

Lockdown Procedures

Smith's Wood Academy

Part of Fairfax Multi-Academy Trust

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SECTION 1: Introduction

This document outlines the procedures that should be followed in the event of external or internal threats to the Academy which may require lockdown procedures. The decision to lockdown will be taken by the lockdown team (Head of Academy or Core SLT).

It may be activated in response to any number of situations:

Events that may trigger a lockdown

The following will always result in a lockdown

- i. A reported incidence or civil disturbance in the immediate locality of the school which poses a risk to members of the school community.
- ii. A direct instruction from the emergency services.
- iii. An intruder or intruders on the school site with the potential to pose a risk to pupils, staff & visitors.
- iv. A dangerous animal gaining access onto the school site or in close proximity to the school.

The following may result in a lockdown

- i. A major fire in the vicinity of the school.
- ii. A warning being received regarding a local risk of air pollution e.g. smoke plume, gas cloud etc.

It is critically important that all staff that work on the academy site have read and understood this policy and that this is shared with students. Everyone must know what action to take in a 'lockdown' situation.

Full or partial lockdown will be achieved and coordinated by staff (Lockdown Team) with radios. In the event of a firearms or weapons attack the **STAY SAFE** principles will be applied.

"Stay Safe" is a short film capturing the actions that people should take in the event of a firearms or weapons attack. It contains the main messages of RUN > HIDE > TELL and is detailed on the National Counter Terrorism Policing HQ website:

www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx

In a lockdown situation it may be that the site requires full lockdown or partial lockdown. When in lockdown the aim is to stop people leaving or entering the site and to direct people away from danger.

Reporting a situation that may result in a lockdown

- i. All staff have a responsibility to report a situation which may result in a lockdown, especially if it is covered in section one above.
- ii. On becoming aware of a possible lockdown situation the member of staff must immediately report the incident to the main school office by one of the following methods.
 - a. Going to the office in person.
 - b. Telephoning the main school office on [0121 788 4100](tel:01217884100)
 - c. Telephoning the Head of Academy ext. 4704 or Deputy Head Teacher 4705
- iii. If being notified by an external agency the office must immediately contact the most senior member of staff available, usually the Head of Academy or Deputy Head Teacher.

The authority to activate a lockdown

- i. In most instances the decision to activate a lockdown will be taken by the most senior member of staff on site, usually the Head of Academy or Deputy Head Teacher.
- ii. Depending on the situation it may be necessary to activate lockdown procedures without reference to a senior member of staff e.g. the office receiving a telephone call from the emergency services.
- iii. In obvious instances e.g. an armed intruder gaining access to the site, staff with the means to do so must set off the lockdown alarm without reference to senior staff. Having set off the lockdown alarm they must contact the most senior member of staff on site, usually the Head of Academy or Deputy Head Teacher or the school office by any means possible.
- iv. The Site Manager will be contacted to implement the lockdown via word-of-mouth or by using Smith's Wood Academy's walkie talkie on **Channel 1**.
- v. **SLT will be advised to change channel and will communicate via Channel 1 from this point forward.**

SECTION 2: Full and partial lockdown

Full lockdown

Alert to staff: A continuous sounding of the 'Lockdown' alarm – INTERMITTENT BELL and a message will appear on all computer screens. This signifies an immediate threat to the academy and its community. This could be for many reasons such as a violent intruder or active shooter on site.

In the event of being informed of a threat to the students and staff of the Academy the following procedure should be followed;

Immediate action

- External doors are locked.
- All staff computers across the academy site will display 'lockdown'. This will remain in place until the lockdown threat is over.
- All radio users to switch to channel ?? in a lockdown.

Responding to the lockdown signal

- i. The lockdown signal will be distinct from that of the fire alarm.
- ii. In most instances staff and students must remain in the room in which they are in and lock the door from the inside.
- iii. If it is not possible to lock the door from the inside any other method must be used to ensure that it is not possible to enter the room. Students who may be outside the classroom during a lesson e.g. being in the toilet when the signal sounds must go to the nearest classroom.
All students stay in their classrooms or return to their classrooms immediately. Staff are to ensure students are out of sight of any windows and if necessary around corners.

- PE lessons return to the PE block and staff take classes to the nearest room with a lockable door if safe to do so or action may mean locking themselves into the Astroturf, the Gym or the Sports Hall.
- iv. Any student outside the classroom of their timetabled lesson but with another member of staff when the lockdown signal sounds e.g. music lesson, learning support, first aid, internal exclusion must remain in the room with the member of staff.

- v. Staff based in the offices must remain in the office during the lockdown.
- vi. Any teacher not teaching or non-classroom based support staff should go to the nearest room which can be locked from the inside if they are not already in a room which can be locked from the inside.
- vii. It is the responsibility of the member of staff to secure the room in which they are in locking doors, closing windows & drawing blinds. During the lockdown all staff and students must remain out of sight as far as possible and, depending on the reason for the lockdown, crouching under a desk.
- viii. The Catering Manager must lock both doors which lead into the kitchen.
- ix. Visitors to the school must remain with the member of staff who they are visiting during the lockdown.
- x. If the lockdown alarm sounds before morning registration, between lessons, at break, lunch or after 2.50pm pupils and staff must go to the nearest room and lock themselves in it.
- xi. During lockdown, all staff with radios keep the channels clear. No unnecessary communication should happen, any necessary communication should be discreet.

