



Lockdown Policy

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Full Governors

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KEY INFORMATION

Partial evacuation

Verbal warning

Lockdown – stay inside

Panic Alarm – Lockdown verbal shouts

Full evacuation (also bomb threat)

Continuous bell (Fire Alarm)

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1. The purpose of the Lockdown procedures

- 1.1. Lockdown procedures should be 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 should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.
- 1.2. Lockdown procedures may be activated in response to any number of situations, but some of the more typical situations 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 staff and pupils)
 - A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud, Chemical spill etc.)
 - A major fire in the vicinity of the school
 - The close proximity of a dangerous animal roaming loose

2. Procedures at the school

- 2.1. Coundon Primary has robust access control into the building, when the doors are closed the majority cannot be accessed from the outside with the exception of the main entrance and those along the corridor from the EAL Suite to Year 3. It is essential that staff ensure access doors are closed unless they are outside with pupils. Doors along the corridor from EAL to Year 3 must be locked from the inside once everyone is inside. Public access can only be gained then via the front entrance.
- 2.2. The school's most vulnerable point is the main entrance door. Staff **must** ensure this door is closed immediately in the event of an incident.
- 2.3. It is still highly unlikely that a LOCKDOWN situation will occur but we must have a simple process in place just in case.
- 2.4. Any member of staff is empowered to initiate a **LOCKDOWN** should they consider it **necessary without delay**. The Head teacher, Business Manager or other member of SLT should be informed as soon as possible of the instruction but where staff have serious concerns for the safety of those on the school site any member of staff is empowered to initiate a LOCKDOWN.
- 2.5. All staff who have offices near the bell system will be instructed in how to use it with the bell procedure positioned next to the control.

3. Signal for lockdown

The signal for **LOCKDOWN** will be **the panic alarm** and then verbally communicated via staff relay up/down the premises, if possible, with the word 'LOCKDOWN.

Initial lockdown arrangements

- All pupils, teaching and support staff to return to classrooms (if safe to do so). If it is considered that pupils will be safer dispersing and getting off site staff are empowered to make that dynamic assessment.
- All pupils should be accounted for through taking a register
- All staff are responsible for locking external doors and shutting/locking windows
- SLT and caretaker if on site to meet at Heads office

If someone has been taken hostage on the premises, the site should be fully evacuated where it is safe to do so.

4. Partial lockdown – Verbal alert – 'Partial lockdown'

This may be as a result of local reported incident in the community for example local disturbance or air pollution etc. or a lone intruder on site not displaying any particular signs of aggression and no visible weapon.

Alert to staff – **PARTIAL LOCKDOWN**

- All external activities cease and pupils moved back into building/classrooms.
- External doors and windows shut and locked.
- All staff and pupils remain inside with external doors and windows locked, staff movement through building may still be permitted if advised by SLT, pupils only to leave classrooms where supervised.
- SLT will undertake an ongoing dynamic risk assessment based on advice from the emergency services.

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.

5. Full lockdown – Panic alarm sounds and verbal warning

This may be as a result of an immediate threat to the school or as an escalation of a partial lockdown.

Alert to staff – FULL LOCKDOWN

- All pupils teaching and support staff return to classrooms
- External doors and windows shut and locked
- Classroom doors blocked as best possible e.g. furniture moved in front.
- Headcount/register taken
- Blind closed where in place
- Pupils and staff sit out of sight either against walls or behind desks
- All stay in these positions until given the all clear

6. Immediate site evacuation

6.1. If it is considered that the best option for the safety of staff and pupils is to evacuate the site at any point either in response to an incident or during a partial or full LOCKDOWN, for instance if there are intruders on site causing harm, the school fire alarm will ring (*if for some reason an intruder has activated the alarm this will be turned off immediately at the panel and a message will be sent to staff*)

6.2. At this point staff must attempt to get all pupils out of the building and off site as quickly and safely as possible. If the emergency services are in attendance, they will coordinate the exit. If the emergency services are not on site the class teachers and teaching assistants must make sensible decisions about where to take pupils once off site if the normal assembly point is not safe. In the absence of alternative advice normal fire evacuation procedures should be followed *A second choice of evacuation would be at Sherbourne Fields School. Where possible, Radios will be used to communicate instructions. If not possible call school when you have access to a phone.*

6.3 On hearing the EVACUATE signal all staff must immediately get pupils out of the building and away from site in the safest possible way making dynamic decisions as they go.

7. Communication to staff

7.1. On hearing the signal, PARTIAL LOCKDOWN (verbal & bell), FULL LOCKDOWN (verbal & bell) or EVACUATION (fire alarm sounding), staff must repeat the instruction whilst undertaking the relevant procedures until all staff have been made aware of the situation.

7.2. Staff should regularly be reminded of the LOCKDOWN and EVAC procedures

8. Communication to parents

- 8.1. School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.
- 8.2. In the event that LOCKDOWN or EVAC procedures are initiated, parents should be informed as soon as is practicable only on the authority of the Headteacher, designated deputy or on the advice of the emergency services. Where possible regular communication of accurate information should be communicated to alleviate undue anxiety.
- 8.3. Parents should be given enough information about the school procedures 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 you to come get your children, and where this will be from
- 8.4. The communication with parents needs to reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done.
- 8.5. However, it may also be prudent to reinforce the message that if the school is in a full lockdown situation the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out. Parents may not be able to contact the school in these circumstances.
- 8.6. If an evacuation is required parents must be made aware of the arrangements for picking up their children and the need to **not** remove pupils from site until informed by staff that it is safe to do so.

