

Shenfield High School - Lockdown guidance and procedures

Introduction

Although it is important to be prepared and have Lockdown procedures in place, it is vital that the children's welfare is considered throughout. The procedure needs to consider which members of staff need to be informed, depending on the type of occurrence to ensure that key staff are informed without unnecessarily alarming students or other staff.

Communication is a key aspect in these situations so make sure that all emergency numbers are close to hand and school emergency and incident management procedures are followed as required. *Note that any mobile phones containing staff personal contact details should be password protected to protect data in accordance with the Data Protection Act.*

The Reception team may be the first to hear about an emergency and pupils may be sharing on social media before management know, which may raise other concerns.

Events which could trigger a full or partial lockdown:

- Incident or disturbance in the local community
- Intruder on school site with potential to pose a risk
- Warning of air pollution
- Major fire in the vicinity of the school
- Dangerous animal roaming loose
- Chemical leak or incident
- Bomb threat
- Hostage situation
- Firearms or weapons attack
- Attacks or incidents utilising vehicles

This list is not exhaustive and should be reviewed dynamically.

Partial Lockdown

This is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality), should the situation escalate.

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.
- A threat received by the school, ECC, media etc.
- A warning being received regarding the risk of air pollution or chemical disturbance in the area.
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Immediate Action:

- Contact the Emergency Services if necessary
- Sound the level one lockdown alarm (3 x school bell sound)
- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils to remain in the building with external doors and windows closed and locked if necessary.
- Depending on circumstances, free movement within the building may be permitted

Once all staff and pupils are safely inside, the lockdown leaders will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services, which should then be communicated to staff and pupils.

Full Lockdown

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

Immediate action:

- Contact the Emergency Services if necessary
- Sound the lockdown level 2 alarm (4x school bell sound)
- All pupils return to base (classroom, tutor room or other agreed location, e.g. sports/assembly/dining hall)
- External doors are locked, classroom doors locked (where possible), windows locked, blinds/curtains drawn, pupils sit quietly out of sight (e.g. under desk or around a corner) somewhere not visible to external people.
- Register taken – the lockdown leaders will contact each class in turn for an attendance report.

Staff and pupils remain in lock down until it has been lifted by a senior member of staff/emergency services. At any point during the lockdown if the lockdown level 3 alarm sounds (5x school bell sound), everyone should evacuate the building following the existing emergency evacuation procedures.

For the duration of the lockdown, the fire alarm should be ignored as it may have been triggered by an intruder\attacker to cause panic and draw people from hiding.

During lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communications.

Bomb Threat

Immediate Action:

- Ask questions such as: where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why the caller is doing this
- Listen closely to caller's voice and speech patterns and to noises in the background
- Notify the Headteacher or senior member of staff
- Headteacher or senior member of staff orders evacuation of all persons inside the building(s)
- Headteacher or senior member of staff notifies police (call 999)

Evacuation Procedures:

- Follow existing emergency evacuation procedures
- No one may re-enter the building(s) until the entire building(s) is declared safe by fire or police service
- Headteacher or senior member of staff notifies students and staff of termination of emergency.

Where examinations are taking place (advice from [ICQ – Joint Council for Qualifications](#)):

- Immediate Action:
 - o Evacuate the examination room in line with the instructions given by the appropriate authority and SHS emergency evacuation procedure
 - o Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
 - o Make a note of the time of the interruption and how long it lasted
 - o Make a full report of the incident and of the action taken, and send to the relevant awarding body

It is recommended that schools check on the relevant awarding board websites for any further/updated recommendations.

Lockdown Procedure

This procedure is based on the NaCTSO (National Counter Terrorism Security Office) [Guidance Note 1/2015 – Developing Dynamic Lockdown Procedures](#) and should be read in conjunction with the Schools Crisis management, Business continuity (Incident management) policies. It covers the threats mentioned above. However, where the school is subject to an aggressive terrorist incident (e.g. armed attackers) and it is not safe to initiate any or part of this plan the basic stay safe principals of the Government and Police [Run>Hide>Tell](#) guidance should be followed.

Planning

1. Key staff to be involved:

Executive Lockdown Leader: Headteacher
Back up ELL – Deputy Head Teacher(s)
Lockdown Leaders - Headteacher, SBM, SLT

Lockdown Leaders to include various staff depending on the threat or situation. These may include: Site Manager, First Aider, Attendance Officer, HR Manager, Finance Manager, Pastoral support, IT Manager

Control Room (CTR) Location: Front office/ Headteachers office

Alternative Control Room: IT Server room as it is secure and has no windows

2. External agencies that will or may need to be contacted:

Police / Emergency Services tel. 999
Environment Agency tel: 0800 80 70 60

3. Method of communication to be used in the event of a lockdown

Radios (emergency channel to be set by Lockdown Leaders as required)
Mobile phones
Internal phones may also be used

Staff can be kept informed and communications shared via SIMS intouch messages. The Lockdown leaders will also deliver messages as needed.

4. Lockdown Alert Signal will be given in the following way:

Level 1 (partial lockdown) – School bell will sound 3 times in a row
Level 2 (full lockdown) – School bell will sound 4 times in a row
Level 3 (emergency evacuation during lockdown) – School bell will sound 5 times in a row

5. Movement plan for students, staff and contractors to follow if they are not in a classroom:

Students, staff and any contractors (who are signed in to school) make their way to the nearest classroom or secure building. Students to be directed by the member(s) of staff responsible for them at the time of the alert

6. Registers will be taken in the usual way if there is a computer available with SIMS on. Please send email or make a paper note if there are additional bodies in your room that are not on the register.

7. Lockdown procedures should be practiced at least once a year and drills recorded by the School Business Manager