UTC PLYMOUTH

Lockdown Policy and Procedure

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.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

1. A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)

2. An intruder on the school site (with the potential to pose a risk to staff and pupils)

3. A warning being received regarding a risk locally, radiation or nuclear emergency or air pollution (smoke plume, Gas cloud etc.)

4. A major fire in the vicinity of the school

5. The close proximity of a dangerous dog/animal roaming loose

The school's lockdown plan is as follows:

		Person Responsible
Signal for Full lockdown	Radio alert 'Code 1 – Full Lockdown'	Preferably SLT, but could be called by any staff member in an emergency
Signal for partial lockdown	Radio alert 'Code 1 – Partial Lockdown'	Preferably SLT, but could be called by any staff member in an emergency
Signal for all-clear	Verbally from designated person via two way radio	SLT

Lockdown	
Rooms most suitable for lockdown	All classes to remain in own classrooms, students outside of classrooms to proceed to nearest occupied classroom.
Entrance points (e.g. doors, windows) which should be secured	External doors Fire Doors Internal doors All windows

Communication arrangements	Staff Radio's
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Initial response checklist-lockdown (e.g. in response to an intruder in the school grounds		Tick/ sign/ time
L1	Ensure all students are inside the school building. Alternatively, ask students to hide or disperse if this will improve their safety by staff member with them. Students to take cover under their desks, where possible.	
L2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building	
L3	Dial 999. Dial once for each emergency service that you require	
L4	Ensure people take action to increase protection from attack: Block access points (e.g. move furniture to obstruct doorways) Sit on the floor, under tables or against a wall Keep out of sight Draw curtains / blinds Turn off lights Stay away from windows and doors Teachers to be responsible for the class they are teaching when a lockdown is announced	
L5	Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
L6	If possible, check for missing / injured students, staff and visitors.	
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 through staff radio and verbal instruction.
- Students who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will hide with staff as instructed.
- 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 Principal/Vice Principal, to instigate an immediate search for anyone missing.
- Staff should encourage the students to keep calm.
- Reception staff as appropriate, relocate to Learning Support.
- Parents will be notified as soon as it is practicable to do so via text messaging or phone call.

- Students will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent on the staff radio.

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. Depending on their cognitive ability, students should also be aware of the plan.

Partial Lockdown

This can be communicated to staff and pupils via the staff radio system. This is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Alert to staff: 'Code 1 - 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, pupils and staff return to building
- All staff and pupils remain in building and external doors and windows locked
- Free movement maybe permitted within the building dependent upon circumstances and supervised by a member of staff.

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

'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. In the event of an air pollution issue, air vents should 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.

Full Lockdown

 Alert to staff: 'Code 1 - Full lockdown'

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

Immediate action:

- All students stay in classroom.

- Students not in a classroom to proceed to nearest occupied classroom
- External doors are locked. Classroom doors are blocked.
- Windows are locked, blinds drawn and students sit quietly out of sight (under desks).
- Register taken/head count the Senior Administrator will contact each staff member in turn for an attendance report via staff radio.
- Staff and students remain in lockdown until it has been lifted by a senior member of staff / emergency services.
- At any point during the lockdown, the fire alarm may sound, and a verbal message sent via staff radio, where possible, which is a cue to evacuate the building.
- During the lockdown, staff will keep agreed lines of communication open, via staff radio, but will not make unnecessary calls to the central office as this could delay more important communication.

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

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. This 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 to get 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 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 decisions of the Principal regarding the timing of any communication to parents.

Staff Roles and Procedure

Principal, Vice Principal and OM	Proceed to Principal Office (if safe to do so) and Co-ordinate Lockdown internally and externally. Inform Catering staff by telephone of Lockdown
Caretaker/ICT Technician	Secure all external doors to the quad and proceed to IT office. Await further instruction
Teachers and LSA's	Close classroom door(s) and windows, use door wedge to restrict door opening. Move students to designated safe area in classroom, sit them under tables where possible and keep quiet. Close windows and blinds and switch of lights. Carry out roll call and report any missing students over radio.
Reception Staff	Lock front door and door to Quad and proceed to Learning Support Base, taking with you any students in the canteen area.
Catering Staff	Activate shutters, lock back door and switch off lights. Await further instruction.
Offices	To be secured, windows closed, lights switched off and find a safe place out of sight

VERSION CONTROL SHEET

POLICY NAME: Lockdown Policy and Procedure

Policy Prepared by: Julie Rae

Document date	Filename	Mtg submitted	Summary of changes required
Sept 17		FGB	New Policy
13/02/19			BSM Role removed and replaced with OM

May 19			Reviewed and proof-read - SW