



North Road Primary School Emergency Lockdown Procedures 2021

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. Procedures should 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)
- A major fire in the vicinity of the school

The school's lockdown plan is as follows:

Signals	
Signal for lockdown (in building)	Telephone call to Lead Teacher. He/she will lockdown the Key Stage Two block and inform other class.
Signal for lockdown (on playground)	3 short blows on a whistle.
Signal for all-clear	Verbally from designated person via class telephones

Lockdown	
Rooms most suitable for lockdown	<p>All classes to remain in own classrooms</p> <p>All classes to make their way straight into their own classrooms</p> <p>If working in The Burrow, lockdown The Burrow and remain in The Burrow.</p>



Entrance points (e.g. doors, windows) which should be secured	External doors Fire Doors Internal doors All windows Blinds down	
Communication arrangements	Classroom telephones Mobile phones	
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.	
L1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety CTs responsible for own class. To take cover under their tables	
L2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building using 'Red Keys' hanging next to doors. KG/RVM – Mars Class end of school LH/LP – Reception end of school Lead Teacher – Key Stage Two building	
L3	Dial 999. Dial once for each emergency service that you require SS	
L4	Ensure people take action to increase protection from attack: 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 CTs responsible for own class	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access KG/RVM	
L6	If possible, check for missing / injured pupils, staff and visitors. CTs	



L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	
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- Staff will be alerted to the activation of the plan through the class telephones.
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others.
- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via class telephones and instigate an immediate search for anyone missing
- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the Emergency Services and notify South Gloucestershire Council via the 'School Emergency' phone number
- Parents will be notified as soon as it is practicable to do so via text messaging
Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent via class telephones

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. (Regular practices will increase their familiarity).

Full Lockdown

Alert to staff: 'lockdown'

Immediate action:

- All pupils return to classroom
- External doors locked. Classroom doors blocked
- Windows locked, blinds drawn, pupils sit quietly out of sight (under tables)
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- Register taken/head count – each class teacher will contact the office in turn with an attendance report via telephones.
- At any point during the lockdown, the fire alarm may sound, and a verbal message via class telephones which is a cue to evacuate the building.
- During the lockdown, staff will keep agreed lines of communication open, via class telephones and mobile phones, but will not make unnecessary calls to the central office as this could delay more important communication.



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.

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 providers' 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 to come get their children, and where access point to use.

Parents will be told by text,

'..the school is in lockdown, all doors locked, 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.

Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.