



## Ewloe Green Primary School

### School Lockdown Procedure

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 and pupils in the school. Our procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc).
- The close proximity of a dangerous dog roaming loose.
- A major fire in the vicinity of the school.

Lockdown Procedure notices are displayed in every classroom and around school

#### **Immediate action:**

- 3 long blasts of a Fog Horn will sound to signal the start of lockdown
- All outside activity to cease immediately, pupils and staff return to building
- In relay, Adult in Class 4, DHT, Class 12, Secretary and Class 14 sound one single blast of the Fog Horn
- All staff and pupils remain in building and external doors and windows locked
- All pupils return to classroom
- External doors locked. Adult in class 12 ensure that the junior corridor doors are closed/Adult in class 3 ensure that the junior corridor doors are closed/Adult in class 14 ensure that the outside door is locked/Headteacher ensure that the Reception door is locked/Secretary ensure that the Main entrance door is locked
- Classroom doors wedged closed or locked where possible
- Blinds closed
- Internal doors locked, windows locked, lights turned off, pupils sit quietly, away from windows, glass and sight where possible
- A Whatsapp message will be sent to all staff with instructions – **do not** share the message with children
- All staff computers remain switched on and e mail accounts open
- Ensure that the children **cannot** read the screen
- Report all missing children from your class to the office via e mail
- Report any additional children or adults that you have in your room to the office via e mail
- Staff and pupils remain in lockdown until it has been lifted by an authorised staff member/emergency services
- During the lockdown, staff will keep agreed lines of communication open. These will be, mobile phones and email

- If the fire alarm sounds during the lockdown nobody should evacuate as this may be set off deliberately by an intruder. It is safer to stay locked down. In the event of a fire being discovered the emergency services should be informed.

### **Communication between parents and the school**

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website, parent mail or school app.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for them to come and collect their children, and where this will be from.

Parents will be told

*'... the school is in a full lockdown situation. During this period the phones and entrances will be un-manned, external doors locked and nobody allowed in or out...'*

### **Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Full Lockdown procedure	
Signals	<ul style="list-style-type: none"> <li>• Staff will be alerted to the activation of the plan via foghorns being sounded with 3 long blasts. Fog horns to be strategically placed and upon hearing, sound a single blast in relay to ensure everyone is alerted.</li> <li>• The signal for the all clear will be 4 small sharp blasts of the foghorn.</li> <li>• Do not exit lockdown unless you have been advised by this system.</li> </ul>
Lockdown	<ul style="list-style-type: none"> <li>• Front reception door to be locked immediately.</li> <li>• Pupils who are outside of the school building are brought inside as quickly as possible, unless this endangers them and others.</li> <li>• The alert for outside will be the sounding of the foghorn as above. Class Teachers will be responsible for own class.</li> <li>• <b>Outside-Playground</b> – Children to be brought into school as quickly as possible.</li> <li>• <b>Inside</b> – Pupils and staff will be alerted to this by the foghorns being sounded with 3 long blasts.</li> <li>• Whoever initially calls for lockdown will inform the reception before anyone else.</li> <li>• All staff to take action to increase protection from attack:</li> <li>• Secure access points – External doors, fire doors, Internal doors and windows, close window blinds, shutters, draw blinds where possible, children will all sit away from external windows.</li> <li>• Those inside the school should remain in their classrooms. All doors and windows should be secured including classroom doors. Please lock or wedge closed classroom doors where possible.</li> <li>• <b>Other staff</b> –move quickly into the nearest room and secure the door. Sit on the floor, under tables or against a wall. Keep out of sight and draw curtains / blinds. Turn off lights and stay away from windows and doors.</li> <li>• Once in lockdown mode, staff should notify the office via email, and mobile phones immediately of any pupils not accounted for or any extra children they have taken in to their room.</li> <li>• Staff to gather all essential resources if safe to do so.</li> <li>• Staff should encourage the pupils to keep calm.</li> </ul> <p><b>If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site</b></p>
Communication arrangements	<ul style="list-style-type: none"> <li>• <b>Mobile Text messaging – WhatsApp</b></li> <li>• <b>Email</b></li> <li>• <b>Call emergency services</b> - Dial 999.</li> <li>• As appropriate, the school office, SLT will establish communication with the Emergency Services and notify the Local Authority by the School Emergency' phone number.</li> <li>• <b>Parents/Carers-</b> Parents will be notified as soon as it is practicable to do so.</li> <li>• Pupils will not be released to parents during a lockdown.</li> <li>• Remain inside until an all-clear has been given by the Head, or unless told to evacuate by the emergency services.</li> </ul>

Evacuation	<ul style="list-style-type: none"> <li>If it is necessary to evacuate the building, everyone will be alerted via text or email or verbally by other staff and emergency services</li> </ul>
<b>Partial Lockdown</b>	
Alert	<ul style="list-style-type: none"> <li>Alert to staff: 'Partial lockdown?' will be announced via verbal communication. This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.</li> </ul>
Immediate action	<ul style="list-style-type: none"> <li>All outside activity to cease immediately, pupils and staff return to building.</li> <li>Staff will be notified by SLT.</li> <li>All staff and pupils remain in the building and external doors and windows locked.</li> <li>Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff.</li> <li>Staff to locate class 'asthma/medical bag' if safe to do so</li> </ul>
Risk Assessment	<ul style="list-style-type: none"> <li>All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.</li> <li>'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.</li> <li>In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution.</li> <li>Emergency Services will advise as to the best course of action in respect of the prevailing threat.</li> <li>If necessary, a partial lockdown may be escalated to a full lockdown.</li> <li>Staff will be alerted via text or Email.</li> </ul>
Drill	<ul style="list-style-type: none"> <li>It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year.</li> </ul>

Reviewed (Date): October 2022

Review: 2025 (or sooner)

Signed (Chair of Governors):

Signed (Headteacher):