

School Lockdown Procedures



Pride
Passion
Partnership
Professionalism
Positivity

1. When should lockdown procedures be instigated?

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, pupils or members of the public.
- An intruder on a school or council site with the potential to pose a risk to staff, pupils or members of the public.
- A warning received regarding a risk locally, or air pollution (smoke, plume, gas cloud etc.)
- A major fire in the vicinity.

2. Who should make the decision to instigate a lockdown?

Where the lockdown is in response to a planned event or from intelligence received from the Islington police, the Emergency Planning officer will co-ordinate any lockdown. However, where the lockdown is due to an immediate external or internal threat, then the person who is responsible for the front of house/reception should be empowered to activate lockdown procedures.

In our school this may be the office staff, the premises manager, or senior leadership team. All staff named above will be trained.

3. How to achieve Dynamic Lockdown

Ingress and egress points and how to secure them:

Ingress/egress points	How to secure	Who is responsible/deputy
1. Main front doors	Double bolt left hand door and drop latch on right hand door.	SLT/office staff
2. Hatch in reception	Close hatch.	Office staff
3. Veranda doors	Close and lock.	Teacher opposite door/ teaching assistant
4. Back fire exit	Locked if possible.	SLT/premises manager/ assistant head
5. Side fire exit by back stairs	Shut and locked with Allen Key if possible. Double doors leading to it tied closed.	SLT/premises manager/ assistant head
6. Two sets of fire doors in the middle hall	Shut and tied up if full lockdown.	SLT/office staff/ deputy head
7. Fire exit by cyber café toilets (egress only)	Checked to see if locked.	SLT/office staff/ deputy head

8. Fire exit in cyber café (egress only)	Checked to see if locked.	SLT/office staff/ deputy head
9. Kitchen back exit	Shut and lock if possible/ensure kitchen locked up when staff finish.	Kitchen staff/SLT

- Once lockdown is alerted, if staff are by a door they should close those doors and not leave for the person responsible.
- If children need to leave the room, then they should be accompanied by an adult once approved by the Emergency Plan Co-ordinator or responsible person.
- Your plan needs to be flexible enough to cope with and compliment invacuation and evacuation.
- Children with special needs will be accompanied at all times by their SEN support staff.
- There is access to toilets and drinking water on each floor.
- See appendix 2 for building plans and egress/ingress points.

4. How to let people know what is happening

Staff and people occupying the building will be notified by one or more of the following:

- Existing internal messaging systems, text, email, staff phones etc.
- Pop up on employees' computers/internal messaging systems.
- Word of mouth – using key staff to spread the word e.g. senior leadership.
- The fire alarm **must not** be used to alert staff to a lockdown as this will result in staff evacuating the building.
- The word invacuation will be used to call people inside in the instance a lockdown occurs at a time when the outside area is in use.
- Staff out on training or school trips will be advised of the lockdown and given an alternative school to return to.

5. Training your Staff

Due to the fast-moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively when they are notified that there is a lockdown in process.

- The procedure will be shared with staff in the principles of 'Stay Safe' and a copy available (see appendix 1).
- Roles and responsibilities will be made clear (see appendix 3).
- Staff understand the lockdown procedures and what they need to do.
- Lockdown information is displayed alongside information relating to fire drills and drills carried out.

6. Lockdown Arrangements

Lockdown arrangements should be determined on an individual basis, as they will be dependent to a large extent on local circumstances such as premises design and layout, resources available etc. However, an example of a lockdown procedure could be:

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, pupils or members of the public. It may also be as a result of a warning being received regarding the risk of air pollution etc.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building.
- All staff, pupils or members of the public remain in the building.
- All external doors and windows are locked.
- Free movement may be permitted within the building dependent upon circumstances.

All situations are different, once everyone is safely inside the building, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Plan Co-ordinator or Emergency Services. This advice should be communicated to everyone on a regular basis.

