

# St Mark's CE Primary School

Ramslye Road  
Tunbridge Wells  
TN4 8LN



## Emergency Lockdown Procedure Policy

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Chair of Governors: David Hill

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**Signed by Chair of Governors:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Lock Down Policy and Procedures**

### **Rationale**

As part of our Health and Safety policies and procedures the school has a Lock Down Policy.

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there is serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

### **Notification of Lockdown**

Staff will be notified and lock down procedures are to immediately take place on hearing short bursts of a whistle in the hallways and playground. Staff can also give the signal verbally by using the code word "lockdown".

### **Procedures:**

1. These signals will activate a process of children being ushered into the school building if on the grounds as quickly as possible and the locking of the school's offices, fob connecting doors and all outside doors/ shutters where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors must be turned off.
3. Children 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. children using toilets when whistle goes. If a class is in a different part of the school from where their classroom is they are to go to one of the nearest rooms with a lock.
4. If practicable staff should notify the front office by phone that they have entered lock down and detail those children not accounted for.

### **5. NO ONE SHOULD MOVE ABOUT THE SCHOOL.**

6. Staff to support children in keeping calm and quiet.
7. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear.
8. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

### **Staff Roles:**

1. Front office staff ensure that their office(s) are locked and police called if necessary.
2. Head, deputy or office staff member locks the school's front doors and entrances, and office staff phone Year 5 and 6.

3. Teachers to close curtains and blinds if safe to do so.

4. Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in the main building and outdoor classroom doors are locked.

### **Communication with parents**

- If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – parentmail.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- 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 parent to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Lockdown drills**

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

### **Firearms and weapons attack**

The following guidance, produced by the Police are the 'Stay Safe' principles (Run Hide Tell) and give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack.

Staff need to carry out a dynamic risk assessment in the event of an armed incursion into the school. The signal will be a member of staff shouting "intruder" and if possible their location. Staff need to assess the risks to their class and decide on whether to ask their class to run or to hide. Consider if there is a safe route and if not, enter lockdown and hide.

### **Run**

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

## **Hide**

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

## **Tell**

Call 999 - What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

## **Armed Police Response**

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

## **Officers may**

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.