

Martyn's Law Evidence Pack

St Sample's CE Primary School - generated 15 September 2026 15:29 UTC

Responsible person: The governing body · Martyn's Law lead: Mrs J. Ellison (Deputy Head) · Deputy: Mr T. Okafor (Site Manager) · Headteacher: Mrs A. Prendergast

1. Compliance position

Latest audit 15 September 2026: overall readiness 61% (Amber). 1 of 6 plan actions complete.

2. Procedure register

Procedure	Ver	Owner	Approved	Last review	Staff sign-off
Evacuation procedure	v2	Mrs J. Ellison	31 Aug 2026	26 Aug 2026	5/5
Invacuation procedure	v1	Mrs J. Ellison	31 Aug 2026	26 Aug 2026	4/5
Lockdown procedure	v2	Mrs J. Ellison	7 Sep 2026	26 Aug 2026	5/5
Incident communication procedure	v1	Mrs J. Ellison	-	26 Aug 2026	3/5

3. Staff acknowledgements (current versions)

Evacuation procedure v2:

Mrs A. Prendergast (3 Sep 2026); Mrs J. Ellison (4 Sep 2026); Mr T. Okafor (5 Sep 2026); Miss R. Patel (6 Sep 2026); Mr D. Whitworth (7 Sep 2026)

Invacuation procedure v1:

Mrs A. Prendergast (3 Sep 2026); Mrs J. Ellison (4 Sep 2026); Mr T. Okafor (5 Sep 2026); Miss R. Patel (6 Sep 2026)

Lockdown procedure v2:

Mrs A. Prendergast (3 Sep 2026); Mrs J. Ellison (4 Sep 2026); Mr T. Okafor (5 Sep 2026); Miss R. Patel (6 Sep 2026); Mr D. Whitworth (7 Sep 2026)

Incident communication procedure v1:

Mrs A. Prendergast (3 Sep 2026); Mrs J. Ellison (4 Sep 2026); Mr T. Okafor (5 Sep 2026)

4. Drills and exercises

10 Sep 2026 - Invacuation, tabletop. Took part: SLT and office team. Debrief: Refuge capacity confirmed; parent-arrival handling script agreed.

1 Sep 2026 - Lockdown, live drill. Took part: All staff and pupils; 2 staff absent, walkthrough completed on return. Debrief: Signal heard in all rooms except the music annexe - tannoy extension ordered.

16 Aug 2026 - Evacuation, live drill. Took part: All staff and pupils. Debrief: Cleared in 4 minutes; two fire doors sticking - reported to site team.

5. Action plan

- Record who will submit the Security Industry Authority (SIA) notification and when
- Name an initiator and deputy for each of the four procedures
- Walk the site, review assembly points and refuges, and record the review - *Booked for the autumn INSET day*
- Schedule exercises so all four procedures are tested across the year
- Start a dated record of drills, communications and reviews

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📋 Create or update a lockdown procedure tailored to the site (completed 3 Sep 2026)

SAMPLE