



Linden Primary School

Emergency Lockdown Policy and Procedures

Linden Primary School	
Date Issued	September 2018
Reviewed	July 2023
Next Review	July 2024

Rationale

As part of our Health and Safety policies and procedures the school has an Emergency Lockdown Policy.

Emergency 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 children and staff in the school. They may be activated in response to any number of situations, but some of the more typical may include:

- A reported incident/disturbance in the local community, with the potential to pose a risk to staff and children in the school;
- An intruder on the school site, with the potential to pose a risk to staff and children in the school;
- A visitor to the school site who becomes abusive or aggressive, with the potential to pose a risk to staff and children in the school;
- A warning being received regarding an environmental risk locally (smoke plume, toxic fumes);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog or animal roaming loose;
- A child who is unaccounted for or missing within the school site

Linden Emergency Lockdown

The procedure has two stages as follows:

1. **Partial Lockdown (secure the building)** – In a partial lockdown staff and children should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching and work can continue as usual. 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 children in the school. It may also be as a result of a warning being received regarding the risk of air pollution etc.

2. **Full Lockdown** – This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

- The Headteacher will determine the level of threat (SLT Member on duty in the absence of the Headteacher);
- The Headteacher will decide if full or partial lockdown is necessary.

Partial Emergency Lockdown

This may be a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and children in the school. It may also be a result of a warning being received regarding the risk of air pollution etc.

Signal for lockdown	Radio communication – <u>'PARTIAL LOCKDOWN, ACT NOW'</u> (anyone to use) x5 10 second bursts of the school bell (anyone to use)
Signal for escalation to full lockdown	Radio communication – <u>'FULL LOCKDOWN, ACT NOW'</u> (anyone to use) x5 10 second bursts of the school bell (anyone to use)
Signal for evacuation to MUGA	Code work <u>'FOREST SCHOOL'</u>
Signal for all-clear	Code word <u>'RAINBOW'</u> by SLT in person

Immediate Action:

1. All outside activities to cease immediately
2. Children and staff return to building & a register to be taken
3. All staff and children remain in building and all external doors and windows are closed/locked
4. Free movement maybe permitted within the building dependent upon circumstances
5. Staff should await further instructions, and remain in 'Partial Lockdown' mode until signal for all-clear is given by a member of SLT.

Once all staff and children are safely inside, SLT will conduct an ongoing and dynamic risk assessment based on advice from the emergency services. This will then be communicated to staff and children. Partial emergency lockdown is a precautionary measure but puts the school in a state of readiness should the situation escalate.

Full Lockdown

This signifies an immediate threat to the school and maybe an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

Signal for lockdown	Radio communication – 'FULL LOCKDOWN, ACT NOW' (anyone to use) x5 10 second bursts of the school bell (anyone to use)
Signal for evacuation to MUGA	Code work 'FOREST SCHOOL'
Signal for all-clear	Code word 'RAINBOW' by SLT in person

Immediate Action:

1. All outside activities to cease immediately
2. All children and staff outside to be brought into the nearest safe classroom (not the Pod or Main Hall)
3. All children and staff already inside to remain in their current classroom or office.
4. External doors closed/locked
5. Classroom doors, windows closed and curtains/blinds drawn. Doorways to be blocked if possible
6. Children sit quietly out of sight lines of doors/windows (e.g. under desk or around a corner)
7. Lights, smartboards and computer monitors turned off.
8. Mobile phones turned onto silent.
9. Staff should notify the school office by walkie-talkie or mobile phone to identify any children or adults not accounted for
10. Staff should await further instructions, and remain in 'Full Lockdown' mode until signal for all-clear is given by a member of SLT

** Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged/Children in Forest School*

NO ONE SHOULD MOVE ABOUT THE SCHOOL & NO STAFF MEMBER SHOULD USE THEIR MOBILE PHONES/DEVICES TO COMMUNICATE OUTSIDE OF THE SCHOOL UNTIL THE SIGNAL FOR ALL CLEAR IS GIVEN, UNLESS ASKED TO DO SO BY A MEMBER OF SLT

11. Staff to support children in keeping calm and quiet.

12. If it is necessary to evacuate the building, the code word '**Forest School**' will be communicated and everyone should leave the building via the nearest exit and assemble on the MUGA.
13. As soon as possible after the emergency lockdown teachers return to their classrooms and conduct a register and notify the School Office immediately of any children not accounted for.

Staff Roles

1. School Business Manager to ensure that her office is locked and as appropriate, member of SLT to notify emergency services and LA.
2. Headteacher and/or Premises Manager to lock the school's front doors and entrances.
3. Individual teachers/ LPs lock/close classroom door(s) and windows. Nearest adult to check exit doors.

Communication with parents

If necessary, parents will be notified as soon as it is practical and safe to do so via the school's established communication network – SchoolZine & website

Parents will be told:

Linden Primary School is currently in an emergency lockdown.

- Do not come to the school – this may put yourself in danger and block access for emergency vehicles.
- Do not try to contact the school as this may tie up phonelines and may prevent us from communicating with emergency services.
- Do not try to collect your child(ren) until we communicate that it is safe to do so.

Children will not be released to parents during an emergency lockdown.

If the end of the day is extended due to the emergency lockdown, parents will be notified and will receive information about the time and place children can be picked up from office staff (as soon as we are able to do so) or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Emergency lockdown drills

Emergency lockdown practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review

This policy and procedures will be reviewed annually as a part of the School's Health and Safety procedures.

