Lockdown and Lookout Policy

Appendixes:
1. LOCKDOWN poster
2. LOCKDOWN procedure
3. 'Stay Safe'

Lockdown/Lockout 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:
This could be when there is an immediate threat *inside* the school – e.g. an angry and armed parent in school or: when the threat is *outside* of the school grounds- e.g. gas fumes outside of the school; civil disturbance on one of the surrounding roads to the school.

The school will lock all entrances so that no one is able to get in or get out.

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 close proximity of a dangerous dog roaming loose
- An armed parent/guardian/carer.

**Signal for lockdown**

<table>
<thead>
<tr>
<th>Internal Telephone System / Verbal Notification</th>
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<tbody>
<tr>
<td>Code word <strong>LOCKDOWN</strong> all staff and children stay locked in classes.</td>
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<tr>
<td>The following form of words is suggested:</td>
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<tr>
<td>‘Notice to staff, LOCKDOWN. This is LOCKDOWN. Everyone to go back inside and stay locked in classes.’</td>
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Upon identifying threat the headteacher will:
Stay calm and assess the situation. Consider options and establish what response, if any, is required, including for example, the safest place(s) and/or route(s). Take action. Report any incident to the police as soon as possible to initiate an appropriate response.

**Lockdown plan explained:**

- Staff will be alerted to the activation of the plan through the two way radio and telephone system with the use of a code word - **LOCKDOWN**
- 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/locked; when needed and if possible to do so internal fire doors in corridors will be locked to prevent intruders entry to parts of the building
- Once in lockdown mode, staff should notify the school office immediately of any pupils not accounted for via two way radio or telephone and instigate an immediate search for anyone missing
- During firearms and weapon attacks staff should follow ‘Stay Safe’ principles (Run Hide Tell) – run out through nearest exit point and move to areas away from the intruder – hide in areas away from the intruder – tell police and other people in the school information about he intruder (use telephones in each room, intercom, own mobile phones, word of mouth)
- Staff should encourage pupils to keep calm
- Locate, track and monitor intruders/hostiles e.g. via CCTV and communicate information to police.
- **As appropriate, the school office will establish communication with the Emergency Services (999)** and notify Harrow Council Director of Children’s services, Chris Spencer – 020 8424 1356 or the Emergency response Officer - 020 8420 5490
- Parents will be notified as soon as it is practicable in conjunction with the Harrow Council Communications Team
- 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 two way radios and telephone. It must be noted that an **alone fire alarm is not a signal to evacuate during lockdown, the message must be followed with a verbal message.**

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. Depending on the age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

**Partial lockdown**

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. This procedure can be used only when there is **no immediate threat to pupils and staff.**
• Staff will be alerted to the activation of the plan verbally. **The following form of words is suggested:** 'Notice to staff, PARTIAL LOCKDOWN. This is PARTIAL LOCKDOWN. Everyone to go back inside and stay locked at school.'

• All outside activity to cease immediately, pupils and staff return to building.

• All staff and pupils remain in building and external doors and windows locked

• Staff should notify the school office immediately of any pupils not accounted for via telephone or in person and instigate an immediate search for anyone missing

• 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 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.

‘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.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

**Partial Lockdown can be escalated to full Lockdown through the procedure described above.**

Alert to staff: **'LOCKDOWN’**

**Standing Down from Lockdown**

Message via two-way radio/mobile/telephone or from designated member of staff will be cascaded standing down notification.

Full Lockdown can be changed to Partial LOCKDOWN through the procedure described above (PARTIAL LOCKDOWN)

**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 via Harrow Council Communications Team.

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 you to come get their children, and where this will be from

Parents can be told ‘..the school is in a full lockdown situation. During this period the switch board 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.

When logging the call to the emergency services you will need to ask for a case reference which you need to note and quote every time you call. This will provide a full log of the situation.

Emergency Services will support the decision of the Headteacher/Harrow Council Communications Team with regarding the timing of communication to parents.

Appendix 1.

**Lockdown Procedures**
This is when there is an immediate threat inside the school – e.g. angry and armed parent in school or when the threat is outside of the school grounds e.g. gas fumes outside of the school; civil disturbance on one of the surrounding roads to the schools. At this point, the school locks all entrances so that no one is able to get in or get out.

