

LYME SCHOOL OF BALLET

Emergency Response Plan

Lyme School of Ballet (LSB) is dedicated to the safety and wellbeing of all its members. LSB recognises that there is a risk of an emergency arising during any of our classes and have therefore put the following plan in place for guidance on how to respond.

The below plan aims to ensure that all students remain as safe as possible during our dance classes.

Emergency Contact Information:

- **Local Fire Department:** Hill Road, Lyme Regis, DT7 3PG, T: 01722 691000
- **Local Police Department:** 175 High Street, Honiton, EX14 1LQ, Monday – Saturday 10-3pm, T: 08452 777444
- **Nearest Hospitals:**
 - A&E, Dorset County Hospital, Williams Avenue, Dorchester, DT1 2JY, T: 01305 251150
 - A&E, Royal Devon and Exeter Hospital, Barrack Road, Exeter, EX2 5DW, T: 01392 411611
 - MIU, Bridport Hospital, Hospital Lane, Bridport, DT6 5DR, T: 01308 422371
 - MIU, Honiton Hospital, Marl pits Lane, Honiton, Devon, EX14 2DE, T: 01404 540540
- **Key LSB Staff Contacts:**
 - LSB Principal, Mrs. Freya Bell, T: 07535 432379
 - LSB Admin Officer, Mrs. Heather Lovett, T: 07932 186060
 - LSB Photographer and Videographer, Mr. Timothy Bell, T: 07943 965104

Emergency Equipment:

- **Fire Extinguishers:** At Woodmead Halls, the fire extinguisher is kept to the left of the Main Entrance doors. At St. Michael's Primary School, the fire extinguisher is also to the left as you go into the Main Hall via the School's Main Entrance. Fire extinguishers should only be used in a situation where a clear exit route is not available. In all other situations, the first response is to exit the premises and wait at an assembly point for the Fire Service.
- **First Aid Kits:** Miss Freya keeps a first aid kit in her storage cupboard at Woodmead Halls. This cupboard is located up the stage stairs and to the right (officially the Stage Left Wing Space). She also keeps an LSB first aid kit in the boot of her car when at St. Michael's Primary School. When at St. Michael's Primary School, the school's first aid kit is accessible on the left-hand side of the Main Hall's back wall.

Emergency Types and Response Procedures:

- **Fire:**
 - **Alarm Activation:** Students or staff can press the fire alarm and notify others of a fire risk.
 - **Evacuation Routes:**
 - At Woodmead Halls, students, staff and visitors should evacuate via the West Side Fire Door (where students enter the hall before classes). If this exit is blocked, students, staff and visitors may exit via the Main Front Entrance or the fire doors leading in and out of the table and chairs storage room (to the right of the stage).
 - At St. Michael's Primary School, students, staff and visitors should evacuate via the Main Entrance to the school. If this exit is blocked, students and staff may exit through the right-hand double doors at the front

of the Main Hall space. Go past the changing rooms on your right and continue forwards through another set of double doors. Turn left and follow a staircase down to the ground floor. At the bottom of this staircase, turn left and you will see a set of fire doors. These doors use a push-bar to open and lead into the outside play area. You can exit this play area via the wooden gate in front of you and you will then find yourself back in the car park area.

- **Assembly Points:**

- At Woodmead Halls, students, staff and visitors should assemble at the far end of the car park, close to the Lyme Regis Fire Station.
- At St Michaels Primary School, students, staff and visitors should assemble at the entrance to the car park, by the school gates.

- **Evacuation Lead, First Aid and Roll Call:** Miss Freya

- **Medical Emergency:**

- **Immediate Action:** Call 999.
- **First Aid Response:** Miss Freya to provide first aid.
- **Communication:** Inform parents / guardians and keep a written record of the incident in the LSB Incident Book.

- **Natural Disaster (e.g., Earthquake):**

- **Immediate Action:** Drop, cover, and hold on.
- **Evacuation:** Follow fire evacuation routes if necessary.
- **Assembly Points:** Follow fire assembly points if necessary.
- **Role Assignments:** Same as fire response.
- **Partial or Full Lockdown:** Is this necessary? See details below.

- **Intruder or Security Threat:**

- **Immediate Action:** Run, hide, and tell. See NPCC Guidance at the following link: [npcc-firearms-and-weapons-attack-guidance-run-hide-tell-information-leaflet-.pdf](https://www.npcc.gov.uk/media/1046771/npc-firearms-and-weapons-attack-guidance-run-hide-tell-information-leaflet-.pdf) ([lymeschoolofballet.com](https://www.lymeschoolofballet.com)).
- **Communication:** Call 999 and follow instructions.
- **Evacuation:** If safe to do so, follow fire evacuation routes.
- **Assembly Point:** Same as fire response.
- **Partial or Full Lockdown:** Is this necessary? See details below.