Linden Primary School Emergency Lockdown Plan

Management and Control

Nominated person	Responsibility
It is the responsibility of all staff to initiate an emergency lockdown in the event one is necessary.	
Headteacher	Secure external doors & staff direction.
Deputy headteacher/SLT Member	Initial contact with emergency services & LA (01452 426767)
SBM	Support Premises staff in securing the building & admin staff in maintaining communications with parents.
Admin	Check trip lists, contact lead adult and instruct to remain away from the school site.
Teachers & LP's	Pupil control

Signals

Signal for lockdown	Radio communication – 'PARTIAL/LOCKDOWN, ACT NOW' (anyone to use) x5 10 second bursts of the school bell (anyone to use)
Signal for evacuate	Code work 'FOREST SCHOOL'
Signal for all-clear	Code word 'RAINBOW' by SLT in person

Lockdown

Specified assembly points	Classroom, Offices, Library, MUGA
Entrance points	Main School Entrance, external doors
Communication arrangements	<ul style="list-style-type: none"> • Telephone System • Mobile phones • Schoolzine App to be used to make parent contact & communication.

SLT Procedure

Step	Initial Response	Check	Time	Signed
1	Ensure all children are inside.	<input type="checkbox"/>		
2	Secure all entrance points to the school.	<input type="checkbox"/>		
3	Dial 999 for each emergency service that the incident requires (and LA if applicable)	<input type="checkbox"/>		
4	Check for missing or injured staff members and children if it is safe to do so.	<input type="checkbox"/>		
5	Partial - movement around the school, if safe to do so. Full – remain in full lockdown position			
6	Remain inside the classroom/offices until the all-clear signal has been given or unless told to evacuate.	<input type="checkbox"/>		

Appendix 1 - Partial and Full Lockdown Flowchart

Threat to school identified and alarm raised (incl. emergency services and LA if appropriate - (01452 426767))

Potential Threat – **PARTIAL LOCKDOWN**

Radio communication
'PARTIAL LOCKDOWN, ACT NOW'
(anyone to use)
x5 10 second bursts of the school bell
(anyone to use)

Immediate Action:

All outside activities to cease immediately

Children and staff return to building & a register to be taken

All staff and children remain in building and all external doors and windows are closed/locked

Free movement maybe permitted within the building dependent upon circumstances – instruction from SLT to be given

Staff should await further instructions

SLT to search for missing children

Communication with parents if appropriate

SLT to undertake risk assessment Should a partial lockdown escalate, instruction of **'FULL LOCKDOWN – ACT NOW'** will be given over the radio.

Immediate Threat – **FULL LOCKDOWN**

Radio communication
'FULL LOCKDOWN, ACT NOW'
(anyone to use)
x5 10 second bursts of the school bell
(anyone to use)

Immediate Action:

All outside activities to cease immediately

All children and staff outside to be brought into the nearest safe classroom (not the Pod or Main Hall)

All children and staff already inside to remain in their current classroom or office.

External doors closed/locked

Classroom doors, windows closed and curtains/blinds drawn. Doorways to be blocked if possible

Children sit quietly out of sight lines of doors/windows (e.g. under desk or around a corner)

Lights, smartboards and computer monitors turned off.

Mobile phones turned onto silent.

Staff should notify the school office by walkie-talkie or mobile phone to identify any children or adults not accounted for and SLT to search for missing pupils, if safe to do so

Communication with parent if safe to do so

Staff should await further instructions

End of Lockdown:

All-clear signal to be given, in person, by SLT: **'RAINBOW'**

Appendix 2 – Bomb Threat Procedure

Following a series of malicious hoax communications in relation to bomb threats to school it is important that you are alert but not alarmed. The vast majority of bomb threats are designed to cause alarm and disruption. While many bomb threats involve a person-to-person telephone call, an increasing number are sent electronically using email or social media applications.

No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999. In the event of a received bomb threat we must follow the lockdown procedures as outlined in the 'Partial or Full Lockdown Procedures' enclosed in this policy.

If you are unable to complete the directions given in the flowchart you must alert a member of staff to do this. If you receive a bomb threat communication you should:

- Stay calm and listen carefully
- If practical, keep the caller talking and alert a colleague to dial 999
- If the caller number is display take note of the number, otherwise dial 1471 to try to obtain the caller number once the call has ended
- If the threat is a recorded message then you must save the message and write down as much detail as possible
- If the threat is received by text message - do not reply to, forward or delete the message
- If the threat is delivered face-to-face - try to retain as many distinguishing characteristics of the threat maker as possible
- If discovered in a written note, letter or graffiti - treat as police evidence and stop other people touching the item
- If the threat is received via email or social media - do not reply to, forward or delete the message. Note the sender's email address or user name

Appendix 3 – Phone call Bomb Threat Checklist

To be completed in as much detail as possible:

Exact wording of the threat made:

Ask the following questions and record the answers in the box supplied:

Where is the bomb right now?	
When is the bomb going to explode?	
What does the bomb look like?	
What kind of bomb is it?	
What will cause the bomb to explode?	
Did you place the bomb? Why?	
What is your name?	
What is your address?	
What is your telephone number?	

Details of the call:

Time and date of the call	
Length of the call	
Caller's number	
Time Police were contacted	

Details of the caller:

i.e. gender, accent, background noises, delivery of threat (angry, incoherent, calm)

Any other information:

Date: _____

Print Name: _____

Signature: _____