



TWS Lockdown procedure

Circumstances that would trigger a lockdown

- a disturbance in the local community which poses a risk to the school,
- a threat from an individual, outside the premises
- local risk of air pollution, such as a smoke plume or gas cloud,
- a major fire in the vicinity of the school,
- close proximity of a dangerous dog roaming loose,
- instruction from the emergency services,
- an intruder on grounds with the potential to pose a risk to the school

- Close all doors, windows, blinds, lights off
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure – be aware you may be in lockdown for some time

Further information will be shared via the internal systems and mobile phones. Log on and await for instructions or the 'All Clear' from Senior Leadership Team for end of Lockdown. If you are with Children it is important to:

- remain calm
- reassure them
- remind them to follow your instructions

Plan

| Staff responsibilities | |
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| Headteacher | <i>To make contact with emergency services.</i> |
| Other staff members | <ul style="list-style-type: none"> • <i>Deputy headteacher and Admin team communicate with parents</i> • <i>DHT and Admin team to communicate to all members of staff</i> • <i>Teachers and support staff: stay with pupils</i> • <i>Site manager/ INCLUSION mgr. and FSW : ensure all access points are secured</i> |
| Signals | |
| Lockdown signal(s) | <ul style="list-style-type: none"> • <i>Initial alert sent to all phones</i> • <i>Internal phone systems to be used- all rooms called and if not answered visited by the room next door.</i> • <i>Walkie talkies for staff outside of building</i> • <i>Mobile phone staff message group</i> • <i>Word of mouth- staff to make sure next door classrooms are aware.</i> • <i>Hand bell to be rang in corridor if safe to do so.</i> |
| All clear signal | <ul style="list-style-type: none"> • <i>Internal phone systems to be used- all rooms called and if not answered visited by the room next door.</i> • <i>Word of mouth</i> |
| Evacuation signal | <i>Word of mouth and internal phone systems to be used to signal need to evacuate building.</i> |
| Lockdown | |
| Assembly points | <p><i>Classrooms to be used for all. (If classrooms compromised then move to a space that is not, main hall or upstairs)</i></p> <p><i>Non class based staff to remain in offices.</i></p> |
| Entrance and exit points | <p><i>All external doors to be locked immediately</i></p> <p><i>All windows to be closed</i></p> <p><i>All skylights to be closed</i></p> |

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| | <i>All gates to be locked</i> |
| Bringing pupils inside | <i>If children are outside the bell will be rang and radio staff – children will be silent and told to go straight to their classrooms where a register will be taken.</i> |
| Steps to increase protection from danger | <ul style="list-style-type: none"> • <i>Aim to make the school appear ‘closed’</i> • <i>Lock and screen doors where applicable, pull blinds</i> • <i>Position children away from sightlines from external doors and windows, for example under a desk</i> • <i>Inside doors and windows locked (where they are able to)</i> • <i>Turn off lights and monitors</i> • <i>Ensure mobiles phones and electronic devices are on silent, or turned off</i> • <i>In principle NO ONE SHOULD MOVE ABOUT THE SCHOOL unless the risk is greater in staying put.</i> • <i>There will be a designated central office for SLT staff although this will depend entirely on the circumstances and location of individuals.</i> • <i>Consider blocking access points.</i> |
| Internal communication | <i>Staff to use mobile phones on silent to communicate. What’s APP groups of Admin, Teachers and LSA to be utilized for quick communication to all.</i> |
| Communication with parents | <p><i>Message sent to parents via Parent mail and text/ APP -</i></p> <p><i>Ask parents not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.</i></p> |
| Additional notes | <ul style="list-style-type: none"> • <i>Register or headcount taken –any missing pupils or additional pupils/staff should be immediately notified to SLT.</i> • <i>During the lockdown, staff will keep agreed lines of communication open but not make unnecessary contact to SLT as this could delay more important communication.</i> • <i>In the event a school is in in Lockdown and the fire alarm sounds, the school should contact the emergency services as in a normal fire alarm. However staff and pupils should remain in lockdown and assess the situation before evacuating. Approach with caution as there may be a fire or an intruder may have activated the alarm.</i> • <i>Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.</i> • <i>Pupils will not be released to parents during a lockdown</i> <p><i>If site evacuation is needed it will be communicated using Whats APP and or</i></p> |

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| | <p><i>internal phone system.</i></p> <p><i>Children will be taken to St John Fisher school – as per Evac plan</i></p> |
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| Checklist | | | |
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| Step | Check | Time | Signed |
| Use signal to initiate lockdown | | | |
| Ensure pupils are inside | | | |
| Secure entrance points | | | |
| Contact emergency services | | | |
| Ensure staff take action to increase protection from danger | | | |
| Make sure pupils and staff are aware of exit points | | | |
| If safe, check for missing pupils or staff | | | |
| Remain inside until all clear has been given or told to evacuate | | | |