

## Ealing Schools – Lockdown Guidance & Procedures

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 pupils and staff in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations. Situations such as: an intruder inside the school or an emergency situation outside the school that prevents the evacuation of students and staff from the building. A warning may be received regarding a risk locally, of air pollution (smoke plume or gas cloud etc.) or major fire. In these situations, schools should be prepared to take steps to isolate students, teachers and staff from danger by initiating a school lockdown.

Lockdown arrangements should be determined by individual schools, as they will be dependant largely dependent on local circumstances such as building design and layout, class arrangements and resources available etc.

Examples of a school lockdown policy are included in appendices A & B.

A school lockdown 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.

In general, there are two main lockdown situations:

1. **Lockdown with warning (Partial Lockdown):** The threat is outside the school building.
2. **Lockdown with intruder:** The threat or intruder is inside the school building.

### 1. Suggested Lockdown with Warning Procedures

In a partial lockdown staff and pupils should remain in the school buildings and all doors leading outside should be locked. No one should be allowed to enter or leave the school grounds; however teaching and work can continue as usual. This may be as a result of a reported incident/civil disturbance in the local area with the potential to pose a risk to staff and pupils in the school.

The following procedures should be followed when the threat is *outside* of the school building:

The designated person initiates the “lockdown warning.” Be direct. DO NOT USE CODES.

#### **Important:**

- Special attention should be paid to classes that are outside of the school building, such as playgrounds and playing fields.
- School staff must be able to hear the lockdown announcement.

- An alternate lockdown location must be identified. This location can be indoors or outdoors (if students can be safely hidden).
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Secure and cover classroom windows.
- Move all persons away from the windows.
  
- Take a register of students in each classroom.
- Teachers should prepare a list of missing and extra students in the room.
- Teachers should take this list with them once they are directed to leave the classroom.
  
- Consider alerting parents and guardians by text or other means. Informing them that the school is in lockdown until further notice.
- Control all movement, but continue classes. Disable bells. Move on announcement only.
- Once the threat has subsided, the school announces the “all clear.”

## 2. Suggested Lockdown with Intruder Procedures (Full Lockdown)

The following procedures should be followed when the threat or intruder is *inside* of the school building:

- The designated person orders and announces “lockdown with intruder.” Be direct. DO NOT USE CODES. This announcement should be repeated several times.
- Immediately direct all students, staff, and visitors into the nearest classroom or secured space.
- Classes that are outside of the building SHOULD NOT enter the building.
- Move outside classes to the primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from the windows and doors. Keep all students sitting on the floor, and turn off the lights.
- Take a register of students in each classroom.
- Teachers should prepare a list of missing and extra students in the room.
- Teachers should prepare to take this list with them once they are directed to leave the classroom.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- **Be prepared to ignore any fire alarm activation**, as the school will not be evacuated using this method.
- When or if students are moved out of the classroom, assist them in moving as

quietly and quickly as possible.

- When the threat is over/the intruder has left the building, the designated person announces the “all clear.”

## Appendix A

### LOCKDOWN POLICY & PROCEDURE

The school recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations

A lockdown may take place where there is a perceived risk of threat to the school, its staff, children, visitors or property. Where possible, the school will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorised person(s) considered dangerous, are on school grounds.
- In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.
- In emergency situations within the environs of the school where there is potential risk from spills or poisonous fumes.

**A lockdown will be initiated by a recognisable signal.**

**Lock down procedures will be practiced from time to time so that staff and children are familiar with them** Practices and Procedure

*Follow the **CLOSE** Procedure*

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing any attention

Endure. Be aware that you may be in Lockdown for some time.

The following steps provide guidelines for staff, students and visitors in an emergency situation:

1. On hearing the lock down signal the Pre-school Manager/Deputy will call for assistance - 999
2. Once alarm is activated, immediately advise Broughton Infant School of the emergency situation including details of what is happening, where and who is involved.
3. Staff will lock the back door and draw blinds on all windows
4. Three (3) long whistle blows will signal lockdown procedures to take effect immediately.

