



SCHOOL EMERGENCY LOCKDOWN PLAN

November 2022

Plan administration	
Version number	1
Date of issue	November 2022
Electronic copies of this plan are available from	One drive
Hard copies of this plan are available from	School office
Date of next review	September 2023
Person responsible for review	Mark Proctor & Jackie Ainsworth

This plan is confidential. Do not give any contact details or sensitive information to the media, pupils, parents / carers or members of the public without permission.

Plan Sign-off:		
Role	Signature	Date
Head Teacher	Mark Proctor	Nov 2022
Chair of Governors	Sally Walsh	Nov 2022
School Business Manager	Jackie Ainsworth	Nov 2022
Deputy Headteacher	Sarah McLeod	Nov 2022

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, pupils and visitors to the school. The following procedures aim to minimise the disruption to the learning environment whilst ensuring the safety of all involved.

This is part of our safeguarding practice to keep children safe.

These lockdown procedures may be activated in response to any number of situations which could pose a risk to the staff, pupils and visitors to the school and could include:

- **A reported incident or civil disturbance in the local community;**
- **An intruder on the school site;**
- **A warning being received regarding a nearby air pollution risk (smoke plume, gas cloud, etc.);**
- **A major fire in the vicinity of the school;**
- **A dangerous animal (e.g. large dog) roaming loose near/on the school grounds.**

As not all potential circumstances which may lead to a school lockdown can be foreseen, it is important that any plans/actions are dynamic and able to deal with an ever changing risk/threat.

Lead Responsible Person	
Designated Senior Person	Mark Proctor
Deputy Designated Senior Person(s)	Jackie Ainsworth Sarah McLeod

Signals	
Signal for Lockdown	Horn 3 times.
Signal for All-clear	Horn once.

Lockdown	
Entrance points (e.g. doors, windows) which should be secured	Gate closed Main building doors to be closed for fobs to be activated Windows to be closed
Communication arrangements	▪ Two-way radios ▪ Staffroom, HT office and FSW Room telephones ▪ Mobile phones from staff ▪ Instant messaging / email
Upon hearing the lockdown signal (3 sounds of the horn), take the actions below if it is safe to do so. Personal safety takes president and no-one should put themselves of anyone else in danger. If someone is taken hostage on the premises, consider an evacuation of some or all of the site.	

Ref	Initial Actions	Tick / sign / time
L1	SOUND THE LOCKDOWN SIGNAL (3 times on the horn)	
L2	Anyone outside the school buildings should be brought inside as quickly as possible.	
L2	All staff and pupils to return to their classrooms as quickly as possible. (Staff should not leave classroom to find out what is going on)	
L3	Lock / secure all entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
L4	Ensure people take action to increase protection from attack: ▪ Lock internal doors/windows if possible ▪ Sit on the floor ▪ Keep out of sight of windows ▪ Draw curtains / blinds if possible ▪ Turn off lights ▪ Stay away from windows and doors.	
L5	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	
L6	Complete Appendix 'A' with details known so far.	
L7	Dial 999 and report the incident to the Police.	

Ref	Secondary Actions	Tick / sign / time
L8	Undertake a register as soon as possible.	
L9	Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for.	
L10	Try to establish as much information regarding the incident as possible.	
L11	Dial 999 and update the Police if required.	
L12	If safe to do so, check all corridors and toilets.	
L13	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
L14	If possible, check for missing / injured pupils, staff and visitors.	
L15	Staff should encourage pupils to stay calm as far as possible.	
L16	If possible, try to restrict use of social media by staff/pupils and outside contact until the full details of the incident are known.	
L17	Notify parents/carers as soon as possible and when it is safe to do so . Instruct parents not to attend school as pupils <u>will not</u> be released during a lockdown.	
L18	Continue to follow advice/instructions from the Emergency Services.	

APPENDIX 'A' – Classroom Aide Memoir

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LOCKDOWN PROCEDURE

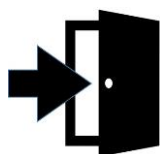
SIGNALS

Signal for Lockdown Horn sounds 3 times

Signal for All-clear Horn sounds once

On hearing the above signal for a school lockdown take the following actions:

ACTIONS



Return to your classroom with pupils, as quickly and safely as possible.



Close all doors and windows, lock if able to.



Draw all curtains/blinds and switch off lights.



Sit on floor, against a wall if possible.



Undertake a register as soon as possible. Report any missing pupils to the office by telephone.

**STAY
IN**

Remain inside with doors locked until the all-clear has been given, or unless told to evacuate by the emergency services.
DO NOT leave the classroom to find out what is happening.

**KEEP
CALM**

Keep pupils calm by offering constant reassurance.
Keep as quiet as possible.