

TCS Lock Down Procedures

Policy responsible: Business Manager

Approved by: Headteacher

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1. Rationale

Lock down 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, visitors and students in the school. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

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

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school).
- An intruder on the school site (with the potential to pose a risk to staff and students).
- A warning being received regarding a local risk 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. Lock down can serve several functions during an emergency, including the following:
 - Removing students and teachers from the threat;
 - Isolating the dangerous situation from much of the school;
 - Allowing for an accurate accounting of students within each room; and
 - Depending on the situation, facilitating an organized evacuation away from the dangerous area.

2. Lock Down Procedure

Signals

The signal/notification process for lock down is the school bell sounding a constant ring and a verbal message will be sent via the telephone intercom system saying

“lock down, lock down, lock down”.

The signal for the all-clear will be school bell ringing the sequence *stop-start-stop-start-stop-start* (so 3 separate short rings) and a verbal message will be sent via the telephone intercom system saying “all clear, all clear, all clear”. The IT Network Manager will re-set the doors.

Site team will activate the lock down bell and will:

- Communicate with each other and SLT using 2-way radios The Receptionist on hearing the lock down signal will:
 - Press the Lock down button to close all external doors
 - Send a verbal message will be sent via the telephone intercom system saying “lock down, lock down, lock down”. The IT Network Manager on hearing the lock down signal will:
 - Send a network message to all computers stating ‘lock down, turn off screen’ Staff on hearing the lock down signal will:
 - Secure all windows.
 - Move all persons away from the windows.
 - Take attendance of students in each classroom.
 - Teachers should prepare a list of missing and extra students in the room. All classes are to remain in own classrooms with all entrance points (e.g. doors and windows) secured. Communication will continue between site team and SLT via two-way radios and mobile phones. *Notes:*
1. Staff detecting any threat will contact the Site Team to initiate lock down and dial 999 immediately to seek the help of emergency services.
 2. Staff will be responsible for the class they are teaching/supervising at the time of the threat notification.
 3. Staff or students not in class for any reason will proceed back into the classroom as soon as possible if safe to do so.
 4. If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.
 5. In all other situations, staff will ensure all students are safely retained inside the school buildings. Staff may also ask students to hide or disperse if this will improve their personal safety, they can also advise students to take cover under tables if deemed appropriate.
 6. Staff will lock/secure entrance points (e.g. doors and windows) to prevent any intruder entering the building.
 7. Staff should take action to increase protection from attack:
 - a. Lock office/ classroom doors where possible
 - b. Block access points (e.g. move furniture to obstruct doorways)

- c. Sit on the floor, under tables or against a wall
 - d. Keep out of sight
 - e. Draw curtains / blinds
 - f. Turn off lights and computer screens
 - g. Stay away from windows and doors
8. Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access.
 9. If possible, check for missing / injured students, staff and visitors.
 10. Remain inside until an all-clear has been given, or unless told to evacuate by the Emergency Services.

Action to be taken on notification of a Threat Alert

The following action is to be taken on receiving a threat warning:

- Staff will be alerted to the activation of the plan through the school bell sounding a constant ring and a verbal message will be sent via the telephone intercom system
- Students who are outside of the school buildings will be brought inside as quickly as possible, unless this endangers them and others.
- Staff on the field or 3G pitch should gather in the middle of the 3G pitch and lock the entrance gates unless an assessment is made by the teacher that this would not be the safest option. Alternative actions include retreating to the far end of the field, walking towards the building or vacating the site into the Mill Springs estate.
- Those inside the school will remain in their classrooms unless advised otherwise.
- All external doors and, as necessary, windows will be locked (depending on the circumstances, internal classroom doors may also need to be blocked).
- Once in lock down mode, staff should notify Student Services immediately of any students not accounted for (by telephone or email). Student Services will inform SLT via the two-way radio
- Staff should encourage the students to keep calm.
- As appropriate, the school office will establish communication with the Emergency Services and notify Hampshire County Council via the Emergency Planning phone number (01962 846 846 or Out of Hours Duty Officer 07623 960 259).
- Parents will be notified as soon as it is practicable to do so via text messaging.
- Students will not be released to parents during a lock down.
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent the telephone intercom system

- It is of vital importance that the school's lock down procedures are familiar to all members of the school staff. To achieve this, a lock down drill should be undertaken at least once a year. Depending on their age, students should also be aware of the plan. (Regular practices increase their familiarity).

In the event of a fire

On activation of the fire alarm all doors with access control are released. In a lockdown situation staff should consider the level of outside threat and their location to judge the actual risk of harm when deciding to evacuate.

Communication between parents and the school

School lock down procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter, email or via the school website. In the event of an actual lock down, 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. 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 lock down situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out with the exception of the Emergency Services, this is in order to keep students and staff safe.'

Emergency Services

The following points should be noted:

- 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 lock down.
- Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents. In the event of a prolonged lock down or a more severe scenario,

Hampshire County Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.