



LOCKDOWN (INVACUATION) POLICY

Updated November 2019
Approved by the Principal

This policy refers to and should be read in conjunction with the following policies:

- Evacuation Procedures for Exams
- Health and Safety Policy

1. Legislative Compliance

- 1.1 This policy has been written as guidance for staff, learners and parents or carers with reference to the following guidance and documents:

[Health and Safety at Work Act \(1974\)](#)
[Evacuation Safety in the Workplace](#)

2. Aims and Objectives of this Policy

- 2.1 As part of our health and safety policies and procedures the Academy has a Lockdown Policy.
- 2.2 On very rare occasions it may be necessary to seal off the Academy so that it cannot be entered from the outside and staff and students are prevented from leaving. This will ensure that learners, staff and visitors are safe in situations where there is a hazard in the Academy grounds or outside the Academy in the near vicinity.
- 2.3 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 learners in the Academy.
- 2.4 Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all learners and staff.
- 2.5 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 learners in the Academy)
 - An intruder on the academy site (with the potential to pose a risk to staff and learners)
 - A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
 - A major fire in the vicinity of the Academy
 - The close proximity of a dangerous dog roaming loose

- An internal threat from a learner

3. Notification of Lockdown

- 3.1 Staff will be notified to implement lock down procedures immediately by a member of SMT and will be informed if it a code green lock down or code red.

Code Green – the threat is outside and all exits from the academy site are locked, no one is allowed to enter or leave the building

Code Red - the threat is internal and requires the **CLOSE** procedure to be activated with all classrooms, support rooms, communal areas and offices to be locked with the students and staff remaining in those spaces until they told the lock down is over.

- 3.2 There will then follow further detail around what the threat posed includes (for instance, toxic smoke to ensure windows and doors are further sealed or intruders on site to ensure doors are locked).

4. Full Lockdown

- 4.1 This signifies an immediate threat to the Academy and may be an escalation of a partial lockdown.

Procedures: Follow the **CLOSE** procedure:

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lock down for some time

- 4.2 Upon activation of the lock down there will begin a process of learners being ushered into the Academy building as quickly as possible and the locking of the Academy's classrooms, offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.

- 4.3 At the given signal the learners remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and learners are positioned away from possible sightlines from external windows and doors. If it's safe to do so, barricade doors. Lights, projectors and computer monitors to be turned off. Mobile phones are put on silent mode.

- 4.4 If threat is chemical or toxic, instruct everyone to cover their nose and mouth (own clothing can be used). Use anything to hand to seal up cracks around doors and any vents into the room.

- 4.5 Learners or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher, e.g. learners in toilets or water breaks, arriving late, etc.

NO ONE SHOULD MOVE ABOUT THE ACADEMY

- 4.6 Staff to support and reassure learners in keeping calm and quiet and to remain in lockdown until given the all clear by key staff e.g. Senior Management Team or verified emergency service staff

- 4.7 As soon as possible after the lock down tutors return to their classrooms, conduct a register and notify reception immediately of any learners not accounted for.

5. Partial Lockdown

- 5.1 This may be as a result of a reported incident or civil disturbance in the local community (e.g. 2011 London riots) with the potential to pose a risk to staff and learners in the Academy. It may also be as a result of a warning being received regarding the risk of air pollution, etc.
- 5.2 All outside activity to cease immediately, learners and staff return to building. Staff will be alerted via mobile phone communication.
- 5.3 All staff and learners remain in building and external doors and windows locked.
- 5.4 Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff. All situations are different, once all staff and learners are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the emergency services. This can then be communicated to staff and learners.
- 5.5 Partial lockdown is a precautionary measure but puts the Academy in a state of readiness (whilst retaining a degree of normality) should the situation escalate.
- 5.6 In the event of an air pollution issue, air vents can be closed (where possible).

6. Move to Evacuation

- 6.1 At any point during the lockdown, the **DISTINCT** sound of the fire alarm may be heard, which is a cue to evacuate the building. Staff should continue to be vigilant with regards original communications around why the Academy was entering a lockdown.

