



Emergency Lockdown Procedure

Debden CE Primary Academy

Reviewed by: Matt Hawley
Shared with staff:
Shared with Governors:
Review date:

September 2020
September 2020
September 2020
September 2021

Introduction

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.

Lockdown procedures may be activated in response to a number of situations. Typical amongst these are:

- 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 etc).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose, chemical spillage, or other unknown threat.
- A disturbance related to Carver Barracks

How to sound the lockdown alarm

The lock down alarm can be triggered from any classroom or office by the gas-powered air horns. Upon hearing an air horn, staff members in classrooms should also sound their air horn to ensure that the message is spread around the school. The main lockdown alarm should then be triggered from the main entrance, by either the office staff member on duty or the Head of School (whoever is closest at the time). Internal telephones may also be used to support notification.

Emergency response

If the lock down alarm is triggered, the office member of staff on duty will contact Emergency Services. The Head of School (or senior teacher, in the absence of the Head) will take whatever action is appropriate until such time as the emergency services arrive. At no point should any member of staff put themselves at risk of physical harm.

Once the emergency services arrive, they will take full control of the situation and the Head of School will remain on hand to provide support wherever necessary. The all-clear will only be given once the emergency services have authorised it.

Communication

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. Key Stage 2 children should also be made aware of the plan.

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 if possible but not make unnecessary calls to the central office as this could delay more important communication. Examples of discreet communication channels might be by using email or by mobile phone.

The Lockdown Procedure

When the Lockdown Procedure has been triggered, the following basic principles should be followed:

- Staff will be alerted to the activation of the plan by a recognised signal, audible throughout the school.
- Pupils who are outside of the school buildings are brought inside as quickly as possible and taken to the nearest safe classroom. Staff should report to the closest classroom, unless this endangers them and others, and supervise the students that have assembled there.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are closed / locked and blinds closed. Depending on the circumstances, internal classroom doors may also need to be blocked with tables / furniture)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for by email - a search for anyone missing will be only be carried out after liaising with any Emergency Services.
- In full lockdown, staff in offices should remain where they are, lock or barricade the door, close blinds, turn off lights and take cover, out of sight.
- Once in lockdown mode, staff should if possible notify the office immediately by email/ message of any pupils not accounted for– this may be after the Emergency Services have given the all clear.
- Staff should encourage the pupils to keep calm
- As appropriate, the office staff will establish communication with the Emergency Services as soon as possible and notify Uttlesford District Council.
- If necessary, parents will be notified as soon as it is practicable to do so via email. No staff or students should be permitted to communicate externally until the 'all-clear' is given.
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should await further instructions from the Emergency Services or the Head of School/ senior teacher.

Partial Lockdown

Alert to staff: '**Partial lockdown**'

This may be because 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. '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.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building. (Staff will be alerted via air horns, lock down alarm and SMT)
- All staff and pupils remain in building and external doors and windows closed / locked
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

All situations are different, once all staff and pupils are safely inside, the Head of School (or Senior Teacher in the Head's absence) will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

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
- External doors locked. Classroom doors blocked
- Windows locked, blinds drawn, pupils sit quietly out of sight
- Register taken/head count-the office will contact each class in turn for an attendance report via email
- 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, via email and / or mobile telephones but will not make unnecessary calls to the central office as this could delay more important communication.

Communication between parents and the school

In the event of a lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Research evidence suggests that panic and anxiety are far less likely where those associated with an incident are fully informed of the facts. Communication via social media is prohibited. Communication will only take place through official school or Emergency Services channels.

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 come and collect their children, and where this will be from.

Parents will be told '**...the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked (with the exception of emergency exits) and nobody allowed in or out...**'

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 Headteacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Uttlesford District Council has the capacity to provide humanitarian assistance by establishing an Emergency Refuge Centre for friends and family outside of the cordoned area. The Emergency Services will activate their Critical Incident Plan and liaise with the local council.

If emergency services are called the school will follow procedures as listed in the Business Continuity Plan.