

## Lockdown Procedure

Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

Recently there has been an increasing threat of firearms, weapons and terrorist attacks on schools and other places where people would usually feel safe. This has led to an increased need for efficient procedures to protect everyone in the building and reduce the risk of danger. Unfortunately, this has now become an important consideration in the UK.

A **Lockdown Procedure** provides the steps that can be taken to prevent threats and intruders from gaining access into school buildings and preventing them from moving through the building

### *The main aims of a school lockdown include:*

- To remove students and staff away from the threat.
- Keeping the threat isolated from as much of the school as possible.
- Accurate recording of which students are in each room, identifying anybody who is missing.
- Developing an efficient evacuation away from the threat

## Signals

Alarm or signal for lockdown shelter	<i>Horn in HT office or HT(or assigned Deputy) communicates to KS1 and Nursery Admin communicates to KS2</i>
Signal for stand down / all-clear	Administrator/ Headteacher to enter all classrooms to let staff/ pupils know.

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

### **Key Information:**

When the alarm sounds or notification is given:-

- Check exterior doors are locked (this is the norm for our school but it would be good to lock hall doors, doors to EYFS play area, corridor door to hall, external Reception door).
- Students or staff in rooms that are not able to be secured such as hallways and bathrooms should move to rooms that can be secured (e.g. classrooms).
- Staff to secure and cover classroom windows/ close blinds
- Move everyone away from windows (if necessary play 'upside down' learning where children are allowed to sit under their desks)
- Teachers should take a register of students in each classroom (take note of any missing or extra students in the room). Keep the list of names when allowed to leave the room.
- When the threat has been removed, the designated member of staff can announce "all clear".

**Stottesdon C. of E. Primary School, Cleobury Mortimer, Nr. Kidderminster, Worcs. DY14 8UE**

Office Tel: 01746 718617 Nursery/Wraparound: 01746 718769

Email: [admin@stottesdon-shropshire.co.uk](mailto:admin@stottesdon-shropshire.co.uk)

Website: [www.stottesdon-school.co.uk](http://www.stottesdon-school.co.uk)

**Head Teacher: Mrs. K. Jones Chair Of Governors: Rev. M Daborn**

SGET Registered Office: Lacon Childe School, Cleobury Mortimer, DY14 8PE Company number 9115941

Lessons which are outside should not come into the building but move a safe distance away from the school. **In the event of a real attack**, our safe secondary site is the **Church (with toilet facilities at the Compass Home)**. Priority is stay safe and hidden.

We need to be very sensitive to the age of the children when explaining lockdown. It is in case there is a danger outside of the building, and the children need to remain inside. This could be a dog on the field or chemical leaks into the air etc. We do not want to discuss terrorist attacks etc with the children. Some children will be very worried about this.

A lockdown drill will only take place once a year. There will be an assembly that week, so the children know what is happening. The lockdown procedure may be adapted after each 'drill' to constantly improve (similar to fire drills)

Action Plan
Sound/Communicate Alert - Activate lock-down procedures immediately
Dial 999
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows
Close windows / blinds
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)
Hide, sit on the floor under desks, and away from windows
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access
If possible, check for missing / injured students, staff and visitors
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services