



HARMONY TRUST LOCKDOWN PROCEDURE AND STAY SAFE PRINCIPLES

Description	By Whom	Date
Established	WM	25/5/17

Introduction

The Harmony Trust 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 staff and pupils within the academy.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- Firearms and weapon attacks
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the academy
- The close proximity of a dangerous dog roaming loose.

Lockdown principles

The following basic principles are to be followed in the case of 'Lockdown':

- Staff to be alerted to the activation of the plan by: (see individual academy procedures)
- Pupils who are outside of the academy buildings are to be brought inside as quickly as possible
- Those inside the academy should remain in their classrooms
- All external doors and windows are to be locked (depending on the circumstances, internal classroom doors may also need to be locked)
- Once in lockdown mode, a register is to be taken and staff should notify the office immediately of any pupils not accounted for
- Staff should encourage pupils to keep calm
- As appropriate, the academy should establish communication with the Emergency Services as soon as possible
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should await further instructions

Signals for lockdown:

- Whistle sounded in the corridors
- Existing internal messaging systems; text, email, staff phones etc.
- “Pop up” on employees computers / internal messaging systems
- Word of mouth

Please note that use of alarms should be avoided to reduce the incorrect response to the incident

Achieving Dynamic Lockdown

- Planning should identify all access and egress points in both public and private areas of the site. Remember, access points may be more than just doors and gates.
- Identify how to quickly and physically secure access/egress points
- Identify how your site can be sectorised to allow specific areas to be locked down
- Staff roles and responsibilities should be included in the plans
- Staff must be trained to act effectively and made aware of their responsibilities
- Stopping people leaving or entering the site – direct people away from danger
- Ability to disable lifts without returning them to the ground floor should be considered
- Processes need to be flexible enough to cope with and compliment evacuation

It is of vital importance that the academy’s lockdown procedures are familiar to members of the senior management team, academy administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year. Parents too should know that the academy has a lockdown plan, and a copy should be placed on the academy’s website

Lockdown arrangements

Partial lockdown

Alert to staff- (see individual academy procedures for details in the emergency procedures document)

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 academy. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action

- All outside activities are to cease immediately. PE students are to return to the Sports Hall. Pupils on break are to return to their classrooms. Duty staff at break/lunch to be informed of any incident
- All staff and pupils remain in the building and external doors and windows are to be locked

- Free movement may be permitted within, but not between buildings dependent upon circumstances.

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. This can then be communicated to staff and pupils. 'Partial lockdown' is a precautionary measure but puts the academy in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

2 Full Lockdown

Alert to staff- (see individual academy procedures for details in the emergency procedures document)

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

Immediate action:

- All pupils are to return to base (classroom being taught in, and for those on break/lunch to the closest classroom). PE students to go to the Sports Hall, dining students to remain in the dining hall etc.
- External doors are to be locked. Classroom and office doors are to be locked where possible. Windows to be locked with blinds drawn, sit quietly out of sight (e.g. under desk or around a corner where possible)
- Register taken - the office will contact each class in turn for an attendance report

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 lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

Examples of discreet communication channels are:

- Use of internal e-mail system, and await further instruction.
- Instructions will also be passed on via text message in an emergency.

Communication between parents and the school

School lockdown procedures, especially arrangements for communication will be routinely shared with parents either by newsletter or via the academy website. In the event of an actual lockdown, the incident or development must be communicated to 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 will happen so that they:

- Are reassured that the academy 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 academy. Calling the academy could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the academy. They could interfere with emergency plans and access to the academy 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.

The communication with parent's part of the plan needs to reassure parents that the academy understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, it may also be prudent to reinforce the message 'the academy is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out.'

Emergency Services

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

Stay Safe Principles

Terrorist Firearms and Weapons Attacks

Firearms and Weapons attacks are rare in the UK. The 'STAY SAFE' principles tell you some simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack:-

RUN

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

HIDE

- If you cannot RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone
- Lock / barricade yourself in
- Move away from the door

TELL

Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.

- Stop other people entering the building if it is safe to do so

ARMED POLICE RESPONSE

- Follow officers instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

OFFICERS MAY

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so

You must STAY SAFE