A partial lockdown is a precautionary measure, but it puts the building 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/intake/air handling units 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.

2. Full Lockdown

Alert to staff: Full Lockdown

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

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building.
- External doors locked.
- Office/classroom doors locked if possible. Where doors can't be locked barricades are to be used – tables/storage cupboards.
- Windows locked, blinds drawn.
- Staff, pupils or members of the public should be encouraged to sit quietly out of sight, away from doors and windows.
- Mobile phones/computers should be switched to silent.

Staff, pupils and members of the public should be updated on a regular basis however everyone should stay where they are until the lockdown has been lifted by the Emergency Plan Co-ordinator or Head teacher/Deputy on call.

If during the lockdown the fire alarm is sounded this will signal that the building is to be evacuated and the normal evacuation procedure should take place.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls. The school will communicate via:

- Teams Message
- Email
- Text messages
- SIMs alert

Emergency Services

It is important that during any lockdown, lines of communication are kept open with the Emergency Plan Co-ordinator and Emergency Services as they are best placed to offer advice as a situation unfolds. The site may or may not be cordoned off by emergency services depending on the severity of the incident that has triggered the lockdown.

Appendix 1: Stay Safe - Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website <https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

Run:

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN; if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide:

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

Tell:

- Call 999 - What do the police need to know?
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

Armed Police Response:

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

Officers may:

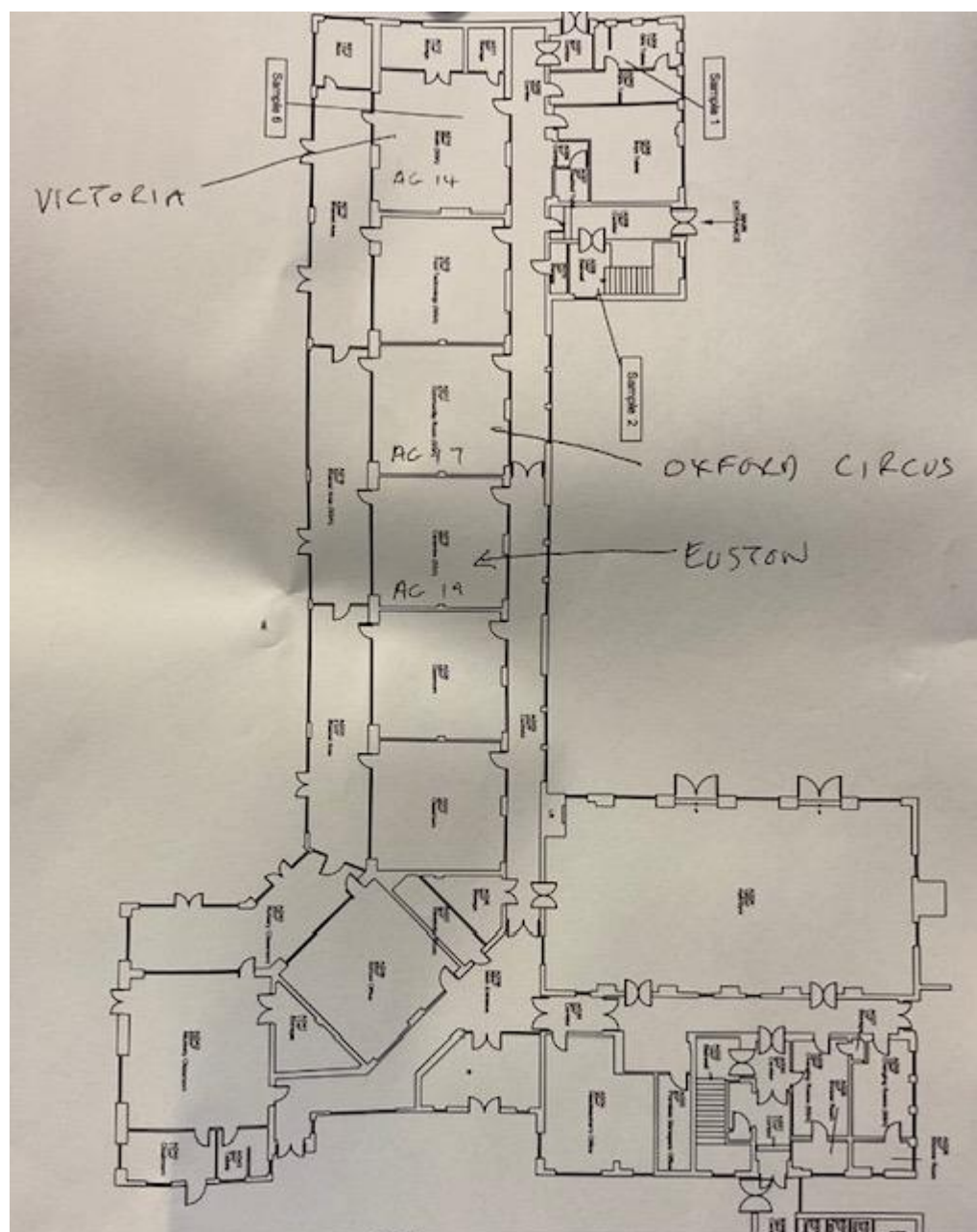
- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

