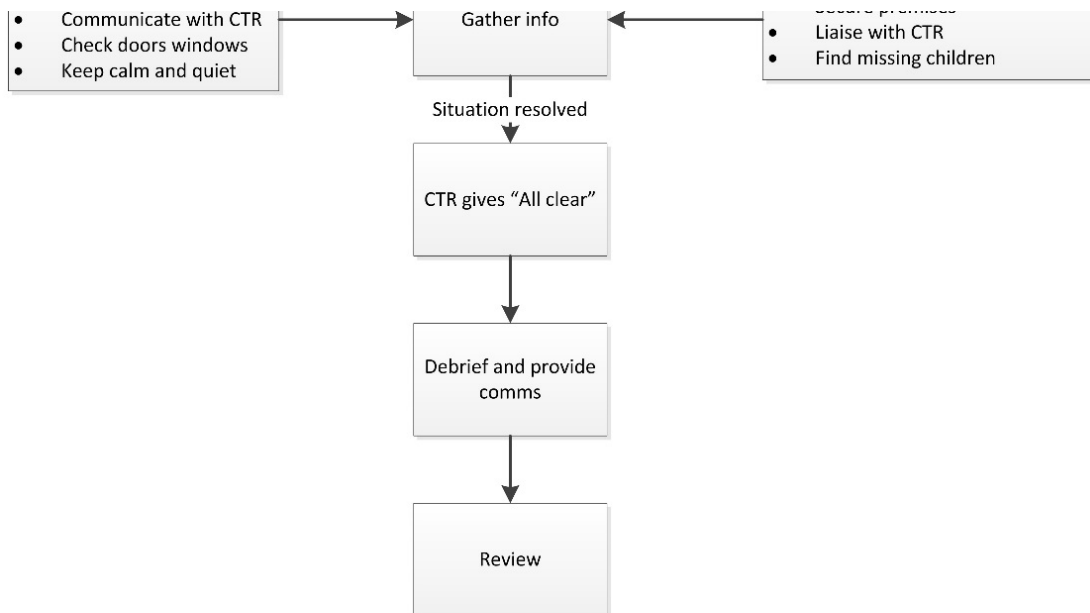


School Lockdown Procedure





* Where the school is subject to an aggressive terrorist type attack, the basic Stay Safe principles RUN > HIDE > TELL must be followed

Lockdown Procedure for Rosemary Nursery School.

This Procedure is based on the NaCTSO (National Counter Terrorism Security Office) [Guidance Note 1/2015 - Developing Dynamic Lockdown Procedures](#) and should be read in conjunction with the School Emergency Plan. It covers the sort of threats that the school may potentially be subjected to e.g. aggressive or violent intruder, dangerous animals, chemical or environmental incident. However, where the school is subject to an aggressive terrorist incident (e.g. armed attackers) and it is not safe to initiate any or part of this plan the basic stay safe **principles** of the **Run>Hide>Tell** must be followed.

What is dynamic lockdown?

Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of).

Part 1 - Lockdown procedure planning

Procedures	Points to consider
1. Names of Staff who will perform specific duties; Executive Lockdown Leader: Toni Glazzard (Head Teacher) Back up ELL: Jo Morgan (Deputy Head Teacher) Lockdown Leaders: Jo Morgan (Deputy Head Teacher) Ian Powell (Family Services Coordinator) Back up LLs: Lisa D'Orso (SENDCO) Jane Monks (H & S Coordinator)	In absence of head and deputy head, most senior member of staff present will act as ELL

