

Westhead Lathom St James' CE Primary School

SCHOOL EMERGENCY LOCKDOWN PLAN

Plan administration	
Version number	1
Date of issue	04.03.2020
Electronic copies of this plan are available from	School Office
Hard copies of this plan are available from	School Office
Date of next review	Annually Spring 2
Person responsible for review	Helen Clark

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	HC	
Chair of Governors	PL	

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.

These lockdown procedures may be activated in response to any number of situations which could pose a risk to the staff, pupil 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	Helen Clark
Deputy Designated Senior Person(s)	Duncan Peetoom and Lynda Tither

Signals	
Signal for Lockdown	Air horn
Signal for All-clear	DSP or DDSP(s) to inform staff

Lockdown	
Entrance points (e.g. doors, windows) which should be secured	Front door entrance to school on turn snib Each of the four classroom doors to be locked within class by individual keys
Communication arrangements	<ul style="list-style-type: none"> ▪ Two-way radios. Field to Office. ▪ Advise parents one week prior to annual lock down drill
<p>Upon hearing the lockdown signal, take the actions below if it is safe to do so. Personal safety takes president and no-one should put themselves or anyone else in danger.</p> <p>If someone is taken hostage on the premises, consider an evacuation of some or all of the site.</p>	

Ref	Initial Actions	Tick / sign / time
L1	SOUND THE LOCKDOWN SIGNAL.	
L2	Anyone outside the school buildings should be brought inside as quickly as possible, with the exception of the school field. Radio to staff to remain out of sight or return to school depending on the nature of the incident.	
L2	All staff and pupils to return to their classrooms as quickly as possible. <i>(Staff should not leave classroom to find out what is going on)</i>	
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: <ul style="list-style-type: none"> ▪ Lock internal doors/windows if possible ▪ Block access points (e.g. move furniture to obstruct doorways) ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight ▪ Draw curtains / blinds ▪ 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 will not be released during a lockdown.	
L18	Continue to follow advice/instructions from the Emergency Services.	

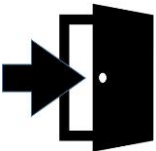

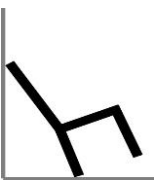



LOCKDOWN PROCEDURE

SIGNALS

Signal for Lockdown	Air horn
Signal for All-clear	DSP (Helen Clark) or DDSP(s) (Duncan Peetoom and Lynda Tither) to inform staff

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.
	Block any access points into the classroom by moving furniture in front of door.
	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.