

Lockdown Procedures



Rationale

The purpose of this plan is to minimise the impact of crises on children, parents/carers, governors and our community in the event of an emergency. This will enable all of our community to move into action proactively in making decisions, clarifying the emergency and communicating with relevant and appropriate bodies. Governors will review this planning policy annually with advice from the senior leadership group. This plan is developed in conjunction with the business continuity plan.

There may be extremely rare circumstances when the school needs to 'lock down' in a definable hostile or threatening situation. Lock down is defined by NaCTSO (National Counter Terrorism Security Office) as:

“Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger...”

Staff will not independently decide that the lock down situation has ended. The ending of the lockdown will be decided by the Headteacher and staff will be contacted via the phone pyramid to update them.

The policy and procedures will be reviewed every 2 years or after an incident is logged (See Appendix A). This review will include all representatives of SMT, nominated teaching staff and other stakeholders if required.

Emergency/Disaster contingency planning and guidance

Schools should be in a position to respond immediately to potential critical incidents. Health and Safety checks through our policies and procedures, combined with relevant, up-to-date and tested evacuation procedures assist the school in responding to particular situations. However, the school must be able to respond to unexpected situations in a co-ordinated and effective way. A lockdown should be initiated when a situation arises that requires the isolation (rather than evacuation) of staff and students from an identified threat.

After an incident

The school must complete an incident log (Appendix A) following an incident leading to lockdown. This must include full SMT involvement. This must be completed within 24 hours of the incident to ensure clarity of detail. Action points must be noted as a result of evaluation, and completed within the agreed timescale. A copy of this incidence form must be sent to Corporate Health, Safety and Wellbeing Service healthandsafety@swansea.gov.uk and Helen.Morgan-Rees@swansea.gov.uk, Education@swansea.gov.uk

Threats may include

- Violence and assault caused by any person
- Intentional destruction or vandalism or accidental damage to all or part of the school/site
- Siege/hostage incident
- Civil disturbances and terrorism
- Dangerous Animals
- A criminal act where weapons are used
- Lightning/Severe weather
- External circumstances as advised by police or other agency

A lockdown procedure may involve part or whole of the school. Pennard Primary School will respond to these issues with the use of a Lock Down Procedure (LDP).

Instant Response to All Emergencies

1. A potential fire/bomb threat where immediate evacuation of the buildings is required in line with the school's EAP procedures or
2. The need for a 'lock down' where immediate containment of all people within the building is required

It is essential that the response to any emergency is timely, consistent, professional and coordinated in a way that minimises the impact to all members of our community. The response to emergencies will be dependent on the nature of the critical incident. **In the event of a lock down the responsible person will alert staff as follows:**

Outdoors:

- One long blast of the whistle all children freeze.
- Three short blasts will indicate that all children should line up go to their class.
- Once safe in class an adult should take the fire register to ensure all children are present.

Indoors:

- The school buzzer will sound 2 rounds of 3 buzzes.
- This will repeat after a short break of 30 seconds to ensure all adults have heard.
- Communication will also be used through telephoning the classrooms if possible.
- An adult should take the fire register to ensure all children are present.

Swimming Pool: (Teachers must have a Walkie Talkie or mobile phone with them in the pool)

- Upon hearing the buzzer sound exit water immediately and go to the changing rooms to wait.
- Lock corridor door to school.
- Take a register to check all children swimming are present.

The receipt of relevant information will be the prompt for the school instigating the lock down procedures'. On that basis, the following procedure will be adopted in the event of any self-declared or informed emergency:

1. The Headteacher (Deputy Headteacher in their absence) will declare a **CODE RED**, and where appropriate, dial 999 and request the appropriate emergency services that will be required. In the event that the Headteacher or Deputy Headteacher is absent, this will be the senior staff member at the school.
2. The Headteacher will summon all/relevant members of SMT immediately to his/her office as an initial response to the emergency.
3. SMT will take specific responsibility for key aspects of the emergency response as:
 - Headteacher – overall co-ordination of the response in dealings with pupils and staff; and providing timely information, the chair of governors, CEO and School Governor Unit, of the emergency
 - Deputy Headteacher – To carry out instructions of the Head Teacher and delegate immediate response from all members of staff
 - All Teachers to timely respond to instructions ensuring all pupils are accounted for and remain safe
 - Admin Manager – timely communication to emergency services, ensuring all phone lines are made available
4. Depending on the circumstances, critical incident will be co-ordinated from a designated area that is deemed safe. Where possible this will be in the Headteacher's office. In the event of an evacuation of the school, a place will be designated by emergency services or the head teacher.

