

# **Tansley Primary School Lockdown Procedures**

All policies are underpinned by our child protection procedures as laid down by the child protection policy.

## **Introduction**

Thankfully, situations where sites need to operate a lockdown are extremely rare. Lockdown procedures should be seen as a sensible response to any external or internal incident, which could prove a threat to the safety of the pupils/young people and staff at the school/setting.

Similar to a fire drill, they are an emergency procedure, which it is hoped will never be used in earnest. However, as with a fire drill, it is essential that they are practiced appropriately so that all staff know how to react and their roles should it ever have to be activated.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. They are part of the critical incident management plan.

Lockdown procedures should aim to ensure that staff and young people are secure and in a safe location relevant to the threat that has activated the procedure, and that they remain in this location until the threat has been dealt with. The procedures should aim to keep disruption to a minimum so learning or activities can carry on with the minimum of disruption thus aiming to keep everyone as calm as possible. This is particularly important to try to reduce any anxiety that may be caused by the activation of the procedure.

## **When Would A Lockdown Procedure Be Activated?**

It is clearly very difficult to prescribe specific circumstances when a lockdown procedure will need to be activated. In some cases, it may be a notification from an external agency such as the emergency services or the county council's emergency planning department that instigates the procedure. In other cases, it may be a judgement call from the most senior person on site reacting to information received from staff/visitors relating to a developing situation. In some cases, it may be a planned response to a particular known circumstance.

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 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/animal roaming loose in the vicinity of the site.

The school's lockdown plan is as follows:

Signals	
Signal for lockdown	Long Whistle activated
Signal for all-clear	Verbal confirmation – in person

Lockdown		
Rooms most suitable for lockdown	All classes to remain in own classroom	
Entrance points (e.g. doors, windows) should be secured and blinds drawn	External doors Fire doors Internal doors All windows	
Communication arrangements	By school email to teaching staff or the long whistle. Once in lockdown mode, staff should notify a dedicated person (the lockdown manager or someone who is in direct contact with them) of any pupils/young people not accounted for, and any additional young people in their area (over and above those who would normally be there).	
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site. The Lockdown Manager should ideally locate themselves where they have ready access to all the information necessary to manage the situation	
Ref	Initial response- Lockdown	tick/sign/time
L1	Ensure all pupils are inside the school building by taking a register from the red box.	

	All Adults are responsible for their own class.	
L2	Lock / secure entrance points (e.g. doors & windows) to prevent the intruder entering the building and where possible draw the blinds. All adults.	
L3	Dial 999. Dial once for each emergency service that you require.	
L4	<p>Ensure people take action to increase protection from attack:</p> <ul style="list-style-type: none"> <li>• Block access points (e.g. move furniture to obstruct doorways)</li> <li>• Sit on the floor, under tables or against a wall.</li> <li>• Keep out of site.</li> <li>• Draw curtains/blinds</li> <li>• Turn off lights</li> <li>• Stay away from windows and doors</li> </ul> <p>All adults are responsible for their own class.</p>	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. All adults aware.	
L6	If possible, check for missing / injured pupils, staff and visitors. All adults.	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

- Staff will be alerted to the activation of the plan via activation of a long whistle or an email.
- Pupils who are outside of the school buildings are brought inside as quickly and as calmly as possible, unless this endangers them or others. If children remain outside they will move to the nearest place of safety on or off site.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via email and instigate an immediate search for anyone missing if safe to do so.
- Staff should encourage the pupils to keep calm.
- As appropriate, communication with the Emergency Services will be established and Derbyshire County Council emergency planning team notified.
- Parents will be notified as soon as it is practicable to do so via text message service, Parent Hub.

- Pupils will not be released to parents during a lockdown and parents should be informed of this and that they should not under any circumstances attend site until they are informed the lockdown is over. Staff will not leave the school building to communicate with parents outside.
- Any areas which cannot be locked down are identified and the procedures should include instructions to ensure staff and pupils/young people know where they should go to, to ensure they are in a safe area.
- Plans should take account of how visitors, volunteers, peripatetic staff and contractors will be managed.
- Special consideration will need to be given to vulnerable pupils/young people or those with additional needs.
- Agreed terminology to declare the lockdown over should be in place to avoid any confusion. Only the lockdown manager should declare the lockdown over. (This may be after advice from the emergency services where they are involved).
- Once the lockdown is over, this should be communicated to all parents and any external agencies that have been notified.
- If it is necessary to evacuate the building, the fire alarm will be sounded and everyone should leave the building via the nearest exit and assemble on the school playground.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, the lockdown procedures will be reviewed and discussed in 'Whole School' staff meetings.

