Lockdown Procedure and Policy

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 School Emergency Evacuation Plan and Crowded Places Guidance (Page 17). It is covers the sort of threats that the school may potentially be subjected to e.g. aggressive or violent intruder, dangerous animals, chemical or environmental incident. 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 Run>Hide>Tell must be followed.

What is dynamic lockdown?

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 areas and preventing or frustrating the attackers accessing a site (or part of).

Part one: Lockdown Procedure: Planning	
Procedures	Points to consider/notes
1. Names of Staff to perform specific duties: Senior Lockdown Leader: Head Teacher Back up SLL: Senior Deputy Head Teacher and Deputy Head Teacher Lockdown Leader: Head's PA, Deputy Head Teacher and Lead Practitioners	
2. Consider threats, vulnerabilities and assess the risks.	*Possible circumstances that the school will call a lockdown include:* • *Aggressive/violent intruder* • *Dangerous animals* • *Environmental hazard* • *Other threat as identified by the SLL*
3 External agencies that will or may need to be contacted:	• Emergency Services **999** • STC (office hours) **0191 427 7000** • CCTV room – **0191 4239913** • Environment Agency - **0800 80 70 60**
4. Method of communication to be used in the event of a lockdown:	*Tanoy system* *Code Word **Snowy Owl*** The panic button under reception desk to be pressed to inform the Police there is an emergency.

5.Lockdown **alert signal** will be given in the following way: Code word **Snowy Owl** **All clear** signal will be given in the following way: Code word **Flown Away**	*Arrangements for signal checks to take place* *All staff members to be informed of Code words* 2
6. Movement plan for pupils and staff to follow if they are not in a class room:	*Move to nearest classroom and ensure all doors and windows are closed.*
7. How will register be taken and communicated to the CTR?	*Staff in room will take register of pupils and staff in their safe area and email / text Head Teacher that all are present and correct*
8. Teacher with class will be responsible for ensuring pupils are moved to safe area Visitors to school – staff member who is working with visitor is responsible for ensuring visitor is moved to safe area. Staff are responsible for moving to a safe area.	*LLs area of responsibility:* *Head's PA main school* *It is the responsibility of the LL to ensure all people in their area are kept up to date and to lead any actions required.*
9. Lockdown procedures will be practised at least once per year and drills recorded	
Part two: Lockdown Procedure	
1. CTR/SLL role: • Sound alert signal • Co-ordinate LL • Contact Emergency services/external agencies • Begin roll call process approx. 10 minutes after lockdown was initiated. • Gather information and liaise with all staff • Take records • Initiate all clear • Lead the debrief with all parties and any communications	*All leaders to ensure accurate records are taken of all actions in an incident log*
2. LL role: • Report to CTR • Ensure designated area is secured (windows & doors) Staff within the rooms	

in the designated area to carry out these procedures • Gather information and liaise with staff/CTR • Search for missing children if required • Undertake dynamic RA at all times and not move about school if not safe to do so	3
3. Non LL Staff must: • Escort pupils to a lockdown area • Take a register if possible • Communicate with CTR any missing pupils or additional pupils • Check doors and windows in immediate vicinity are secure • Keep pupils calm and quiet • Where appropriate (due to nature of the threat) sit on floor away from windows • Keep mobile phones on silent	*Do not lock fire exits with a key in case you need to escape in an emergency. Schools will usually have suitable mechanisms for securing doors that are easy to overcome from the inside e.g. thumb turns. If a key has to be used because of an immediate threat, ensure it is not removed from the lock.*
Part Three: Lockdown Procedure: Debrief & Review	
1. Debrief for staff/pupils to be taken by SLL as soon as possible after the incident.	
2. Parents to be informed via a meeting and /or letter as soon as practical after incident. Further information to be provided on website Media contact at LA to be consulted before any communications are released:	
3. Incident report to be completed by SLL Reporting mechanism : E.g. STC H&S Incident & Accident form	