***In the setting:***

Upon hearing the Lockdown signal, these steps will be followed:

1. Staff to secure all windows and doors. Close all blinds Instruct children to sit on the floor on the carpet area and keep them calm If anyone is outside, call them in. Collect medical box, register & mobile phone.
2. Do a head count immediately & register
3. Supervise, ensuring everyone remains out of sight and are sitting quietly.
4. No one should be allowed out of the room or safe area during a lockdown procedure.

5. Remain in lockdown until the all-clear has been given and normal situation resumes – single short repeated rings will signal the all clear.

**If the lockdown sounds whilst in transit to school.**

1. Go to the nearest building
2. Notify the school of number of children & staff
3. Remain in lockdown until you receive further notice

**Go I n, Stay I n, Tune I n**

Local industrial accidents e.g. a factory fire with hazardous fumes may also necessitate sheltering inside the pre-school building. All doors & windows should be kept shut and appliances such as extractor fans switched off. The emergency services and/or local authority will give the all clear. Information may also be broadcast on local radio or television.

**Evacuation**

Some examples of circumstances when it may be appropriate to evacuate a building or designated area include fire, bomb threats, gas or chemical leaks, explosions or substantial damage to the building.

**Buddy Schools**

Arrangements have been made with *a neighboring school* to take staff and pupils there during an evacuation or if the school needs to be closed. Parents may be advised of this location in advance.

**Internal Threat Response**

1. Person in charge will ensure the security of all personnel in the vicinity of the threatening situation.
2. The staff member or designated adult will sound the alarm and inform the emergency services
3. Do a head count immediately. Ensure children remain out of sight and sit quietly.
4. Remain in lockdown until the all clear message is given.

**At no time will staff attempt to physically remove an unwanted visitor. Staff will follow the directives of Police as instructed or requested.**

**Special Considerations**

**Suggested Lockdown Prior to School Starting Procedures**

- Staff gathers all students in the hallways into their classrooms or other rooms.
- Pre-school activities leaders gather students and report attendance.
- Administration staff checks the hallways and exterior of the building.
- Administration posts an individual at the drop-off location/entrance, alerting parents and children.
- Staff take register of students in their room.
- At “all clear,” students report to their classroom or first class to take attendance.

**Suggested Lockdown During After School Activities Procedures**

- Event leaders gather students and take a register.
- Administration staff checks the hallways and other rooms.

## Appendix B

### 1 Aim

As part of our Health and Safety policies and procedures the school has a Lockdown Policy.

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A Lock Down is implemented when there are serious security risks of the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent on causing harm/damage.

### 2 Notification of Lock Down

Staff will be notified that lockdown procedures are to immediately take place on hearing short bursts of the bell.

### 3 Procedures

3.1. These signals will activate a process of children being ushered into the school building, if on the grounds, as quickly as possible and the locking of the school's offices and all outside doors where it is possible to remain safe.

3.2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened, where possible, and children are positioned away from possible sightlines from external windows/doors. Lights, Smartboards and computer monitors to be turned off.

3.3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when the bell goes. If a class is in the hall, library or ICT Suite they will follow identical procedures as if they were in class.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

3.4. Staff to support children in keeping calm and quiet.

3.5. Staff to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team, Chair of Governors or Office Staff in person that there is an all clear.

3.6. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

### 4 Staff Roles

4.1. Front office staff ensure that their office is locked and police called, if necessary

4.2. Head or office staff member locks the school's front doors and entrances

4.3. Individual teachers/HLTAs, TAs lock/close classroom door(s) and windows.

## 5 Communication with Parents

5.1. If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network – texting service

5.2. Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

5.3. Pupils will not be released to parents during a lock down.

5.4. If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

5.5. A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lock down and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

## 6 Lockdown drills

Lock down practices will take place a minimum of three times a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

### Lockdown Emergency Response Quick Reference Flowchart Full Lockdown Incident

