



### **EMERGENCY LOCKDOWN POLICY**

#### **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 minimize disruption to the learning environment whilst ensuring the safety of all pupils, staff, and visitors.

Lockdown procedures may be activated in response to any number of situations, which may include:

- 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 major fire in the vicinity of the school
- The close proximity of a dangerous dog/animal roaming loose
- A Kidnap attempt

#### **The main aim of a school lockdown includes:**

- To remove students and staff away from the threat.
- Keeping the threat isolated from as much of the school as possible.
- Accurate recording of which students are in each room, identifying anybody who is missing.
- Developing an efficient evacuation away from the threat.

#### **There are two key types of lockdown situations:**

- *School lockdown with a warning: the threat is outside the school* – The security personnel outside the gate, once the threat has been identified will notify the CSO, he then goes in and locks the door. The armed policemen are on the alert outside to tackle the threat, while the CSO and Head Teacher, contact emergency services to notify them of the threat and request for support, while the two security guards inside will go to the back, the kitchen, and store area, another at the EYFS area to secure the school
- *School lockdown with intruder: threat or intruder is inside the school* – Once the threat has been identified, the Class teachers, Teacher assistants, and nannies (if in the class), will lock the doors and shut the windows. All the children will be in the middle of the class, away from the walls and windows.



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### **Lockdown Alert:**

The nominated Lockdown Manager at the school is the Chief Security Officer and Head teacher. They will initiate, manage and conclude the 'lockdown'. They will also communicate with the emergency services. The continuous sound of the fire alarm will not be used to alert staff of the need to 'lockdown' to avoid potential confusion. If the fire alarm continuously sounds during a 'lockdown' it is to be ignored unless smoke or flames are directly visible and pose an immediate threat to your location.

### **The Role of Staff**

In the event of a lockdown, there is a clear responsibility ladder, the headteacher will coordinate all actions and decisions required until the emergency services arrive. In the event of the headteacher being injured during the emergency, the team's positions would cascade up the responsibility ladder.

- Head teacher – Primary lead, direct operations. Co-ordinate with emergency services (Police, Military or fire service)
- Head of Primary/Head of Early Years – Secondary Lead, liaise with emergency services and coordinate lock down of classrooms to safeguard children and staff
- School Manager/ BDM/Admin -Third Lead, Site lockdown support front of school
- CSO/Facility Officer – Fourth lead, support site lockdown back of school (kitchen, store and EYFS play area)
- Admin Manager – Communication with parents
- Teachers/TA's/ Nannies– Support lockdown of all classrooms
- Admin Officers – Communication support with the office manager

### **Communication**

- Radios are the main device that will be used across the schools.
- The school has a specific 'WhatsApp' group called Emergency lockdown. In the event of a lockdown where students and staff will be quiet in rooms, updates will be sent through WhatsApp, this is important if the use of the radio is unsafe.
- All staff are asked to download the 'WhatsApp' app. This is not the primary communication device; it is an additional backup.
- Phones should be switched to silent, so as not to attract attention.
- SLT, Security, and Admin staff, will be dispatched to lock external doors if possible. Internal doors on the main corridor will be locked
- Pupils and staff found out of class, are to run and hide at the nearest classroom, shut the door, barricade if possible, and hide out of sight.



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### **Air Horns**

Air horns will be used at the start and end of the school day, pupils on the playground must head immediately inside the classrooms for lockdown if an incident occurs.

A handwritten signature in black ink, appearing to read "Barakah Saleh Mutallab".

**BARAKAH SALEH MUTALLAB**

*School Director*