

Emergency Lock Down Plan

BURTON PRU

STAFF RESPONSIBILITIES and PROCEDURE

SLT WILL: (in order of 1. Head of School 2. AHT 3. EHT)

1. Make the decision to lockdown and contact emergency services
2. Coordinate the onsite lockdown procedures
3. Liaise with LA, Chair of MC and any agencies involved e.g. police
4. Review the event and procedures retrospectively

ALL STAFF WILL: (under direction of Head of School/ AHT/ EHT)

Classrooms:

- close and lock all external doors, internal doors and windows in each room – keeping students in the room

Other areas:

- lock gates and doors if & when safe to do so (under direction where appropriate)
 - Ensure that side gate by reception is closed and if possible ensure that pedestrian main gate and car gate are securely shut.
- liaise with parents/ carers; other AP; Dual Reg schools where appropriate
- communicate with any staff/students off site
- manage on site visitors
- contact taxi companies – delay or speed up any arrivals or collections
- manage students in their rooms and ensure student safety

Signals

Lockdown signal(s)

Staff in classrooms and in offices will be contacted by word of mouth or phones:
Code word “**Two Bridges**”
Arrangements will be made to contact any groups that are off site (directed by SLT lead)
Mobile phones may be used

All clear signal

Code word ‘**all clear**’ by SLT lead

Evacuation signal

Fire alarm will be sounded and Fire procedures followed in the event of a fire or bomb threat only.
NO signal will sound for a lockdown: word of mouth from SLT or designated staff.
All staff, students & visitors must leave by the nearest Fire Exit to car park or designated destination (depending on the circumstances – SLT lead)
Office staff to collect registers etc.

Lockdown – Immediate Action	
Assembly points	<p>Students will remain in or move to the nearest safe classroom or the nearest free room if outside at point of lockdown instruction.</p> <p>Doors need to be locked from the inside and students moved away from doors and windows.</p> <p>Registers checked to account for all students, staff and visitors</p>
Entrance and exit points	<p>All external doors will be locked by SLT or designated staff</p> <p>Internal doors will be locked if appropriate</p>
Bringing students inside	<p>If students are outside they should be brought in through the nearest appropriate door and secured in the nearest classroom – IF THIS IS THE SAFEST ACTION.</p> <p>Once all students, staff and visitors have been accounted for the external doors should be locked.</p>
Steps to increase protection from danger	<p>Students & staff/visitors should be asked to sit out of view. E.g. away from windows and under tables.</p> <p>Students & staff/visitors should remain silent to allow for clear communication</p> <p>Cover windows with blinds where possible.</p> <p>If a specific student or group of students are perceived to be at risk, they may be removed to the closest safe place, if/when it is safe to do so.</p>
Internal communication	<p>By word of mouth / phones/ mobiles</p>
Communication with parents	<p>As directed by the SLT lead – Arbor email merge and then phone calls</p>
Additional notes	<p>In the absence of the HoS or EHT, the AHTs will be decision makers and they will then consult afterwards with EHT/HoS.</p> <p>Visitors should remain with visiting staff member or in current locked room.</p>

LOCKDOWN ACTION CHECKLIST

Step	Time	Signed
Signal lockdown by word of mouth to begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers on Arbor		
Secure rooms by locking doors and windows, and take appropriate action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		