5. All media responses and other public communications must be co-ordinated through the LA. Please email education@swansea.gov.uk with details and contact Communication Services:

Office hours: 01792 636092/ 01792 637158

For head teacher use only: out of hours (including weekends, nights and bank holidays)

07796 275117: Lee Wenham, Head of Service

07796 275227: Patrick Fletcher, Head of News

6. All staff will familiarise themselves with these procedures, a copy of which will be held in every classroom, the Staff Policy file, Headteacher's office and admin office.

Lock Down Procedure Management File in Office

To include:

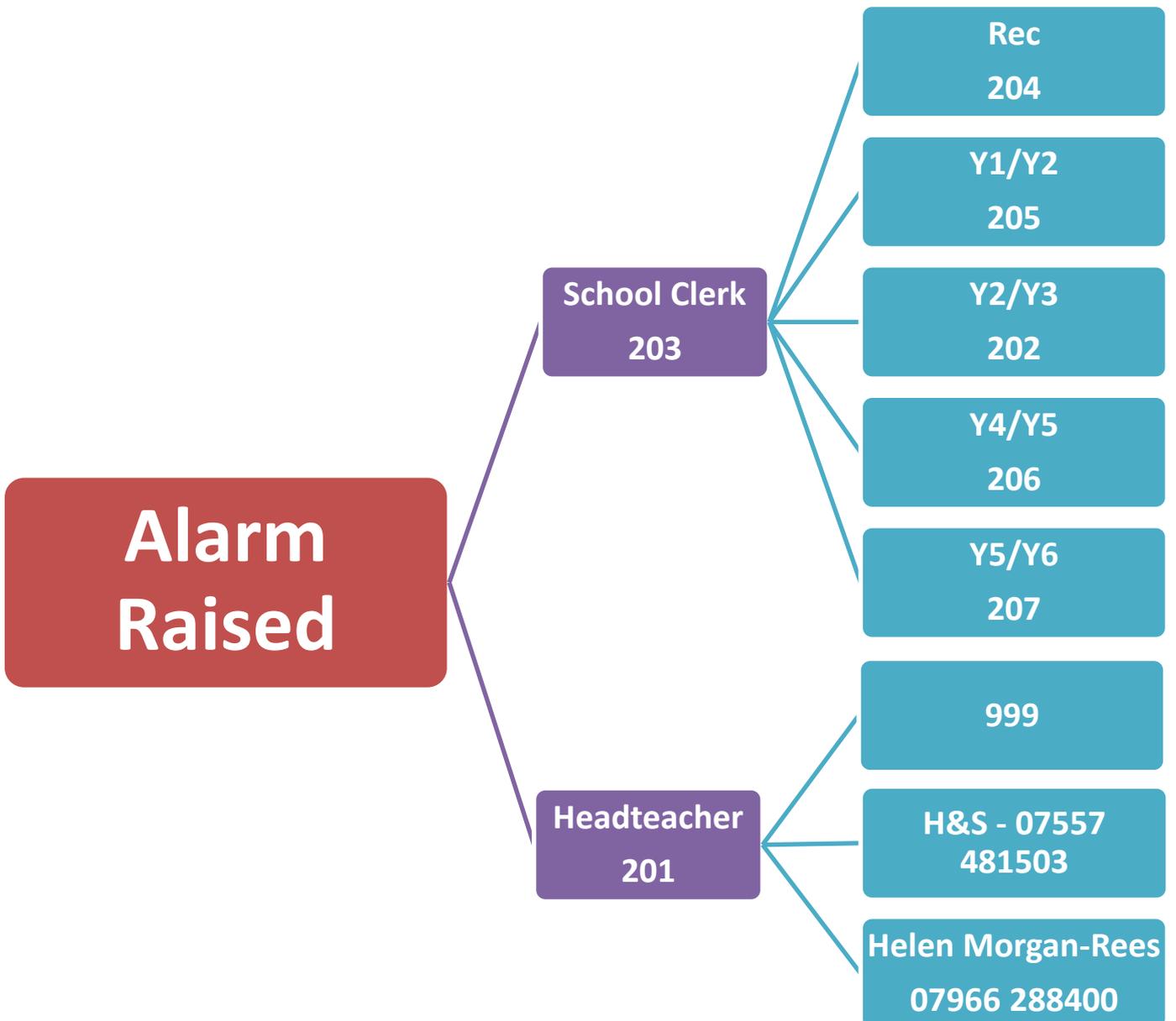
- Business Continuity Plan - Including revised communication structure.
- Incident logs (Appendix A)
- Internal phone extension lines
- Site plans of the school
- Building plans of the school
- Emergency isolation points for main services ie. Gas, Oil, Electricity, Water
- Communication details of local media contacts
- Website information
- Staff, student and governor emergency contact list.

