

## Lockdown (Securing and Protecting Occupants)



Policy	<b>Lockdown (Securing and Protecting Occupants)</b>
Policy status	<b>Non-Statutory</b>
Member of staff responsible	<b>BM (SSt)</b>
Date approved by SLT	<b>December 2020</b>
Governor committee to alert	<b>GP</b>
Date relevant governor committee alerted	<b>April 2021</b>
Revision period	<b>2 years</b>
Revision due date	<b>April 2023</b>

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### Statement of Intent

A lockdown of a building or group of buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. By controlling entry and exit, Emergency Services personnel are better able to contain and handle any threats. These procedures have been written to provide information on what should happen if the School receives a serious threat to its wellbeing and needs to take swift safety precautions to protect students and staff.

Examples of when a Lockdown Procedure might be instigated are :

- A reported incident / civil disturbance in the local community
- An unauthorised person / intruder is on the School premises
- A warning being received regarding a risk locally of air pollution (smoke, gas, chemical spillage, etc)
- A major fire in the vicinity of the School
- Domestic breakdowns – attempted abduction of children by estranged parties
- Instances where personnel, students, staff or volunteers become a threat to the wellbeing of others
- An extreme weather event
- The close proximity of a dangerous dog roaming loose
- Any event with the potential to pose a risk to students and staff within the School

### Guidelines

Should a threat be made to the School, a member of the Senior Leadership Team (“SLT”) should be contacted immediately. SLT will assume control and contact the relevant authorities. If it is decided that the School should take action, the following procedures are to be followed.

A notification to All Staff to ‘Lockdown’ will be sent by the Front Office or from SLT via the internal telephone system and / or the email system. An alarm will sound, which is five short rings of the School bell.

The Front Office will contact the Police and other Emergency Services as required.

### Action to Take on Hearing the Alarm

Management of the situation will depend on the circumstances presented. The following actions should be taken, however staff should be guided by SLT and / or Emergency Services personnel whether to remain inside the premises or be evacuated in a safe and orderly manner away from the premises or situation to a safe area designated by SLT or the Emergency Services.

**On hearing the Lockdown alarm, staff should immediately take the following action :**

- If you are outside, escort students into the nearest building classroom, room or office
- If you are in the corridors or communal areas, escort students to the nearest classroom, room or office
- If you are in a classroom, room or office, remain there

- If you are in the toilet when the alarm sounds, make your way immediately to the nearest classroom, room or office
- Secure the doors and windows where possible
- Block all access points
- Close all curtains and blinds where possible
- Turn off the lights
- Sit on the floor, stay low and quiet, and away from windows and doors
- Ensure all students and staff are aware of an exit point in case an intruder manages to gain access or the refuge area becomes unsafe
- Mobile phones should be set to quiet mode – do not make non-essential calls, use the text messaging service if essential contact is needed
- Await instruction or escort by Emergency Services personnel / SLT

**Remember to :**

- Remain calm
- Move slowly
- Obey instructions
- Do not provoke an incident

The Facilities Team will secure the external doors.

If the Fire Alarm is activated during a Lockdown, evacuate to the designated Assembly Point, or secondary Assembly Point, as directed by the Emergency Services personnel / SLT.

**Actions to Avoid**

- Do not open the door once it has been secured until the ‘All Clear’ alarm has sounded
- Do not use or shelter in toilets
- Do not travel down long corridors
- Do not assemble in large open areas
- Do not use the Lift
- Do not take shelter in stairwells or corridors

**Communication**

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls as this could delay more important communication.

Agreed lines of communication are:

- School telephone system
- Email
- Mobile phones

In practical terms, all staff should be familiar with accessing their email account through a variety of means, for example, smartphone, tablet, laptop, PC.

SLT hold contact details for staff for use in event of emergency. All Staff communications via the internal telephone system and email will be used during a Lockdown instead of the hierarchical emergency cascade.

**Internally Within School**

The SLT will communicate with Staff via the internal telephone system and via an All Staff email. The All Clear will be given as five short rings of the School bell.