Appendix 1: Further Guidance

Part One: Planning	
Procedures	**Points to consider**
1. Decide on roles. 1.1. The Head Teacher the Senior Lockdown Leader (SLL), they should nominate several 'Lockdown leaders' (LL): people with authority to lead and manage the lockdown. 1.2. The SLL will initiate, manage and conclude a lockdown. 1.3. Choose a suitable 'Control room' (CTR), where all instructions and management decisions will come from e.g. the main office. The control room may include office managers/reception staff who will assist the SLL with tasks. **The number of LLs will depend on the size of the school and how many designated areas each LL could realistically manage in the event of an incident. At least one LL will be tasked with the role of ensuring that all entrance/s to the school are locked.**	• There should be a backup SLL (which maybe the acting Head) and back up LL in case of absences on the day. • SLL should be based in the 'Control room' (CTR) to coordinate communications and record actions. • Consider alternative CTRs in the event the original location is no longer a viable option. • Each LL should be highly familiar with all aspects of the school grounds in the event they needed to look for missing pupils or to hide staff/pupils. • SLL and LL will liaise in the CTR at the start of incident to provide instructions. It is very likely that any communication equipment will need to be stored in the control room or somewhere that is easy to get to.
2. Consider scope of guidance 2.1. Define and list the circumstances in which your school will call a lockdown. 2.2. Decide on external agencies that will or may need to be contacted	• A lockdown should be initiated when a situation arises that requires the isolation (rather than evacuation) of staff and pupils from an identified threat. • Threats on site could include, but not be limited to; aggressive or violent intruder/parent/pupil; siege/hostage incident, dangerous animals, armed incident, terrorist incident, chemical or environmental incident. • A lockdown should involve the whole school, (including all pupils and use of all school grounds). • However STAY SAFE principles must take precedence (Run>Hide>Tell) if there nature of the threat is such that the school lockdown procedure cannot be implemented e.g. aggressive terrorist attack
3. Communications 3.1. Decide how individuals will contact the SLL/CTR if they see something or someone suspicious. 3.2. Determine a clear method of communication to be used during a lockdown. 3.3 Once methods have been agreed, ensure all tools and equipment are kept in working order, e.g.	• Review communications channels for whole school (classrooms, canteen, isolated staff in satellite buildings, consider also groups returning from off-site) • How will main office staff stay in contact and ensure nominated phone lines remain clear? • Think about before & after school and during breaks. Do other communication options need to be purchased for

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internal email alert, walkie-talkies, mobile phones, land lines, etc.	playground duty, e.g. walkie-talkies. If you agree upon email alerts, is it likely or realistic that all staff would receive these in time? • Consider the most effective/quick and accessible method of communications.
4. Decide on signals Arrange how the lockdown **alert signal** will be given (and the subsequent all clear signal)	Ensure that it can be recognised/heard all over the school A continuous "alarm" sound is not usually recommended as this may well inform the threat that the school is about to go into lockdown. • Ensure that the alert could never be mistaken for a fire alarm. • Consider making an "announcement' 'code' which would be easily understood as a lockdown initiation instruction.
5. Movement around school 5.1 Consider a movement plan for pupils and staff to follow if they are not in a class room. 5.2 Include contractors and visitors to site in the planning process	Decide which buildings are suitable (and which are not). Consider before and after school and the location of activities and play areas. • During breaks or outside classes, pupils will need to proceed to the closest, securable room. • Any plans will need to be practised, so all staff/pupils must be familiar with the school grounds and layout.
6. Registration Develop a process for conducting a register and communicating this information back to the CTR. This may be based on existing procedures.	A register with all names of pupils, staff, volunteers etc. in each room or group needs to be passed onto the CTR via a secure and pre-agreed method. Use existing mechanisms where possible. • For the purpose of not blocking communication channels for prolonged periods of time consider communicating to CTR only key information such as, the register has been completed and only pass on details of pupils/others who are missing.
7. Consultation Share the draft Lockdown plan with staff and Governors.	A range of staff reviewing the document will often result in other issues being considered that may have been overlooked.
8. Clarify responsibilities 8.1. Document responsibilities of designated persons 8.2. ALL staff will have the responsibility of checking windows and doors in their immediate vicinity are secure and safe. (This will reduce the amount of work that the SLL and LL will have to do in the event of an incident.)	Who will be responsible for instigating the signalling alert, contacting police and the collation of important facts and details of the threat? • You will also need to consider having a voicemail message on the school main line to make parents aware that the school is in lockdown and children will not be released until the lockdown has come to an end. • Consider procedure for lunchtimes/breaks, in the event of stragglers – ensure there is a process in place to collect them e.g. Instructions if a pupil/other is in the toilet – to go to nearest occupied room. • Consider how details for missing pupils/others would be conveyed to the CTR.