In case of emergency where access to the above is restricted, a copy of this file will be held electronically on the HWB under health and safety – “Emergency Planning File”

LOCK DOWN PROCEDURES

Code	Security Level	Communication
Code Green	<ul style="list-style-type: none"> Lock down is concluded School is safe 	<ul style="list-style-type: none"> One long sound on the buzzer. Phone call from Head Teacher/SMT
Code Amber	<ul style="list-style-type: none"> Prepare for building or area lock-down 	<ul style="list-style-type: none"> Phone call from Head Teacher/SMT
Code Red	<ul style="list-style-type: none"> Implement lock down procedures with immediate effect 	<ul style="list-style-type: none"> Outside - One long whistle to stop play on the yard. Three short blows everyone to class or nearest classroom Inside – Buzzer will sound 2 rounds of 3 buzzes. Phone call from Head Teacher/SMT
Head Teacher	<ul style="list-style-type: none"> Initiate CODE RED for lockdown of full or partial school Ensure School Clerk has contacted the relevant emergency services Identify designated area as communication point Deal with given situation if appropriate Communication to senior LA Officers 	
DH Teacher/SMT	<ul style="list-style-type: none"> To take lead on classroom security SMT, if possible, to assemble at designated communication area If safe to do so, double check all exit doors. 	
School Clerk	<ul style="list-style-type: none"> Initiate CODE RED for lockdown of full or partial school Contact appropriate emergency services Ensure phone lines are free Relay any relevant information from classrooms to HT 	
Teachers/TAs	<ul style="list-style-type: none"> On notification of CODE RED ensure all pupils remain or are brought into the classroom Ensure every child in class is accounted for. Notify school clerk of any children unaccounted for Notify any staff unaware of the CODE RED Ensure all doors and windows are locked Ensure blinds are closed. Maintain a free phone line Check for email alerts Maintain a calm atmosphere If any child with medical needs becomes unwell, notify the headteacher EXT 201 or school clerk EXT 203 and await instruction Ensure personal mobile phones are turned to silent Move children away from windows Sit children quietly on the carpet Await further instruction 	
Canteen Staff	<ul style="list-style-type: none"> On notification of a CODE RED lock all available doors and windows Isolate all kitchen equipment Keep children calm If any child with medical needs becomes unwell, Headteacher EXT 201 or school clerk EXT 203 and await instruction Await further instruction 	
Persons away from Class eg play,	<ul style="list-style-type: none"> Children, staff or visitors not in class for any reason will proceed to the nearest area of safety within the school building if safe to do so. Inform 	

- the school clerk
- If staff are aware of a given situation that poses significant risk to pupils they must blow one long blast on the whistle followed by 3 short blasts to alert other staff members of a **CODE RED** (All staff to carry on lan- yard)
- Walk children to the safety of the nearest school entrance via the safest route.
- Notify Headteacher **EXT 201** or school clerk **EXT 203**
- Head Teacher to initiate **CODE RED** procedures



Appendix A - Incident Log

Log Sheet		Pennard Primary School	
Date:			
SMT:			
Incident Type:			
Time From/To	Detail:	Action Taken	
Debriefing			
Date:	Reporter:	Support Services:	
Evaluation:			
Action Points:		Completion date:	

A copy of this incidence form must be sent to Corporate Health, Safety and Wellbeing Service healthandsafety@swansea.gov.uk and education@swansea.gov.uk

EMERGENCY SITUATION: LOCKDOWN

We may need to quickly get children and staff into classrooms and lock doors as a result of an emergency to ensure their safety.

This could be **inclement weather**, eg lightening, **an environmental hazard**, **a violent situation in our local community** or **an intruder or danger in our school**.

On hearing the EMERGENCY LOCKDOWN ALARM

Ensure all staff and pupils are inside the building

During indoor lesson stay in the classroom

During outdoor lesson / break or lunchtime go to classroom

Lock and secure external doors and classroom doors (in the event of an intruder onsite)

Shut doors, windows, blinds and turn off lights. Get pupils to sit on the floor, under desks or against the wall.

Use fire register to check for missing pupils, extra pupils, or injuries.
Report immediately to Ext 201 or 203.
(If you have additional children keep them with you)

In the event of an environmental hazard we may be asked to move pupils away from the incident to another part of the building.

Remain in place until the all clear sign is given. This will be one long blast of the buzzer.

Or until emergency services evacuate the building.

Our evacuation, point is the yard (same as fire points)

Our secondary evacuation point is the Community Centre carpark.