You must STAY SAFE:

- What are your plans if there were an incident?
- What are the local plans? e.g. personal emergency evacuation plan.

Appendix 2: Ingress and Egress points

- Main office
- Dining Hall doors
- Corridor white doors
- Fob doors on veranda
- Emergency door in kitchen space
- Fire Exit by Sensory Space



Appendix 3: Roles and Responsibilities

Role No.	Role	Responsibilities
1	Head of School or AHTs	• Agree/authorise implementation of the SEP. • Once implemented, to maintain liaison with Local Authority, civil emergency services (at senior level) and School Governors. • Ensure senior oversight of the SEP is maintained in line with the strategic aims. • Agree with LA Communications Staff/Governors a series of press holding statements and appoint a media officer. • Give press briefings (as required). • Appoint member of school admin as personal loggist/record keeper.
2	School Emergency Plan Coordinator Executive Headteacher	• To undertake coordination of the SEP in accordance with Head Teacher's direction. • Coordinate call-out/appointment of designated staff. • Liaise with LA regarding support required. • Notify civil emergency services, as required, that the SEP has been implemented (and why). • Ensure a member of admin staff is appointed to maintain formal log of decisions made and rationale (including issues considered and rejected and why).
3	Media /Communications Officer Appointed by Head teacher at time of the emergency (member of SLT)	• Agree with Head Teacher appropriate media strategy/media briefing schedule. • As incident/emergency progresses, agree press releases with Head Teacher and LA/CES (where appropriate). • Ensure Head Teacher is properly briefed in advance of each scheduled press briefing. • Maintain control release of press statements as per briefing schedule.
4	Parents/Pupils Liaison Officer – school office staff	• Maintain contact with parents and pupils throughout the incident/emergency. • Ensure parents and pupils receive appropriate briefings (before scheduled media briefings). • Ensure parents and pupils are made aware of closure/reopening timings. • Post incident, consider return to normality issues, memorial services, where appropriate. • Maintain liaison with transport providers re: school bus timetables etc.
5	Caretaker	• As directed by SEP Coordinator, open school premises/specific areas within the school as required. • Ensure school premises remain fit for purpose.

		• Maintain utilities throughout the incident/emergency.
6	Welfare Officer – Family liaison Officer	• Monitor all staff and persons involved in SEP are coping with pressure/tasks.
7	Admin/Support	• Provide admin support/loggist to Head Teacher/Principal. • As directed by SEP Coordinator, to undertake support functions, e.g. loggist/record keeper. • Ensure telephones are properly staffed. • Control access to school premises of all visitors.