

# **BUSHEY HEATH PRIMARY SCHOOL**

## **LOCKDOWN PROCEDURE**

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 minimise disruption to the learning environment whilst ensuring the safety of all the pupils.

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Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- 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 warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc.).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

The school's lockdown plan is as follows:

Signal for lockdown	Intermittent alarm
Signal for all clear	Verbally from a staff member
Rooms most suitable for lockdown	All classes to remain in own classrooms
Entrance points (e.g. doors, windows) which should be secured	External doors Fire doors Internal doors All windows
Communication arrangements	In person or by staff mobile phones

### Lockdown Drill

Staff will be alerted to the activation of the lockdown drill in advance. When the intermittent alarm rings staff must take the following action:

- Pupils who are outside of the school buildings are brought inside as quickly as possible and return to their classroom (outside staff will be informed by a senior member of staff).
- Dial 999. Dial once for each emergency services that you require.
- Those inside the school should remain in their classrooms and check corridors and toilets for pupils and staff.
- Ensure people take action to increase protection from attack:
  - Block access points (e.g. move furniture to obstruct doorways)
  - Sit on the floor, under tables or against a wall
  - Keep out of sight
  - Draw curtains / blinds
  - Turn off lights
  - Stay away from windows and doors
- Blinds should be drawn and pupils sit quietly.
- Once in lockdown mode, staff should if appropriate inform the office of any pupil who is not accounted for and instigate an immediate search for anyone missing.
- Staff should encourage the pupils to keep calm.

- Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.
- As appropriate, the school office will establish communication with the Emergency Services.
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place.
- Parents will be notified as soon as it is practicable via School Gateway and the website (only when appropriate via guidance form Emergency Services).
- Pupils will not be released to parents during a lockdown.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year.

All situations are different, once all staff and pupils are safely inside, the disaster recovery team will conduct an on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

### **Lockdown Drill**

Once the incident has been assessed as safe all classrooms will be visited by a senior member of staff and told the situation is under control and the class can resume activities as normal.

### **Communication between parents and the school**

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable

### **Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.