Discreet communication example

Staff who have access to an internal email system could access this and await further instructions. This may be through a personal mobile phone.

- PE staff may use word of mouth to communicate to those outside.
- Staff and students remain in lockdown until it has been lifted by a member of core SLT in coordination with the emergency services. This will be communicated by the normal fire bell.
- On hearing the fire bell, all students and staff will evacuate the building in line with the fire policy.

Monitoring the Site Entrances:

Once the site is secure, BAM staff should return to their office building and monitor Academy entrances via CCTV. The gates and main door should only be opened when visual confirmation of the presence of the Emergency Services can be confirmed.

When the Lockdown Team are confident that the threat has reduced to safe levels a message will be sent by email to inform staff of the next steps and the Fire Alarm will sound to indicate the lockdown is over and for all to proceed to the fire assembly point.

Partial Lockdown

A continuous sounding of the 'Lockdown' alarm – INTERMITTENT BELL and a message will appear on all computer screens. This may also be communicated by an email from the most senior member of SLT on the site.

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 for example.

Immediate Actions:

- All outside activity to cease immediately, staff and students return to classrooms.
- Head of Academy or deputy Head Teacher to notify the Emergency Services;
- All staff and students remain inside with external doors and windows locked; as per section 2 Vii and,
- Free movement may be restricted / permitted within the building dependent upon circumstances.

All situations are different, once all staff and students are safely inside, the school staff with radios should conduct an on-going and dynamic risk assessment based on the situation and advice from the Emergency Services. This can then be communicated to staff via email.

'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 can 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.

Staff Roles

The Head of Academy makes the decision to move to full or partial lockdown; if not available Deputy Head of Academy. Lockdown alarm activated and email sent to all staff. *If safe to do so* Head of Academy or Deputy Head Teacher will provide instructions via the tannoy system.

The Head of Academy will assume responsibility for managing the lockdown situation until emergency services arrive. This may include allocating specific roles and responsibilities which will be communicated to staff.

BAM will proceed with gate and door 'lockdown' only if it is safe to do so and with confirmation from the Head or Deputy Head of Academy.

All support staff are to ensure their office/work areas are locked and secure;

Teachers in classrooms are to close and lock their classroom doors, and interconnecting doors, as well as close all windows and blinds. Doors may be barricaded, if safe to do so. Teachers are to keep all students out of the sight of an intruder, if it is safe to do so. This includes cover teachers, teaching staff and student teachers.

Students must not be allowed to use their mobile phones, in line with the academy behaviour and safety policy. All phones must be on silent or off only.

End of lockdown procedures

The end of 'lockdown' can only be initiated by the Head of Academy or Deputy Head of Academy, in conjunction with the relevant authorities if appropriate; The end of the 'lockdown procedure' will be communicated as follows:

- Email notification from a member of Core SLT, will be sent to all staff to indicate the lockdown is over.
- When the Lockdown Team are confident that the threat has reduced to safe levels an email will be sent by core SLT member to inform staff of the next steps and the Fire Alarm will sound to indicate the lockdown is over and for all to proceed to the fire assembly point. **Fire evacuation procedure must now be followed on hearing the fire alarm.**

Communication with parents/carers

PA to the Head of Academy will take responsibility for instigating Parental contact. In their absence the Office Manager will resume this role.

If necessary parents will be notified of a 'lockdown' situation as soon as it is practical to do so via the Academy's established communication network.

Staff must not use their mobile phones. Students must not use their mobile phones, in line with the academy behaviour and safety policy.

Students will not be released to parents or transported during 'lockdown'; Depending on the type and severity of the incident, parents and transport (Taxi) may be asked NOT to collect students from the Academy.

If the end of the day is extended due to the 'lockdown', parents will be notified and will receive information about the time and place students can be collected, either from Academy staff or by the Emergency Services.

Parents will be informed as soon as reasonably practicable, following any serious incident, as to the reasons for the 'lockdown' being instigated.

Lockdown Drills

'Lockdown' drills should take place at least once a year to ensure everyone knows exactly what to do in such situations. Monitoring of practices will take place and debriefed to staff so improvements can be introduced to the current scheme.

SECTION 3: Marauding Active Shooter Guidance

'Marauding Active Shooter' also covers other types of firearms incidents where a gunman is active against multiple targets. This style of attack is potentially attractive to any crowded area, so vigilance by managers and staff everywhere is important.

