



Lockdown Procedures

Primary Level



Approved by: Primaries LGB

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LOCKDOWN PROCEDURE

Definition

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 pupils and staff in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Examples where a lockdown procedure will need to be instigated include: an intruder inside the school or an emergency situation outside the school that prevents the evacuation of students and staff from the building. A warning may be received regarding a risk locally, of air pollution (smoke plume or gas cloud etc.) or major fire. In these situations, we as a school are prepared to take steps to isolate students, teachers and staff from danger by initiating a school lockdown

To signal a lockdown:

- If the children are **outside**, any member of staff who is notified of a lockdown must blow a whistle continuously. The children must immediately walk into their classrooms in silence and lockdown.
- If the children are **inside**, the lockdown is initiated by **the fire alarm being sounded times. 3 stop start alarms indicate a code amber/red lockdown. The same alarm is signalled 3 times to indicate the end of the lockdown to indicate the end of the lockdown.** During an amber/red lockdown, staff are allowed to use mobile phones to receive updates and communicate with the office and SLT. If possible, email updates will be sent to staff as well.

Responsibilities:

- **Head teacher** – Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.
- **Senior Leadership Team** – escort visitors to agreed safe place. When appropriate to do so, or if appropriate, communicate with parents/carers.
- **Teachers and support staff** – bring pupils into class or other place of safety. Take register and stay with pupils. Keep pupils as calm as possible and reassure them.
- **Site manager** – Sound the alarm. Make sure all access points are secured. be responsible for the 'grab bag'.

There are three levels of lockdown:

Code	Level	If you are first in contact with the threat	Action	Children
GREEN	<p>Low threat lockdown Examples include:</p> <ul style="list-style-type: none"> - severe air pollution, - bee swarm - fire within local area where air pollution may pose a risk 	<p>If you are inside: - Press the alert button.</p> <p>If you outside:- Follow the signal a lockdown outside procedure and then press the alert button.</p>	<ul style="list-style-type: none"> • Staff and children stay indoors or come indoors if they are outside. • Doors and windows are shut (if a door is able to be locked then this is done). • Account for all children using registers. 	<p>Children may be unaware of this lockdown and lessons continue as usual.</p>
AMBER	<p>Medium threat lockdown</p> <p>Examples include:</p> <ul style="list-style-type: none"> - intruder on school site - dog on school site, - protest outside of school 	<p>If the threat is outside:</p> <p>If you are inside: Press the alert button or radio if you access to one</p> <p>If you are outside: follow the signal a lockdown outside procedure and then press the alert button.</p> <p>If the threat is inside:</p> <p>If you are inside: Phone the school office emergency number tbc</p> <p>If you are outside: Walk outside the building to the classroom(s) furthest away from threat and phone the office emergency number tbc</p>	<ul style="list-style-type: none"> • Same as Green level plus: • Blinds are closed and children move away from the windows. • Lessons may continue as normal. • Position children away from windows and doors. • In some circumstances children may be asked to go under their desks and remain there until the all-clear. <p>Member of SLT/Site Manager calls 999</p>	<p>Children are informed, and this lockdown is practised.</p>

<p>RED</p>	<p>Serious threat lockdown Examples include: - bomb threat - intruder on site with a weapon</p>	<p>DO NOT USE RADIOS OR ALERT BUTTONS</p> <p>If the threat is outside:</p> <p>If you are inside:</p> <ol style="list-style-type: none"> 1. Press the alert button 2. Phone 999 3. Phone the school office emergency number tbc <p>If you are outside:</p> <ol style="list-style-type: none"> 1. follow the signal a lockdown outside procedure 2. Press the alert button 3. Phone 999 4. Phone the school office emergency number tbc <p>If the threat is inside:</p>	<ul style="list-style-type: none"> - Children may be kept safe in classrooms as above or moved to a safe area. This may be on the school site, or in another building (using the gate to access Barnhill Community College) depending on the nature and location of the threat. - Pupils and staff should be silent and remain under desks until the all-clear <p>Member of SLT/Site Manager call 999, collects 'Grab bag' and keeps with them until the end of the lockdown procedure.</p>	<p>Staff only are informed and the lockdown is practiced.</p>
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If you are inside:

1. Phone 999
2. Phone the school office
emergency number tbc

If you are outside:

1. walk outside the building to the nursery
building
2. Phone 999
3. Phone the school office
emergency number tbc

Emergency Protocol

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.
- If you can see the attacker, they may be able to see you.
 - Cover from view does not mean you are safe.
- Find cover e.g. behind 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.

All situations

The Site Manager/Deputy Headteacher/Assistant Headteacher (s) will be responsible for locking external corridor doors. As appropriate, the school office / senior staff will establish communication with the Emergency Services, setting up a control room in the Head teacher's office (only when appropriate via guidance).

Pupils will not be released to parents during a lockdown. Parents will be notified as soon as it is practicable.

Keep vigilant for further risks.

Wait for further instructions and take appropriate action.

In all lockdown situations it is hard to rehearse an incident therefore it is essential that if the lockdown procedure cannot be activated then government guidance of Run – Hide – Tell should be followed.

<u>Run</u>	<u>Hide</u>	<u>Tell</u>
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • If you can't RUN, HIDE. • Find cover. • If you can see the attacker, they may be able to see you. • Cover from view does not mean you are safe. • Find cover e.g. behind 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. 	<ul style="list-style-type: none"> • 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.