LOCKDOWN POLICY

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The Immediate Response: Sheltering, Evacuation and Lockdown

1. Sheltering

1.1 External events, such as a toxic release may necessitate sheltering inside the school buildings. All doors and windows should be kept shut and appliances such as extractor fans switched off. The signal for sheltering will be the same as lock down – an intermittent ring of the school bell

1.2 **Go In, Stay In, Tune In** – In an emergency the authorities will broadcast safety information on local radio/ television and the school will remain in shelter mode until the emergency services and/or local authority give the all clear.

2. Evacuation

2.1 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.

2.2 In the event of an evacuation being required:

- The emergency alarm will sound continuously (same as fire alarm).
- The adult responsible for each class will escort children at that time to the school playground.
- Children should walk quickly and as silently as possible and then form up in class lines. (Teachers should ensure that they know all available means of exit)
- On arrival in the playground, class teachers will be responsible for checking that all the children are in attendance, using their registers.
- The names of any children not in class lines (excluding absentees) will be reported to the Headteacher.
- All teachers should check their own classrooms and cloakroom areas.
- The school secretary will bring all registers out to the playground.
- In the event of the delay of the deputy headteacher, another member of staff should check that their class is present.

2.3 The headteacher or incident manager will decide whether to remove the children to a safe place at London Colney Primary & Nursery School.

2.4 In the event of evacuation during a critical incident, the Incident Response Team should be formed in the headteacher's office and roles clarified. A designated

member of staff (usually the caretaker) will await the arrival of the emergency services in a safe place.

2.5 Pupils will be reassured and kept under supervision.

2.6 No one should re-enter the building unless the emergency services have given the all clear. A member of the Incident Response Team should be responsible for receiving and relaying this authorisation to staff and pupils.

2.7 If cleared for re-entry, the incident manger will delegate the following tasks:

- Account for all pupils once inside the building again.
- Check that no unauthorised persons gain entry.
- Rooms should be rechecked to make sure there is nothing amiss.
- Debrief and reassure pupils.

2.8 If re-entry is not authorised, the incident manager will delegate the following tasks:

- Alert the County Council, if this has not already been done.
- Follow school closure procedures.
- If parents are collecting children from another location, clear location details should be given to parents and the County Council.
- Alternatively, if parents can still collect children from the school site, consider whether there are any restrictions in access to the premises or parking facilities that need to be communicated to them.

3. Lockdown Procedure

3.1 Where there is a threat from either an intruder on the school grounds or within the vicinity of the school, the school may instigate a lockdown procedure.

3.2 The lockdown signal for the school is the intermittent sounding of the emergency alarm bell.

3.3 In the event of a required lock down, the incident manager will consider the following:

- Calling for assistance – 999.
- Moving all staff and pupils into classrooms or safe areas (CAS)
- Locking doors, close windows and blinds.

- Keeping pupils seated away from windows and doors. There may be circumstances when it is best to sit on the floor or under desks.
- Preventing pupils from leaving the classroom or safe area during a lockdown procedure.
- Ensuring that pupils are engaged in a quiet activity or game and being kept calm.
- Forming an Incident Response Team from administrative staff in the headteacher's office, recruiting additional staff where possible.
- Ensuring that any children who are outside when the signal for lockdown is given, are safely escorted into the nearest hall, classroom or secure building.
- Appointing runners to facilitate communication with teachers in classroom (including giving the 'all clear' signal once the danger has passed).

Guidelines for the Lock Down Procedures

In the event of the need for a 'Lock Down' the school bell will ring intermittently. Please follow the guidelines below.

- Teachers are to remain in their current rooms with the children they have with them
- Teaching Assistants or other adults who are in supervision of groups of children should also remain wherever they are with the children, not return to the classroom
- Any children who are between classrooms (e.g. Year 6 children doing monitoring jobs) should go into the nearest classroom and be kept by the adult there. The adult in charge should inform the office staff which children they have from other classes, ideally by phone.
- Teachers need to lock doors external doors, close windows and pull down blinds
- All external doors should be closed
- If any children are missing then inform the office immediately e.g. those on monitoring jobs who have not returned to their own classroom
- If on the field go into school via the nearest entrance.
- The children are to sit on the floor if necessary
- All staff and children to remain in position until a member of the Senior Leadership Team comes to inform you otherwise.