



Emergency Lockdown Procedures

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident, which has the potential to pose a threat to the safety of students and staff. Procedures aim to minimise the disruption to the learning environment whilst ensuring the safety of all students and staff. It may be activated in response to a number of situations, typically:

- A reported incident / civil disturbance in the local community or an intruder on the school site/Broadmoor alert
- Environmental hazard (smoke plume, gas cloud etc) or A major fire in the vicinity of the school
- The close proximity of a dangerous animal roaming loose

Partial Lockdown - Alert to staff: Tannoy announcement stating: 'all staff please action partial lockdown'.

During break or lunch a Tannoy will state: partial lockdown – all students to return to tutor room immediately' If safe to do so, internal duty/available staff to quickly pass on message to externally placed duty staff. All PE staff will be contacted via their mobile phones (see school closure Staff Contact List).

Those inside the school should remain in their classrooms.

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to students and staff 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, students and staff to return to their tutor rooms
- All staff and students remain in building with external doors and windows closed
- Depending on the circumstances, internal doors may also need to be locked. A further tannoy will confirm this requirement
- Register taken and sent to office and/or central location – teaching /activities should continue where possible
- Staff should notify office and the Head of School of any students not accounted for (and instigate a search for any missing students, if safe to do so)
- Free movement may be permitted within the building dependent upon circumstances
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should encourage students to stay calm
- Staff should await further instructions
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communication system

Once all staff and students are inside, the Head of School will conduct an ongoing risk assessment based on advice from the Emergency Services. This can then be communicated to staff and students. Partial Lockdown is a precautionary measure but puts the school into a state of readiness, whilst retaining a degree of normality, should the situation escalate.

In the event of an air pollution issue, air vents can be closed where possible as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown - Alert to staff: 'Tannoy announcement stating: 'all staff please action full lockdown'.

During break or lunch a Tannoy will state: 'full lockdown – all students to return to tutor room immediately'
If safe to do so, internal duty/available staff to quickly pass on message to externally placed duty staff. All PE staff will be contacted via their mobile phones (see school closure contact list).
Those inside the school should remain in their classrooms.

This signifies an immediate threat to the school and may be an escalation of partial lockdown.

Immediate Action:

- All staff and students return immediately to their tutor room or nearest indoor space
- External doors locked. Classroom doors barricaded with furniture. Windows locked and blinds drawn. Students sit on floor, silently out of sight, under desks and around corners.
- Turn lights off, cover glass panels in doors (in case of intruder), be aware of exits
- Seal off air gaps, cracks and vents – where appropriate
- Register taken / (or email/note of students and staff accounted for) sent to office and/or central location
- Staff should notify office and the Head of School of any students not accounted for (and instigate a search for any missing students, if safe to do so).
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should encourage students to stay calm
- Staff should await further instructions
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communication system
- Students will not be released to parents during a full lockdown

Staff and students remain in lockdown until it has been lifted by either the Head of School or other most senior staff member. (via Tannoy) or Emergency Services.

Where possible, the office will stay in touch with students and staff every 15 minutes with updates on the situation. Check IT/personal phones/emails.

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

Examples of discrete lines of communication: Email on class computers, ipads, smartphones, mobiles, Schoolcomms to staff mobile numbers in an emergency

Communication between parents and the school.

In the event of a lockdown, any incident or development should be communicated with parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents should be given enough information about what happened so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with the emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come get your children, and where this will be from

It may also be prudent to reinforce the message ‘...the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors are locked and nobody is allowed in or out...’

Emergency Services

It is important to keep lines of communication with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by the Emergency Services depending on the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, external services may be able to provide a reception area for friends and family outside of the cordoned area.

Base Plan

Students/staff in any outdoor sports areas should go into the main building via the nearest available rear doors / or main hall during full lock down, if this is the nearest space.

Students/staff in garden/nature area, rear courtyard areas, carparks or front of school should go into main building using the nearest available entrance.

Students/staff in the rest of the school, eg: in corridors/main hall make should make their way to their tutor room, or for full lockdown the nearest indoor space.

Plan Effectiveness: The effectiveness of the plan will be tested on a yearly basis, by the Leadership group, by carrying out a desktop scenario exercise.

Roles and responsibilities:

Emergency use only telephone number: 01184676741, for emergency use only.

Control Room: Main Office (Back up Head of School Office)

All leaders to meet in Main office.

Job title	Role	Function
Head of School	Executive Lockdown Leader (ELL) (Back up: Assist Head LL)	<ul style="list-style-type: none"> Nominate leaders to lead and manage the lockdown Initiate manage and conclude a lockdown. Instruct an LL to start search for missing students/staff Ensure staff are trained on procedure and instigate tests Contact police and establish communication with the Emergency Services as soon as possible Inform BET – CEO/SLT
Assist Head Teacher 1	Lockdown leader (LL) (Back up LL: SLT member)	<ul style="list-style-type: none"> Instigate signal alert/s on tannoy and radios Notify M.Anderson to contact places for people to activate either full or partial closure. Inform Wokingham Council – Emergency Planning Team Via 0118 9746000 or DD: 01189 372235 – Emergency Planning Officer Collate important details, times and facts of the threat Maintain incident log with times/event detail
Assist Head Teacher 2	Lockdown leader (LL) (Back up SLT member)	<ul style="list-style-type: none"> Lead registration and coordination of the account of all students and staff. Alert ELL to missing students/staff to trigger check in designated zones (if safe to do so)
Site Manager with support from Site Assist / Finance/Facilities Off / STEM & IT Tech/Admin	Lockdown leader (LL) (Back up Finance/Facilities Off)	<ul style="list-style-type: none"> As instructed by ELL – lead and participate in the lock of all site access points and external doors as per building zone plan. To turn off heating, ventilation / air conditioning

Finance / Facilities Off	Lockdown (LL)	Leader	<ul style="list-style-type: none"> • Notify ELL of any students off site / returning from off-site • Carry out register of catering staff/cleaning staff • Allocate designated search areas to locate missing students/staff (if safe to do so) with support of other available staff (STEM/IT Techs/Admin)
PA/ Operations Manager – with support of admin assists	Lockdown (LL) Back up Assistant	leader Admin	<ul style="list-style-type: none"> • Provide to AssistHead 2, register updates for staff/visitors and students • Notify parents of lock down, using schoolcomms/text as required by ELL • Draft/print letters for students to take home (where appropriate) • Notify other parties due to visit site, eg: buses, contractors or visiting teams
IT Tech with support of IT apprentice	Lockdown (LL) Back up apprentice	Leader IT	<ul style="list-style-type: none"> • Update website with messages • Update telephone voicemail message as required • Maintain contact with staff via email every 15 minutes where/if possible
Duty Receptionist	N/A		<ul style="list-style-type: none"> • Receptionist on duty to immediately lock and secure main reception doors
Sports Staff			<ul style="list-style-type: none"> • To lock all external sports hall doors • Ensure Places for People have locked down front of sports hall/internal rooms.

Agreed by Local Governing Body 18 July 2018

Review: July 2020

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