	• At what point will the LL begin to check their designated zones to check for missing pupils and stragglers?
	• Will the main office be able to contact them via radio to alert them of missing persons?
	• Who will liaise with Police, inform the local authority, speak to parents, seek advice from local authority communications teams/media advisor, maintain incident log, print letters for pupils to take home, etc.?
Part Two: Lock down procedure	
1. Threat Observed 1.1 Threat has been seen by staff – they must Communicate this to the SLL or CTR. If no answer, contact one of the LLs. 1.2 If advised by SLL or LL, The member of staff should initiate Lockdown for their own class or area.	Try to give as much information as possible about what was seen as this information will be passed from the CTR to the police. • If able to do so safely advise neighbouring classes • Keep pupils calm and quiet • Move safely to a secure area/location within the classroom if not already there • Check window and door security in immediate vicinity only. • **A dynamic risk assessment must be performed by teachers to determine if it is safe for them and their pupils to move around the site.**
2. Initiation 2.1 SLL will then take responsibility for initiating a whole school Lockdown. 2.3. SLL will meet at the CTR office and give out instructions and communications equipment 2.4. The SLL will establish the nature of the threat and gather as much information as possible e.g. descriptions of intruders **A dynamic risk assessment must be performed to determine if it is safe for SLL and LL to move around the site.**	A dynamic risk assessment is the continuous process of assessing risk and making decisions that ensure an acceptable level of safety in the rapidly changing circumstances of an operational incident.
3. External Communication The SLL will liaise with external bodies as appropriate e.g. Police, LA CCTV, Emergency services, Environment Agency, etc.	• Communicate details of the threat and lockdown procedure to the police or other relevant body. • Number of intruders? Weapons seen? • Descriptions of intruders? On site or trying to get on site? • Place school phones onto pre-recorded voicemail allowing callers to know the school is in lockdown and not to block the phone lines • Instruct parents via the recorded message not to come to the school as children will not be released until after lockdown.

	• Consider if any other communication methods are appropriate e.g. social media (only after consultation with media advisor).
4. LL Deployed All LL proceed to their designated areas to carry out their checks on staff/ pupils and windows/doors.	• LL will continually be performing a 'dynamic risk' assessment for their own safety. **Do not move around the school if it is not safe to do so.** • LL will be assigned designated areas to check (either predetermined or designated by the SLL on the day). • In the designated areas the LL will reassure staff, check windows and doors are secure and look for any missing persons.
5. CTR manages communications 5.1. Collect any information about incident/intruder etc. 5.2. Communicate gathered information to Police Services (or other relevant body) and take their instruction 5.3. Update Local authority as appropriate 5.4. Divert phones to a pre-arranged number 5.5. Begin roll call process at approx. 15 minutes after lockdown was initiated. **Time needs to be given to allow staff and pupils to gather at their relevant safe spaces.**	• Advise staff if/when police are controlling the Situation • Divert parents and returning groups away from school if not already on the grounds. • Ascertain if all staff, pupils and others are accounted for via roll call process, if not pass details to 'Lockdown leaders' who will round up any missing persons (where safe to do so).
6. Non LL Staff role (on hearing the alarm) 6.1. Mobilise support staff and pupils to get to secure place if not there already 6.2. Relay simple and quick communications to pupils do not panic them 6.3. Secure windows and doors as required 6.4. Relay registration details to CTR with the following information (or similar) a. Registration completed no missing persons. b. Registration complete, Missing persons or any additional pupils - give name of missing/additional persons. 6.5. If there are missing persons, LL will look for them (if safe to do so). 6.6. If missing children end up in another location with other teachers, that teacher must relay this to the CTR as soon as practicable. CTR will relay this to LL who will liaise with relevant teacher whose child is missing.	• If in class, stay in current classroom. • If outdoors, move to closest, securable room or to designated area and stay there unless advised otherwise or the threat causes you to look for alternative place of safety. • If nature of the threat warrants it pupils and staff should stay out of sight as much as possible e.g. sit on floor away from doors and windows, turn off lights, close windows and lock doors. Everyone must stay quiet. • Mobile phones must not be used to contact parents, all phones must be switched to silent and not on vibrate. Phones should only be used when absolutely necessary. • Keep communication lines free for essential communications only.

