHOOL

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Headteacher: Mrs Anneka Luffman

Lockdown Procedures

- **What happens:** A short chime is sounded three times across our school walkie-talkie system, and an adult says the word "Lockdown" three times to signal a lockdown.
- **Our action:** Staff in all areas of the school lock all doors (if inside), turn off lights, close blinds and move students away from windows and doors. The children are encouraged to move under tables in the room they are in or move to alternative assembly points that our staff are aware of should they not be in their usual classrooms when this occurs.
- **Staying quiet:** Everyone stays quiet and waits until an all-clear signal is given by the headteacher or emergency services.
- **Communication:** We do not answer classroom phones or let visitors in during a lockdown.
- **Frequency:** We practice this once every big term.

The lockdown procedure can seem like a stressful situation that we prepare children for, however within school these practices are not made scary, more encouraged as a practice to keep the children safe, should they need to.

Important Notes for Parents

- **During an emergency:** Please do not call or come to the school. Arriving at the school can block emergency vehicles and put you or others at risk.
- **Updates:** We will send a text message or email update as soon as it is safe to do so.
- **Questions:** Talk to your child calmly if they have questions and reassure them that these drills keep them safe and are not meant to be scary.
- Due to the nature of such drills, we are unable to prepare/tell staff, pupils and parents when these events are going to be practiced, we can just assure you that they are practiced regularly and will occur once per term.

Kind regards

Mrs Luffman

