

## Lock down Policy and Procedures 2020/2021

### Lockdown Procedure



1. Immediately move to the nearest room you feel is safe with as many people as possible
2. Lock and/or barricade the door
3. Turn off the lights or maintain minimal lighting
4. Close any window coverings
5. Take adequate cover out of sight
6. Turn off cell phones unless you need to report injured people
7. If available, turn on a computer for direction and updates
8. Remain calm and quiet, do not attempt to leave the room until police arrive at your door or there is an all-clear announcement

LanguageUK procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that students, 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 are serious security risks for 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 Lock down

Staff will be notified that lock down procedures are to take place immediately on hearing the chosen audio bell.

### 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

1. The above signal will activate the locking of the school's doors and all outside doors/ blinds where it is possible to remain safe.

2. At the given signal, all students will remain in their classroom and the staff will ensure the windows and doors are closed/locked and blinds closed where possible and students are positioned away from possible sightlines from external windows/doors. Lights, Smart boards, and computer monitors to be turned off. Mobile phones are put on silent mode.

3. Any staff and students who are not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher.

4. Administration staff are responsible for the locking of the front of the building and Head of English and Marketing for the back of the building.

5. No staff or student is to leave the classroom for any reason whilst in lock down.

### NO ONE SHOULD MOVE ABOUT THE SCHOOL

1. All staff to support students in keeping calm and quiet.

2. Staff to remain in lock down positions until informed by key staff e.g. Vice Principal or Office Staff in person that there is an all clear.

3. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the administration team immediately of any students not accounted for.

### Lock down drills

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.

As part of the Emergency Action Plan Policy 2020/2021, details of which are contained on Language UK's one drive with a paper copy being held in the admin office.

During our briefing, we will walk you through the muster and evacuation points, but I would like to make CLEAR a couple of important points

This is a **very safe building** with several evacuation points, all of which offer a safe exit route depending upon the level of emergency or critical incident that is taking place.

We will operate a fluid approach to evacuation within the building with the designated critical incident officers deciding which exit route to follow bearing in mind the given circumstances.

**RV1** remains the grass area by the subway in St Georges Way j/w Ivy Lane.

This will be used in the event of a serious incident as detailed within the action plan but can be generally be assumed to be anything that a normal person would regard as serious.

Access to RV1 may be made directly through the front entrance of the school or via RV2 depending on risk and obstruction concerns

**RV2** will be used during standard fire drills or emergencies which are not regarded as life-threatening.

Staff will be familiar with the route through the building via the conference hall and through to the garden area. This will be the muster point used for most anticipated emergencies.

Should a fire or emergency require further action then there will 2 alternative exit routes.

Firstly, staff and students will be directed back through the building and into the internal car-park area adjacent to the café where an exit through the car park entrance can be made by pushing the security gate button. Staff and students will then make their way to RV 1 as quickly and effectively as possible.

If condition make this unwise, then an alternative would be to exit the garden area via the fires exit gate situated in the far corner which gives access to the Waitrose car park and vehicular entrance to the supermarket. Again, once safely through this gate, people should be taken in an orderly fashion to the main RV 1 muster point.

Risk assessment considerations for choosing either of these alternatives depend on a whether a fire emergency or hurricane force winds may cause debris to fall from a roof area making progress through the internal car park, too risky. If this were the case, then the Waitrose option would be chosen.

An additional safety requirement would be to take care of traffic in the Waitrose car park. Leaders should be aware of supermarket traffic and perhaps emergency service vehicles in the case of a serious incident.

Some of you may think that RVP1 is too far to go and that the café car park would be better. If there is an emergency which justifies evacuation, then we should be as far away from danger as practicable. Secondly, if we have young learners here, then you can guarantee that the café will be busy with customers, the Chaucer College students will be flooding by and the risk of confusion and/or compromise will be higher. The green zone offers a wide space and a bench in case someone needs to sit and rest

Lockdown seems to be a frequently used word these days and within the Emergency Action Plan are detailed instructions of the procedure to follow but to simplify and summarise them for your information today, the following applies.

A school lockdown will be considered in cases where the safety of staff and students is compromised, and the security risks are deemed as being so serious that access in and out of the building should be prevented. Examples of such incidents would be:

**Chemical spillage in or directly outside the school**

**Dangerous dogs**

**Serious weather conditions not previously forecasted**

**Unauthorised persons intent in causing harm or damage to people or property within the school or in the immediate vicinity.**

Notification of Lock down will be notified by an audio bell and the CLOSE procedure will be followed.

Close all windows and doors

Lock up

Stay out of sight and minimise movement

Stay silent and avoid drawing attention

Endure – you may be in lockdown for some time

Doors/windows/blinds must be closed/ electronic devices switched off or on silent

Any member of staff not in a class should make their way to the nearest

The general building, front and rear will be locked and secured by Suleyman.

No member of staff or student will leave the classroom for any reason during lockdown.

Once the situation is over, a collection of students or staff from various places within the building will be made and registers duly checked. Suleyman will unlock doors and arrangements made for a de-brief pending any police or security investigation.

**Policy written**

**28/02/2020**

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**Next review October 2021**