Suspicious Packages:

When dealing with a suspicious package or device use the 4Cs for more detailed advice:

- **CONFIRM:** Is it suspicious, hidden, overtly suspicious (including wires, circuit boards, batteries, tape, liquids or putty-like substances) or is it typical of items that you would normally find? Check with others around to ascertain how it arrived. If holding a package, place on an even surface, such as the floor.
- **CLEAR** the immediate area: Do not touch. Take charge and move people away from the area to a safe distance. Cordon the area off. Recommended distances are 100 meters for a rucksack, 200 meters for a car and 400

meters for a lorry. In the case of a package, clear the room but do not close doors; a clear route to the package must be left.

- **COMMUNICATE:** Dial 999 but do not use mobile phones within 15 meters of the suspicious package.
- **CONTROL** access to the cordoned area: Employees, students and visitors should not go near the area until it is safe to do so. Try to keep eyewitnesses and those that first discovered the suspicious package at hand.

Partial Lockdowns:

This may be as a result of a reported incident or disturbance in the local vicinity (with the potential to pose a risk), a warning being received about the risk of air pollution, or a precautionary measure which puts the organisation in a state of readiness (whilst remaining operational) should a situation escalate.

- During a partial lockdown, students, staff and visitors should remain in the building and all doors and windows leading outside should be locked. No one should be allowed to enter or leave the building, but activities should continue as usual (where possible), including teaching, examinations, office work, meetings etc.
- In the event of air pollution, air vents, fans and air conditioning systems should be closed or turned off and all cracks around doors and vents covered (using whatever is to hand i.e. spare clothing) to minimise the ingress of pollutants.
- A quiet and calm atmosphere is to be maintained whilst normal activities continue, keeping alert to the emotional needs of others.
- Parents / guardians will not be able to collect their children during a partial lockdown procedure. They will receive relevant communications and instructions as soon as possible.
- Everyone should await further instructions.

Full Lockdowns:

This would occur if there is an immediate threat and may be an escalation of a partial lockdown.

- The aim of a full lockdown is for rooms to appear empty, but for everyone to remain inside where it is considered safe.
- Immediate actions to be taken when going into full lockdown:
 - All activity to stop with students, staff and visitors remaining in the hall.
 - All corridors and communal areas to be cleared, unless it is considered safer to be in corridors, rather than other areas.
 - Anyone requiring support in moving to a safe area should be given assistance by those around them.
 - All external doors to be locked.
 - All internal doors to be locked (where possible), blinds pulled down, and internal window doors covered where possible so that an intruder cannot see in from outside or into rooms within the building.
 - As far as possible, everyone is to sit out of sight and in a location that would protect them in the case of gunfire, e.g. behind substantial brickwork or reinforced walls. Remember that bullets can go through glass, brick and metal.
 - Lights, computer monitors, and other equipment should be turned off.
 - Mobile phones should be turned to silent (not vibrate).
- A quiet and calm atmosphere is to be maintained, keeping alert to the emotional needs of others.

- During a full lockdown, nobody should leave the lockdown unless the lockdown is lifted by the emergency services or the fire alarm sounds. If the emergency services lift the lockdown, they are indicating that it is safe / advisable to do so. If the fire alarm sounds, emergency evacuation must begin.
- In cases where part(s) of the building are considered unsafe or suddenly become unsafe, everyone is to move to another part of the building and continue to follow the full lockdown procedure.
Parents / guardians / carers will not be able to collect their children during a full lockdown procedure. They will receive relevant communications and instructions as soon as possible.

Communication During Lockdowns:

- During a lockdown, agreed lines of communication can be kept open (e.g. silently using WhatsApp), but do not make unnecessary calls as this could delay more important communication.
- Communication to parents / guardians of students should happen as soon as it is practical to do so. Ideally this communication would not come directly from students inside the lockdown area. Staff members outside the lockdown will be able to keep parents / guardians informed and reassure that they understand the concern for their child's welfare and that everything is being done to ensure their safety. It is important to reiterate that student safety will always remain the top priority.

LSB wishes to keep its members as safe as possible during classes. Please familiarise yourself with the above information to ensure any emergencies are dealt with as smoothly and as quickly as possible.