In the event of an attack consider these actions:

Stay safe

- Under immediate GUN FIRE – Take cover initially, but leave the area as soon as possible – if safe to do so, e.g. if the shooters are no longer a threat to you or others in your vicinity.
- Nearby GUN FIRE – Leave the area immediately, if it is possible and it is safe to do so.
- Evacuation – Beware of location and direction of threat and evacuate away from danger. Assist others in evacuating if it is safe to do so.
- Leave your personal belongings behind – Do not delay your evacuation but, if possible, take a means of communication (i.e. mobile phone) with you to facilitate the giving/receiving of further safety advice.
- Do not congregate or allow the public to congregate at evacuation points or usual rendezvous points. Dispersal away from the danger area is vital. However, try to maintain contact with your supervisor so they are aware of your safety and location.

Emergency Advice and Support For Education Establishments COVER FROM GUN FIRE (Examples)	COVER FROM VIEW (Examples)
<ul style="list-style-type: none"> • Substantial brickwork or concrete • Engine blocks of motor vehicles • Base of large live trees • Earth banks/hills/mounds 	<ul style="list-style-type: none"> • Internal partition walls • Car doors • Wooden fences • Curtains

REMEMBER – Cover from view does not necessarily mean out of danger, especially if you are not in "cover from gun fire".

IF YOU CAN'T ESCAPE – Consider locking yourself and others in a room. Barricade the door then stay away from it. If possible choose a room where escape or further movement is possible. Silence any sources of noise, such as mobile phones, that may give away your presence.

See

Pass as much information to the Police as possible. Use CCTV and other remote methods where able. NEVER risk your own safety or that of others to gain it. If it is safe to do so, think about the following:

- Type of firearm: long barrelled or handgun?
- Exact location of the incident?

- Is it automatic fire or single shot?
- Moving in any particular direction?
- Number and description of gunmen?
- What else are they carrying?
- Are they communicating with others?
- Number of casualties/people in the area?

Tell

Do not assume that others have already contacted the police. Therefore contact POLICE immediately by dialling **999** or via your control room, giving them the information shown under "See".

Use all forms of communication available to you – to inform staff, public, neighbouring premises etc. of the danger.

Act

Carry out the following actions if it is safe to do so:

- Secure your immediate environment and other vulnerable areas.
- Keep people out of public areas.
- Move away from the door and remain quiet until told otherwise by Emergency Services or if you need to move for safety reasons.

Armed police

In the event of an attack involving firearms, a Police Officer's priority is to protect and save lives. Please remember:

- Initially they may not be able to distinguish you from the gunmen.
- Officers may be armed and may point guns at you.
- They may have to treat the public firmly.
- Follow their instructions; keep hands in the air/in view.
- Avoid quick movement towards the officers and pointing, screaming or shouting.

SECTION 4: Review

Collect all the necessary particulars about the incident/intruder and establish what lessons can be learnt from such an incident, if applicable.

These procedures will need to be reviewed by SLT and Trust H&S representative on an annually basis as part of good working practice within the Academy.

SECTION 5: Off Site Lockdown /Threat Procedures

The modified risk assessment for any offsite visit must be completed. The EVC, in conjunction with the Leadership team, will determine the threat level of the proposed destination using all available information. This may result in a trip not proceeding.

The party leader is responsible for establishing a lockdown procedure for any venue they visit. Many venues will have a lockdown procedure in place that the party is expected to follow in the case of a threat. Where the procedure can be obtained, it should be attached to the risk assessment.

Where the proposed trip is to an open venue or a venue without a procedure, the party leader must agree with the accompanying staff what steps will be taken in the event

of a threat to the party. This must take place in advance of the visit. This should include the following; -

- All students should have the party leader's mobile number in their phone.
- All students will be informed to follow the instructions of the Police.
- The trip leader must make immediate contact with the school at the earliest and safest opportunity to inform the Headteacher of the situation.
- The School should organise, in consultation with the Headteacher/Deputy Headteacher, a means of contacting parents to provide information on the situation.
- The school will liaise with the Trust and the LA regarding any press statements following an event.

APPENDIX A: Stay Safe Principles

Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider during an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website.

While the chances of being caught up in a gun or knife attack are rare, it is important that we are prepared and know how to protect ourselves if the need arises. The National Counter Terrorism Security Office (NaCTSO) has released guidance that sets out three key steps for keeping safe in the event of a gun or knife attack. The advice is, if caught up in an incident to RUN to safety, HIDE if you can't, and TELL the police when you're safe.

www.gov.uk/government/publications/recognising-the-terrorist-threat.

PSHE guidance : [RUN HIDE TELL youth groups guidance and session plan FINAL 10 11 17.pdf \(npcc.police.uk\)](#)

Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you. Leave
- belongings behind.

Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.

- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls. Be
- aware of your exits.
- Try not to get trapped.
- Be quiet, silence and turn off vibrate on your phone.
- Lock / barricade yourself in. Move
- away from the door.

Tell

- Call 999 - What do the police need to know?
 - Location - Where are the suspects?
 - Direction - Where did you last see the suspects?
 - Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
 - Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

Armed Police Response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat. Keep
- your hands in view.

Officers may

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

You must STAY SAFE

- What are your plans if there were an incident?
- What are the local plans? e.g. personal emergency evacuation plan.