### **PARTIAL LOCKDOWN**

In a partial lockdown, staff and pupils/young people should remain in the building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching, activities and work can continue as usual.

**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 and pupils in the school. 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, pupil and staff to return to the building. (Staff will be alerted via a long whistle, verbal communication and/or use of the email system.)
- All staff and pupils remain in the building and external doors and windows locked.
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.
- Staff should await further instructions.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

“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.

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. The aim of a full lockdown is for the site and its rooms to appear empty. This will be signalled via long whistle and use of the school email system to teaching staff.

**Immediate action:**

- All pupils to return to classroom or stay in their room.
- Office staff should remain in their office.
- External doors locked. Outside classroom doors locked and blocked. School corridor door blocked.
- Windows locked, blinds drawn, internal door windows covered if possible (so an intruder cannot see in).
- Pupils/young people and staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets/thrown objects go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls, corners of the room furthest away from a door or if no alternative under desks).
- Lights, smartboards turned off.
- 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 or the emergency services.
- At any point during the lockdown, the fire alarm may sound, the procedure for fire alarms sounding during the lockdown is followed.
- During lockdown, staff will keep agreed lines of communication open, via e-mail, but will not make unnecessary calls/messages to the office as this could delay more important communication

### **If A Fire Alarm Sounds During A Lockdown**

The plan will also need to document what actions the site will take in the unlikely event that the fire alarm should go off during the lockdown event. As the building is occupied, it should be relatively

straightforward to establish whether or not the activation of the fire alarm is a genuine fire quite quickly and respond accordingly.

Initially, the school should contact the Fire Service as normal. The person contacting the Fire Service (Lockdown Manager or person nominated by them) should inform them that the site is in a lockdown event and inform them of what action they are taking. Then, someone (a person should be designated to do this as part of the roles and responsibilities of staff during a lockdown) should check the fire alarm panel to establish which zone has been activated. Once the zone has been identified, the alarm should be silenced. This person must also have a means of communication so they can liaise with the lockdown manager and staff. If staff are located in the zone of the fire, they should be contacted and asked to check the zone for any obvious signs of fire. If there are no staff in this area, then a member of the Senior Leadership Team and Nominated Site Health and Safety Officer will need to be sent to check the area and report back (they will need a means of communication also).

All staff should know what to look for and the basic precautions to take (such as feeling doors and door handles of closed doors with the back of the hand before opening, only opening slightly and staying behind the door while doing this, smoke, etc). They should also be aware that the alarm may have been set off deliberately by an intruder and so caution will be required.

If a fire is discovered by those searching the area, this will need to be communicated back to the person at the fire alarm panel, who should re-sound the alarm. The emergency services should be updated and the building evacuated. The lockdown manager should indicate where people should evacuate to, and which exits to use if the circumstances of the lockdown event dictate that normal escape route and evacuation points cannot be used.

### **Practicing Lockdown Drills**

As lockdown events are often fast moving events which can develop quickly and change throughout the event, it is important that everyone knows their roles and responsibilities. The lockdown procedure needs to be familiar to everyone. It is therefore advised that the lockdown procedure be practiced regularly (as a minimum at least once per year), and be thoroughly debriefed afterwards. The drill is also a chance to ensure the communication systems work properly and to practice different scenarios.

### **Communication between parents and the school**

Advice re procedures is given in the school Newsletter and if available on the school website under the 'Parent' tab.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents will be given enough information about what will happen so that they:

- Are reassured that the school understand 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 and collect their children, and where this will be from.
- Are aware of what might happen if lockdown continues beyond normal school hours.

Parents will be told

"...the school is in a full lockdown situation. During this period the telephone and entrances will be un-manned, external doors locked and nobody allowed in or out..."

Should parents present at the site during a lockdown, under no circumstances should members of staff leave the building to communicate directly with them.

### **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 Head teacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area.

### **Ongoing Situations**

Where a lockdown occurs towards the end of a working day and staff who are working away from the site have been informed not to attend the building or there is a situation where for example a threat has not been resolved and the threat may be carried over into the next day. Sites will need to

have a system in place to inform all staff of whether or not the situation is ongoing and if building will be open the next day or not.

Lockdown Manager : Sophia Barker

<b>Headteacher:</b>		<b>Date:</b>	1 <sup>st</sup> December 2021
<b>Chair of Governing Body:</b>		<b>Date:</b>	1 <sup>st</sup> December 2021