9. Bomb threats

- 9.1. Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. It is important that reception staff receiving the call know what questions to ask the caller so they may pass on as much information as possible to the Police. (see attached template appendix 1)
- 9.2. On receiving a bomb threat, the member of staff should report the call immediately to the police, and then notify the Head teacher or the designated deputy.
- 9.3. In all situations involving bomb threats the Police will take control of the situation and make recommendations to the Headteacher or designated deputy. The advice may be:

- To remain within the building in which case **FULL LOCKDOWN** procedures should be followed in the absence of any other specific guidance from the emergency services
- To instruct staff to evacuate the building, in which case **EVACUATION** procedures should be followed in the absence of any other specific guidance from the emergency services

9.4. Where the decision is taken to evacuate the site due to a bomb threat the **Fire Bell** will ring. At this point staff must attempt to get all pupils out of the building and off site as quickly and safely as possible. If the emergency services are in attendance, they will coordinate the exit. If the emergency services are not on site the class teachers and teaching assistants must make sensible decisions about where to take pupils once off site if the normal assembly point is not safe. In the absence of alternative advice normal fire evacuation procedures should be followed. Second assembly point if needed is Sherbourne Fields School.

9.5. Where it is safe to do so staff should make a quick visual check as they exit the area to see whether there appears to be any items that aren't familiar.

10. Suspect packages

10.1. The likelihood of a school receiving a postal bomb or suspected biological/chemical package is very low, however, staff should be aware of the immediate steps to be taken if they receive a suspect package or come into contact with a biological or chemical substance.

10.2. Where staff receive suspect packages then the guidance in appendix 2 should be followed.

11. Inform the Local Authority

11.1. When it is safe to do so contact the LA to inform them of the situation. (see attached emergency contact numbers)

Appendix 1: BOMB THREAT PROCEDURE

Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. It is important that reception/switchboard staff receiving the call know what questions to ask the caller so they may pass on as much information as possible to the Police.

Possible actions/ prompt card

Action	Tick
1. Stay calm	
2. Let them finish the message without interruption. Try to record <u>exactly</u> what they say, especially any codeword they might give <u>Message:</u>	
3. Make a note of: <ul style="list-style-type: none"> • The exact time of the call: • The callers sex and approximate age: • Any accent the person has, or any distinguishing feature about their voice (e.g. speech impediment, state of drunkenness) • Any distinguishable background noise 	
4. When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: <ul style="list-style-type: none"> • Where is the bomb? • What time is it due to go off? • What does it look like? • What will cause it to explode? • Why are you doing this? • What is your name? • What is your address? • What is your telephone number? 	
5. Dial 1471 – you may get the details of where the phone call was made from, especially in the case of a hoax caller	
6. Report the call to the police and the Head teacher/ nominated deputy immediately. In the extremely unlikely event that there was a codeword with the message, and the location of the bomb was given as a location other than the academy, follow the same procedure – report the call immediately to the police, and then notify the Head teacher.	

Appendix 2: Guidance on suspect packages

The likelihood of a school receiving a postal bomb or suspected biological/chemical package is very low, however, you should be aware of the immediate steps to be taken if you receive a suspect package or come into contact with a biological or chemical substance.

Postal bombs or biological/chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including but not restricted to almonds, ammonia or marzipan
- Discolouration, crystals on surface or any powder or powder-like residue on the envelope or wrapping (suspect biological/chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping
- There may be poor hand writing, spelling or typing
- It may be wrongly addressed, or come from an unexpected source
- No return address or postmark that does not match return address
- There may be too many stamps for the weight of the package

If you suspect that a letter or a package may contain a bomb:

	√
Stay calm	
Put the letter or package down gently and walk away from it DO NOT PUT THE LETTER OR PACKAGE INTO ANYTHING (INCLUDING WATER) AND DO NOT PUT ANYTHING ON TOP OF IT	
Ask everyone to leave the area (including classes if necessary)	
Notify the police and the Headteacher/nominated deputy immediately DO NOT USE MOBILE PHONES OR SOUND THE ALARM USING THE BREAK GLASS CALL POINTS	

If you suspect that a letter or a package may contain a biological or chemical threat

	√
Stay calm	
Do not touch the package further or move it to another location	
Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination	
Notify the Headteacher/nominated deputy immediately	

The Headteacher/nominated deputy should then:

	√
Notify the police immediately on 999	
Ensure that any air conditioning system in the building has been turned off, and that all doors (including internal fire doors) and windows have been closed	
Evacuate the building, keeping people away from the contaminated room as far as possible	
Keep all persons exposed to the material separate from others and available for medical attention	
If anyone is experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) seek medical attention immediately	

If **anyone** believes they have been exposed to biological/chemical material, they should be encouraged to:

- Remain calm
- Do not touch eyes, nose or any other part of the body
- Wash your hands in ordinary soap where facilities are provided

LA Emergency Contact Numbers

In the event of an emergency please contact Kirston Nelson as soon as possible.

Kirston Nelson – Director of Education

024 7683 3621