<table>
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<tr>
<th>Actions for lockdown</th>
<th>Internal Telephone System/ Verbal Notification</th>
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<tr>
<td>Code word – ‘LOCKDOWN’ all staff and children stay locked in school.</td>
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<tr>
<td>- Bring pupils in</td>
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<tr>
<td>- Lock external doors and shut windows, draw blinds if necessary, stay away from windows</td>
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<tr>
<td>- Lock internal doors and block if needed</td>
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<td>- Take a head count, the office will call for numbers, notify if any pupils are missing</td>
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<tr>
<td>- Keep pupils calm</td>
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<tr>
<td>- Follow STAY SAFE Principles RUN &gt; HIDE &gt; TELL</td>
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<tr>
<td>- Listen for instructions</td>
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<tr>
<td>- If not in immediate danger evacuate only if instructed to do so, even if the fire-alarm sounds</td>
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## Lockdown

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<tr>
<th>Rooms most suitable for lockdown</th>
<th>All classes to remain in own classrooms</th>
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| **Entrance points (e.g. doors, windows) which should be secured** | External doors  
Fire Doors  
Internal doors  
All windows |
| **Communication arrangements** | Two-way radios  
Classroom telephones  
Mobile phones  
If possible main office to become a commutation centre. |
| **Notes** | **If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.** |

### Ref  
Lockdown Response  
Tick / Sign / Time

1. Implement emergency response and instruct staff, visitors and contractors. Code word: **LOCKDOWN**
   - **HT**
     - Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety
     - Class Teachers responsible for own class. To take cover under the tables.
   - **All Staff**

2. To prevent the intruder entering the building, electronic entrance points to be locked down. Windows to be locked down by Class Teachers in their own rooms
   - **Caretakers/ office staff**

3. **Dial 999.** Dial once for each emergency service that you require.
   - Note reference number.
   - **HT/DHT/AHT**
     - Notify Harrow Council Director of Children’s services, Chris or the Emergency response Officer
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| 4 | Locate, track and monitor intruders/hostiles (e.g. via CCTV etc.) and communicate information to police.  

**Caretaker/ DHT/AHT** |
| 5 | 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  
Keep children safe  

**All Staff/Class Teachers responsible for own class** |
| 6 | Follow **STAY SAFE** Principles **RUN > HIDE > TELL**  
(Annex A)  

**All Staff** |
| 7 | Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access  

**All Staff** |
| 8 | If possible, check for missing / injured pupils, staff and visitors.  

**Class Teachers/office team/Welfare Assistants** |
| 9 | Remain inside until an all-clear has been given (**stand down**)  
or  
told to **evacuate** by the emergency services.  

**NOTE:** **fire alarm signal must be followed with a verbal message.** |
| 10 | Notify parents once advised by Harrow Council Communications Team |
| 11 | Record and justify your actions.  
Identify "lessons learned" and incorporate into training and rehearsal.  

**HT** |
Appendix 3 ‘Stay Safe’

Attacks in the UK and abroad remind us all of the terrorist threat we face. Police and security agencies are working tirelessly to protect the public but it is also important that communities remain vigilant and aware of how to protect themselves if the need arises.

National Counter Terrorism policing is providing advice to the public on the steps they can take to keep themselves safe in the rare event of a firearms or weapons attack.

The police service has released the short public information film called ‘Stay Safe: Firearms and Weapons Attack’ which sets out the key options for keeping safe should the worst happen. You can watch the film on the National Police Chiefs’ Council YouTube account, https://www.youtube.com/watch?v=H0BsrB5ADUY

The film advises those who get caught up in an incident to ‘run, hide and tell’ - guidance which can be applied to any place. We know that from case studies and real life testimony based on the experiences of people who have survived attacks the advice given in the film has saved lives.

**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 cannot 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 and turn off vibrate
- Lock / barricade yourself in
- Move away from the door

**TELL**
Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker

- 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

You must STAY SAFE

- What are your plans if there were an incident?
- What are the local plans? e.g. personal emergency evacuation plan