

Security lockdown procedure

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Headteacher	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.	
Deputy headteacher	Communicate with parents/carers.	
Teachers and support staff	By default, the teachers should keep their pupils in their classroom. Depending on the context, some pupils may be moved to the Shared Area. Teachers should pull blinds down, pull curtains across, lock external doors and ask children to stay under the tables. The children should pull their chairs in towards them as closely as possible. Teachers to take fire register and stay with pupils.	
School visitors	Any visitors in school at the time of lockdown, such as parent helpers, should move in to the nearest classroom and wait with the staff and children in there until further instruction.	
Site manager	Make sure all access points are secured. If the Site Manager is not available, the Office Manager should do this.	

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
In the event of a lockdown situation, where possible, the lockdown alarm will be activated. If this is not possible, an adult should blow a whistle four times in a clear manner. Whistles can be found in all classrooms, shared areas, the Hall and the Reception Creative area. Staff in ELG should contact the main school through phoning through to the office if they spot a threat. Staff in the main school should ensure that they phone through to ELG and the kitchen if they spot a threat first. Reminder sign to be placed on each lanyard as a reminder of the procedure. Procedure to be practiced once a year by adults in school.	When the situation is all clear, a member of SLT will come around to each room and say the phrase "Code Green".

Security lockdown plan

Our safe assembly points	The children will be locked down in their classrooms if it is safe to do so. If there is an intruder who has gained access to the building, staff should take their pupils to the Hall and position them down the end near the wall bars. In the events of pollution or a gas leak, pupils and staff should stay in their classrooms and close all windows, doors, blinds and curtains and wait for the all clear.
Secure entrance and exit points	Each member of staff is responsible for securing the area that they are in. The Site Manager, and in his absence the Office Manager, should also ensure all main access points are secured.
Bring pupils inside	If the lockdown procedure begins when there are children outside, the same four whistle signal will sound. Teaching staff are in charge of ensuring that the pupils in their class are with them. Teachers should message the Headteacher, or the deputy in her absence, if they are missing any of their pupils.

Steps to increase protection	For example: • Lock and screen doors • Position children away from sightlines from external doors and windows – for example, under a desk • Turn off lights and monitors • Make sure mobile phones and electronic devices are on silent. • Cover windows and air vents (if the risk is pollution or a gas cloud).
Internal communication during a lockdown	Where possible, school staff should have their mobile phone with them during a lockdown procedure. All internal communication will be via email.
Communication with parents/carers during a lockdown	Parents and carers will be notified by a text message to their phone. They will be asked not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.
Lockdown duration	The school will remain in a state of lockdown until the headteacher, deputy headteacher or a member of the emergency services comes round and says the phrase “Code Green”.
Evacuation plan, if needed Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a “blind” evacuation may be putting people in more danger than if they had remained within the building.	In the event of an evacuation, communication will be sent via email. In the event of a gas leak, the Headteacher or deputy head will come around the school asking everyone to evacuate. They will tell staff and pupils where to move to. The meeting point will be a Ringwood Recreation ground. For an evacuation due to a gas leak or pollution, staff and pupils would leave via the front of the school to the fire evacuation meeting point in the carpark. If there is a need to move further, everyone should move to the Recreation ground.
Security lockdown drills	Parents will be informed of the lockdown procedures through Arbor. Pupils will be informed by their teachers when discussing the fire safety drills.

Lockdown drill action check list

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers 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		
Secure rooms by locking doors and windows, and take 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/carers 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		