Lockdown leaders should be the only staff moving around the school building other than those trying to move to a secure location.	
7. Continuing/extended lockdown 7.1. Continue procedures of quiet sitting 7.2. Take instructions from police if they have assumed control	Continue mobile phone silence for staff and pupils. Advise that no pupils can leave secure area for toilets, food etc. • If toilet emergency for young child – use planned alternative • If emergency medication is required – contact CTR for advice, assessment of the situation and to discuss options
8. Lockdown over When the situation is resolved the SLL will authorise the sounding of the recognised audible signal to advise that the lockdown is concluded.	All clear signal should be given by CTR once police/emergency services (where involved) have confirmed all is well.
Part three: Debrief & Review	
1. Debrief Debrief pupils and staff as soon as practicable. This process is essential and must be completed to reassure staff and pupils that all is now well.	• Depending on nature of incident, seek support from police for debrief. • When providing information for pupils consider developing some staff information or script for staff to talk through with pupils. • Brief staff at a meeting, provide support where needed.
2. Communications with parents, media, etc. Debrief parents/carers via letter, website and if possible a face to face meeting with all parents who wish to attend	• If relevant, speak to local authority communications team before sending out any letters to parents about the lockdown. • Advise parents of the end of lockdown and outcomes. If relevant, advise that further information will be given in due course. • Change the message on school phone, this could include information on communications to be sent out and details of parents debrief meeting. • Check register and sign out pupils when leaving school after lockdown.
3. Documentation	• Check with the local authority about reporting requirements. Report incident through normal incident reporting mechanism. • Police may need to take statements from pupils/teachers
4. Support Ongoing support from local authority (If applicable) with press interest, police issues, counselling, etc.	Immediate and ongoing support should be pre-planned and accessible after the incident for a period of time determined by the nature of the incident.
5. Review Follow up and review procedures	• Review procedures, how did they work – what needs to be changed? • Ask for feedback from staff about what worked well and what did not.

	• Update procedures as required, re-distribute and ensure all staff and others trained in new procedure. • Practice again with new procedures

Partial Lockdown

Alert to staff: 'Partial lockdown'

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however teaching and work can continue as usual. This 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. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action

- All outside activity to cease immediately, pupils and staff return to building. (There needs to be a means of communicating the alert to duty staff at break times).
- All staff and pupils remain in building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.
- Staff should await further instructions.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.

A 'partial lockdown' may also be a precautionary measure, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: 'Full lockdown' – Code Name Snowy Owl

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

Immediate action

- All pupils/staff stay in their classroom or move to the nearest classroom.
- Office staff should remain in their office.
- External doors locked. Classroom doors locked (where a member of staff with key is present).
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).

- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls).
- Lights, smartboards and computer monitors turned off.
- Mobile phones turned off (or at the least turned onto silent so they cannot give away your position).
- A register to be taken of all pupils/staff in each classroom/office.
- Communicate register of staff/pupils to a pre-agreed central office.
- Staff should await further instructions.

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, the fire alarm may sound which is a cue to evacuate the building.

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

Lockdown Procedure

In the event of the Lockdown Signal Alert [Tanoy – Snowy Owl] stay indoors in the room/classroom that you are in. If you are outside make your way to the nearest classroom or the hall.

Communication will be shared by Mentor emails giving instructions as to what to do – please ensure this is checked and not on the screen for children to read. It is therefore important that a computer is always logged on (and email accounts open) during teaching sessions. Internal phones may also be used for communication.

If you are with children it is important to:

- ☐ Remain Calm
- ☐ Reassure
- ☐ Ask children to be quiet & follow your instructions

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