



EMERGENCY LOCKDOWN PROCEDURES

Approved by: Rev T Herbert, Chair of Governors

Date: May 2017

Review Date: post initial drill

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Model Policy & Procedures ammended & adopted	May 2017

1 LOCKDOWN PROCEDURES

Lockdown procedures are seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);
- An intruder on the school site with the potential to pose a risk to pupils, staff and visitors;
- A warning being received regarding a risk locally of air pollution or similar etc.;
- A major fire in the vicinity of the school e.g. at local petrol station;
- The close proximity of a potentially dangerous animal roaming loose.

It is impossible to prescribe generic details of a school's lockdown plan as there are a number of variables that will dictate exactly how an individual school responds to those situations identified, for example it is presumed that there will be access to school bell controls to raise an alarm in an emergency as well as to internal communication systems.

Procedure

- Staff will be alerted to the activation of the Lockdown Plan (outlined on next page) through the recognised signal, audible throughout the school;
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others;
- If children remain outside they will be instructed to hide or escorted to the back playing fields under the supervision of their teacher ;
- Those inside the school should remain in their classrooms;
- All external doors and, as necessary, windows are locked;
- Internal classroom doors may also need to be blocked.

Once in lockdown mode, staff should notify **the office** immediately of any pupils not accounted for **via identified communication systems** and instigate an immediate search for anyone missing

- Staff should encourage the pupils to keep calm;
- As appropriate, the school office will establish communication with the Emergency Services as soon as possible;
- If necessary, parents should be notified as soon as it is practicable to do so via the school text messaging service;
- Pupils will not be released to parents during a lockdown;
- If it is necessary to evacuate the building, the fire alarm will be sounded and if possible a verbal message to evacuate will be sent via identified communications systems.
- Staff should await further instructions

The school's lockdown plan is as follows:

Signals	
Signal for lockdown	Class buzzer continuous ring for 1 minute.
Signal for all-clear	Class buzzer 5 consecutive rings and/or via internal communication systems.
Signal for full scale evacuation	Fire Alarm
Lockdown	
Pupils & Staff – Internal	All classes to remain in own classrooms During break times go to Form rooms Lock internal doors & shut windows
Pupils & Staff - External	If outwith area of hearing audible alarm, either hide or escort pupils to the rear of playing fields. Staff will be contacted via recognised communications systems.
Out of Hours – extra-curricular or on-site Community activities	Staff in charge make a dynamic risk assessment of situation & react accordingly. Follow procedures for Lockdown Initiate communication with SLT or main office
Entrance points (e.g. doors, windows) which should be secured	<ul style="list-style-type: none"> • External doors • Fire Doors • Internal doors • All windows NB Staff to have keys with them at all times. If no keys barricade doors.
Communication arrangements	<ul style="list-style-type: none"> • Classroom telephones • Internal email • Mobile phones • School texting service • Runner (adult only)
If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site if safe to do so.	

Ref	Initial response – lockdown checklist	Tick / Initial / Time
L1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety. Class Teachers/staff are responsible for own class.	<input type="checkbox"/>
L2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building – Where safe to do so also secure doors & windows nearby.	<input type="checkbox"/>
L3	Summon relevant emergency services - Dial 999. Any available SLT or school office staff	<input type="checkbox"/>
L4	Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> • Block access points (e.g. move furniture to obstruct doorways); • Sit on the floor, under tables or against a wall; • Keep out of sight; • Draw curtains / blinds; • Turn off lights; • Stay away from windows and doors; Class teachers/staff are responsible for own class.	<input type="checkbox"/>
L5	Ensure that pupils, staff and visitors are aware of any exit points in case the intruder does manage to gain access.	<input type="checkbox"/>
L6	If possible, check for missing / injured pupils, staff and visitors.	<input type="checkbox"/>
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	<input type="checkbox"/>

1.1.1 Partial Lockdown

Alert to staff: 'Partial lockdown'

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- Follow **Full Lockdown procedures** until a Runner (member of Staff) relays message alert 'Partial Lockdown'

Thereafter:

- Pupils outside will need to return to within the building, unless it is deemed safer to remain outside;
- All staff and pupils remain in building and external doors and windows locked;
- Partial Lockdown message relayed to staff/students who may remain outside the building;
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff;
- **Full Lockdown** maybe reinstated by repeating Lockdown signal: continuous buzzer.

All situations are different; once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This will then be communicated to staff and pupils.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

1.1.2 Full Lockdown

Alert to staff: 'Full lockdown'

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- All pupils return to classroom;
- Pupils outside will need to return to within the building, unless it is deemed safer to remain outside;
- External doors locked. Classroom doors blocked;
- Windows locked, blinds drawn, pupils sit quietly out of sight (under tables);
- Register taken/head count - the office will endeavour to contact each class in turn for an attendance report via established communication systems.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff/emergency services;
- At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the building;
- During the lockdown, staff will keep agreed lines of communication open, but will not make unnecessary calls to the office as this could delay more important communication.

1.1.3 Communication

Between Parents and the School

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable usually via the school's online text messaging service.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety;
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers;
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- Wait for the school to contact them about when it is safe for them to collect their children, and where this will be from.

Parents will be told as soon as it is reasonably practicable

'..the school is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out...'

Between School and the Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Head teacher with regarding the timing of communication to parents.