7. Staff Roles

- 7.1 Member of SMT makes decision to move to either full or partial lockdown. Lockdown alarm activated and instructions sent via email and text from nearest safe location.
- 7.2 Upon hearing the **DISTINCT** lockdown alarm all available members of SMT to move, if safe, to the STAFF ROOM, which will act as a base for the situation.
- 7.3 Principal to assume responsibility for managing the lockdown situation. This will include allocating specific roles and responsibilities in line with the action plan (see Appendix A). In their absence the Director of Operations will assume this responsibility.
- 7.4 Facilities Manager to assume responsibility for liaison with relevant emergency services. In their absence the Facilities Assistant will assume this responsibility.
- 7.5 Director of Student Services to take responsibility for instigating parental contact. In their absence, the Receptionist or designated member of the Student Services will assume this responsibility.
- 7.6 Security staff lock the Academy's front doors and entrances. They will then conduct a check of all external doors and lock as appropriate. Facilities Manager to take responsibility for liaising with Security staff. In their absence, Facilities Assistant to assume this responsibility.
- 7.7 Members of SMT to conduct their roles as allocated by the Principal dependent on availability.
- 7.8 Individual tutors/ in-class support assistants lock/close classroom door(s) and windows (where there is no window bars) and take responsibility for learners in their care.

No one is to leave or enter the building during partial or full lockdown – this includes visitors and contractors. Front office will not respond to front door or gate intercom

8. Communication with Parents

- 8.1 If necessary parents will be notified as soon as it is practical to do so via the Academy's established communication network - text and email.
- 8.2 Parents will be told:
- '..the Academy is in a (full/partial) lockdown. During this period, switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'**
- 8.3 Depending on the type and severity of the incident, parents will be asked NOT to collect their learners from Academy as it may put them and their child at risk. Also they may get in the way of first responders.
- 8.4 Learners will not be released to parents during a lock down. Parents will be asked not to call any Academy telephone numbers as this may tie up emergency lines.
- 8.5 If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time learners will be released from the Receptionist/Student Services or emergency services.
- 8.6 A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their learners the importance of following procedures in these very rare circumstances.

9. Invacuation During Exams

- 9.1 Invigilators and candidates should follow guidelines as set by the exam body and the Academy's Evacuation Procedure for Exams.

10. Post Incident Action

- 10.1 Discuss and review actions taken via debrief at SMT.
- 10.2 Receive feedback from staff body around incident.
- 10.3 The Principal will handle any media enquiries.
- 10.4 If needed, counselling for learners will be led by Student Services. For staff, this will fall under HR.
- 10.5 Update lockdown procedure or Health and Safety Policy, if applicable.
- 10.6 Thank people for their co-operation.

11. Lockdown drills

- 11.1 Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive

reinforcement or to identify required improvements. Learners should also be aware of the need for a lockdown procedure and so will be briefed at least annually on the process.

12. Review

- 12.1 This policy and associated procedures will be reviewed annually, following changes in legislation or as part of post-incident action / lockdown drills should a need be highlighted.

APPENDIX A: Action Plan – Management and Control

Nominated person	Responsibility
Principal	Manage Lockdown, assign roles.
Facilities Manager	Initial contact with the emergency services
SMT Members	Conduct assigned roles
Facilities Manager	Liaison with Security Staff
Director of Student Services	Liaison with parents
Tutors	Learner control
Signals	
Signal for lockdown	Lockdown alarm / email and text
Signal for all-clear	Lockdown alarm / email and text with information of de-brief process.
Lockdown	
Entrance points (street level)	Main Academy entrance, car park gates, bike shelter side gate.
Communication arrangements	Telephone System Mobile phones ARBOR text/SMS system
Notes	

APPENDIX B: Lockdown Checklist

	Initial response	Check	Time	Signed
1.	Ensure all learners are inside.	<input type="checkbox"/>		
2.	Secure all entrance points to the Academy	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4.	<p>Ensure that staff members take action to increase protection from further danger:</p> <ul style="list-style-type: none"> • Block access points. • Sit on the floor, under tables or against the wall. • Keep out of sight and draw blinds to avoid detection. • Put mobile phones on silent • Do not use social media during lockdown • Turn off lights and computers. • Stay away from windows and doors. 	<input type="checkbox"/>		
5.	Ensure that all learners and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.	<input type="checkbox"/>		
6.	Check for missing or injured staff members and learners if it is safe to do so.	<input type="checkbox"/>		
7.	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		