If you have taken refuge in an area without access to IT or the internal telephone system, ensure you listen for the School bell.

Students must not be moved until the All Clear is given, unless in exceptional circumstances, for example, should there be an unidentified person outside the window, in which case, the nearest alternative area of safety should be used.

### **Externally with Parents / Carers**

School Lockdown procedures are routinely shared with parents / carers, via the School website.

In event of a Lockdown, parents / carers should be notified as soon as it is reasonably practicable to do so, using the Schools established communications systems – text messaging and the School website.

Parents / carers will understandably be concerned but regular communication of accurate information and developments will help alleviate anxiety.

Parents / carers should be given enough information about what is or what will happen so that they :

- Are reassured the School understands their concern for their child's welfare and that everything that can possibly be done to ensure their child's safety is being or will be done
- Do not contact the School via telephone - to keep the telephone lines clear
- Do not attend the School – this could interfere with the Emergency Services response actions and may put themselves or others in danger
- Wait for the School to contact them with details on when it is safe to collect students and where to collect students from, as students will not be released to parents during a Lockdown

During parental / carer contact, it is also prudent to reinforce the message :

‘The school is in a full Lockdown situation. To ensure the health, safety and wellbeing of students and staff, during this period, the Switchboard and Entrances will be un-manned, external doors locked and nobody will be allowed in or out.’

### **Emergency Services**

It is important to keep the lines of communication open with the Emergency Services as they are best placed to offer advice as a situation unfolds. The School may or may not be cordoned off by the Emergency Services depending on the severity of the incident that has triggered the Lockdown. The Emergency Services will support the decision of the Headteacher with regard to the timing of communications to parents / carers.

### **Monitoring and Review**

The Premises Manager is responsible for monitoring this policy and procedures and amending accordingly following incidents or concerns. The policy will be reviewed by the Premises Manager every two years.

## **Actions to be taken on receipt of a bomb threat**

1	Remain calm and talk to the caller
2	Note the caller's number if displayed on your phone
3	If the threat has been sent via email or social media see appropriate section below
4	If you are able to, record the call
5	Write down the exact wording of the threat:

### **When Where What How Who Why Time:**

### **ASK THESE QUESTIONS & RECORD ANSWERS AS ACCURATELY AS POSSIBLE:**

1. Where exactly is the bomb right now?

2. When is it going to explode?

3. What does it look like?

4. What does the bomb contain?

5. How will it be detonated?

6. Did you place the bomb? If not you, who did?

7. What is your name?

8. What is your address?

9. What is your telephone number?

10. Do you represent a group or are you acting alone?

11. Why have you placed the bomb?

Record time call completed:

**INFORM HEADTEACHER/LEADERSHIP**

Name and telephone number of person informed:

**DIAL 999 AND INFORM POLICE**

Time informed:

This part should be completed once the caller has hung up and police/ building security/ coordinating manager have all been informed

Date and time of call:

Duration of call:

The telephone number that received the call:

<b>ABOUT THE CALLER:</b>	Male	Female	Nationality?	Age?
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<b>THREAT LANGUAGE:</b>	Well -spoken	Irrational	Taped	Foul	Incoherent
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<b>CALLER'S VOICE:</b>	Calm	Crying	Clearing throat	Angry	Nasal
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Slurred	Excited	Stutter	Disguised	Slow	Lisp	*Accent
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Rapid	Deep	Familiar	Laughter	Hoarse	Other (please specify)
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\*What accent?

If the voice sounded familiar, who did it sound like?

<b>BACKGROUND SOUNDS:</b>	Street noises	House noises	Animal noises	Crockery	Motor
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Clear	Voice	Static	PA system	Booth	Music
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Factory machinery	Office machinery	Other (please specify)
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**REMARKS:**

**ADDITIONAL NOTES:**

Signature: .....	Print Name: .....	Date: .....
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## **ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA**

1	DO NOT reply to, forward or delete the message
2	If sent via email note the address
3	If sent via social media what application has been used and what is the username/ID?
4	Dial 999 and follow police guidance
5	Preserve all web log files for your organisations to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)