Department for Education

Lockdown Procedure – Thomas Harding Junior School

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.

Signals

Alarm or signal for lockdown shelter	**Intermittent** Ringing of Fire Bells
Signal for stand down / all-clear	Room to room visit from a member of SLT- say name and all clear (Example: 'This is Mrs Ruddell, all clear')

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.

Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately There are three alarm activation points in the school; **1, Outside the school office** **2, In room 8 (classroom by the car park at back of hall)** **3, In year 6 block**	
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 devises 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	

Rooms most suitable for lockdown
1 Classrooms
2 Hall
3 Offices

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.
Two-way radios
Classroom telephones
Mobile phones
Instant messaging / email
Other (TV's / Whiteboards / etc)

Lockdown procedures should be practised termly so that staff and pupils are familiar with them. Where there is a threat from either an intruder on the school grounds or within the vicinity of the school, the school may instigate lockdown procedures.

To raise the alarm staff should use the devices located around the school, which have Lockdown Alert Alarm written on them.

There are 3 alarms points in the school;

- **Outside the school office**
- **In Room 8 (classroom by the carpark)**
- **In Year 6**

The alarm is linked to the Fire alarm, the control unit is by the front door. **The bell sounds intermittently.**

On hearing the **intermittent** bell the following procedures will commence:

- Call for assistance – 999.
- Staff should ensure pupils are moved into classrooms or safe areas.

- Children with physical disabilities – if light enough then pick up child & carry if heavier support child to speed movement to classroom or safe area.
- Children in playground – bring children in, to a secure room.
- Quickly Lock doors, close windows and blinds, turn off lights. (Keys to classroom doors and wet bays **must** be kept hanging on the hook behind your door for this).
- Barricade the doors with available furniture.
- Keep pupils seated away from windows and doors. Staff and children should huddle out of sight lines. There may be circumstances when it is best to sit on the floor or under desks.
- Staff should plan an escape route to take, wherever possible, should an intruder start to gain access to the classroom. Take barricade down and exit. IF IN DANGER MOVE!
- No one should be allowed out of the classroom or safe area during a lockdown procedure unless in attempt of escape as above.
- Allow others to take refuge with you if SAFE TO DO SO. If it is not safe to do so then refuse as it would endanger whole class of pupils.
- The intruder may try to entice you to open the door – DON'T! For example, intruder has a hostage.
- Pupils should, where possible be engaged in a quiet activity or game and should be kept calm.
- Non-teaching staff should, where possible, assemble in the staffroom to form an Incident Response Team.
- If children are outside when the signal for lockdown is given, teachers and supervisors should consider taking them into the building by the nearest access point e.g. hall door, corridor door or door by the music room and on to a room/ hall that can be secured. If this is not possible, pupils may be asked to hide, disperse, or take cover if this will ensure their safety – head for bushes / trees.
- Consider whether escape is the best option. If you can escape the site safely, then do so. If not don't run as this would provide targets for an intruder with a firearm.
- Signal for giving the all clear – SLT will walk around room to room identifying themselves and giving the "All Clear".