



Lockdown Procedure

What is Lockdown?

A **lockdown process** would involve getting everyone on the premises inside safely and to a place where they cannot be seen from outside of the building. Lockdown also means completely securing the building. A lockdown would only be used in extreme circumstances where there is a serious threat to the safety of those within the building. After lockdown, the status may be changed to **invacuation**, which is the process of everybody remaining inside safely and maintaining the secure status of the building. Examples of situations when invacuation may be required are:

- An accident that may cause a disturbance to the school
- Air pollution due to a fire, or chemical release
- A dangerous animal in the school grounds

The school day **could** continue as normal, but everyone remains indoors, until they are told it is safe to leave the building by the Headteacher/Assigned Deputy/Estates Lead. In the event of the school day continuing as normal, there will be specific guidance given around lesson changeovers.

It is important that all staff are aware of these procedures and the steps they need to take in the event of either of these processes being triggered. As a matter of routine we will practice these procedures.

Process for Lockdown – Stage One RED

- 1 A decision will be made by the Headteacher/Assigned Deputy/Estates Lead to sound the lockdown alarm
- 2 The lockdown alarm will be triggered
 - A message will go out on the radio 'All radio holders tune to channel 4 IMMEDIATELY'
 - A further message on channel 4 will announce 'LOCKDOWN IMMEDIATELY'
 - An email will be sent to all staff 'Lockdown Procedures - IMMEDIATELY'
 - All non-teaching SLT and Estates Team to meet in the Headteacher's Office where safe to do so
- 3 The Headteacher/Assigned Deputy will decide whether to contact the emergency services: DIAL 999
- 4 Notify parents/carers to provide advice, instruction, reassurance
- 5 If the lockdown is triggered during break or lunch, all students and staff must return to their form rooms
- 6 All non-teaching staff must go to the nearest office or room
- 7 Any students outside e.g taking part in PE, must return to the Auditorium via Enrichment Building doors
- 8 Take action to increase protection. ALL staff and students in ALL rooms must:
 - lock or block all doors and windows
 - close blinds
 - turn lights off
- 9 Within each room staff and students must sit on the floor under desks and away from windows
- 10 Staff in classrooms must complete paper registers to ensure there are no missing students or staff
- 11 The names of any students who are deemed 'missing' must be emailed to the attendance team immediately
- 12 Reassure students and keep them calm. NO CHILD SHOULD BE ACCESSING A MOBILE PHONE
- 13 Everyone must remain inside until the all-clear. NO ONE IS TO LEAVE A ROOM FOR ANY REASON

SLT and Estates Team (communicating on radio channel 4) to ensure all external and internal doors are locked.

NO ONE OTHER THAN ESTATES AND NON-TEACHING SLT SHOULD BE OUTSIDE OF A ROOM

Please also see Appendix A for further details

A decision will be made to either:

Remain at lockdown status

Move the status to invacuation only

Signal all-clear

STAGE ONE RED

STAGE TWO AMBER

STAGE THREE GREEN

In the event of remaining at lockdown status **STAGE ONE RED** points continue to apply

Process for Lockdown – Stage Two AMBER

In the event of ***moving to invacuation only*** then the following steps will apply:

- Reassure students and keep them calm
- Move back to normal seating positions in classrooms
- If possible return to normal classroom based activities
- Students in PE lessons must remain in the Auditorium until told otherwise

Process for Lockdown – Stage Three GREEN

In the event of ***signalling the all-clear*** then the following steps will apply:

- If during break or lunchtime then students can move/return to relevant spaces
- If during lesson time normal classroom based activities can resume
- Students in PE can return to their normal activities

Communication

STAGE ONE RED

Remain at lockdown status:

Lockdown alarm will continue to sound

STAGE TWO AMBER

Move the status to invacuation only:

Lockdown alarm will STOP

STAGE THREE GREEN

Signal all-clear:

Lesson changeover bell sounded for 10 seconds

Radio message on channel 4 'all-clear'

Email to all staff 'all-clear'

SLT/Estates will circulate site announcing 'all-clear'

Firearms and Weapons Attack

Normal lockdown procedures will apply unless directed otherwise. In the event of shots fired with no prior warning the direction is to 'run, hide, tell.'

Dynamic procedure

All the direction in this document is part of a potentially fast moving and fluid course of events. It is essential that if these procedures are used, that all adults take an active lead in maintaining calm and avoiding panic.

Staff are to actively supervise students, ensuring they remain quiet, and unless otherwise instructed, not allow them to use their mobile phones as this could cause panic. If staff find themselves in a situation of imminent threat where they need to take alternative action, they should do so to protect themselves and the students in their care.

The plan above is an effective plan to quickly restrict movement and access. Things may change quickly and so it is important that all staff understand the hierarchy of communication and all the steps as listed above.

Appendix A

Communication Roles

- If the lockdown alarm is sounded all radio holders tune to channel 4
- Headteacher/Assigned Deputy/Estates Lead will **either** issue the 'lockdown immediately' message on radio channel 4 and email all staff **or** will assign a member of staff to do this
- Headteacher/Assigned Deputy will make a judgement about contacting the emergency services
- Headteacher/Assigned Deputy will make a judgement about contacting parents and who will issue the message

Message will be:

'Please be advised that the school is in a full lockdown situation. During this period the phone line will not be answered, all external doors will be locked and nobody allowed in or out. We understand your concern for your child's welfare and everything that can possibly be done to ensure your child's safety will be done. We are working with the emergency services. Please do not contact the school, in doing so you could inadvertently increase the risk to your child.'

- Within classrooms (where it is safe to do so) all teaching staff should email the names of any student that should be in their classroom but currently isn't to jfcattendance@johnferneley.org
- Headteacher/Assigned Deputy/Estates Lead will issue the 'all-clear' notification on channel 4
- Headteacher/Assigned Deputy will assign a member of staff to email all staff with the 'all-clear' notification
- SLT/Estates will circulate the site verbally issuing the all-clear