Control Room (CTR) Location: Alternative CTR:	Managers' Office (front of building) If attack is from front of building, Work Room (back of building) or Little Room (at end of building) will be used
2. Circumstances that the school will call a lockdown e.g.: <ul style="list-style-type: none"> • Aggressive/violent intruder • Dangerous animals • Environmental hazard • Other threat as identified by the ELL 	
3 External agencies that will or may need to be contacted: Police/Emergency Services tel. 999 NSC (office hours) EMU tel. 01934 426706/70 NSC (out of hours) CCTV room tel. 01934 622669 Environment Agency tel. 0800 80 70 60	
4.Method of communication to be used in the event of a lockdown:	Word of mouth + Three short rings on hand bell, repeated as necessary
5.Lockdown alert signal will be given in the following way: All clear signal will be given in the following way:	Three short rings on hand bell, repeated as necessary, by ELL or designated LL Continuous peeling of hand bell.
6. Movement plan for pupils and staff to follow if they are not in a class room: E.g. pupils/staff to make their way to their classroom or their nearest secure building.	If threat is at EY1 end of building, staff should move children through the corridor to EY2. If threat is in garden, staff in garden should move children from garden as rapidly as possible into building by nearest entrance and then secure.
7. How will register be taken and communicated to the CTR?	Admin staff will bring registers to CTR.
8. LL to check designated areas of the school. Area 1 [EY1] : LL [Jan Powell] Area 2 [gardens] : LL [Jane Monks] Area 3 [EY2]: LL [Jo Morgan] Area 4 [adult/family areas]: LL [Lisa D'Orso]	<i>If this is not practical because of staff absences or deployment, the ELL will designate LL to areas on the day.</i>
9. Lockdown procedures will be practised at least twice per year and drills recorded in the fire log book inside the premises log book.	<i>Jane Monks will record all lockdown practices.</i>

Part 2 - Lockdown procedure roles

<p>1. CTR/ELL role:</p> <ul style="list-style-type: none"> • Sound alert signal • Co-ordinate LL • Contact Emergency services/external agencies • Begin roll call process approx. 15 minutes after lockdown was initiated. • Gather information, liaise with all staff • Take records • Initiate all clear • Lead the debrief with all parties and any communications 	
<p>2. LL role:</p> <ul style="list-style-type: none"> • Report to CTR • Secure designated area (windows & doors) • Gather information and liaise with staff/CTR • Search for missing children if required • Undertake dynamic RA at all times and not move about school if not safe to do so 	
<p>3. Non LL Staff must:</p> <ul style="list-style-type: none"> • Escort pupils to a lockdown area • Take a register if possible • Communicate with CTR any missing pupils or additional pupils • Check doors and windows in immediate vicinity are secure • Keep pupils calm and quiet • Where appropriate (due to nature of the threat) sit on floor away from windows • Keep mobile phones on silent 	<p><i>Do not lock fire exits with a key in case you need to escape in an emergency.</i></p>

Part Three: Lockdown Procedure: Debrief & Review

<p>1. Debrief for staff to be taken by ELL as soon as possible after the incident.</p>	
<p>2. Parents to be informed via a meeting and /or letter as soon as practical after incident. Further information to be provided on website if appropriate BCC media contact to be consulted before any communications are released: newsdesk@bristol.gov.uk</p>	
<p>3. Chair of Governors to be informed by phone as soon as possible after the event.</p>	

4. Incident report to be completed by ELL Reporting mechanism : E.g. H&S Incident & Accident form	<i>Where provided the Police Incident report/number and Police liaison Officer details should form part the incident report.</i>
Lockdown Procedure written by: Toni Glazzard	Review by:
Date: 28.04.2020	Review date: April 2021

Lock down procedure.

<p>1. Threat Observed</p> <p>1.1 Threat has been seen by staff – they must Communicate this to the ELL or CTR. If no answer, contact one of the LLs.</p> <p>1.2 If advised by ELL or LL, The member of staff should initiate Lockdown for their own class or area.</p>	<ul style="list-style-type: none"> • Try to give as much information as possible about what was seen as this information will be passed from the CTR to the police. • If able to do so safely advise neighbouring classes • Keep pupils calm and quiet • Move safely to a secure area/location within the classroom if not already there Check window and door security in immediate vicinity only. • A dynamic risk assessment must be performed by teachers to determine if it is safe for them and their pupils to move around the site.
<p>2. Initiation</p> <p>2.1 ELL will then take responsibility for initiating a whole school Lockdown.</p> <p>2.3. ELL will meet at the CTR office and give out instructions and communications equipment</p> <p>2.4. The ELL will establish the nature of the threat and gather as much information as possible e.g. descriptions of intruders A dynamic risk assessment must be performed to determine if it is safe for ELL and LL to move around the site.</p>	<p>A dynamic risk assessment is the continuous process of assessing risk and making decisions that ensure an acceptable level of safety in the rapidly changing circumstances of an operational incident.</p>
<p>3. External Communication</p> <p>The ELL will liaise with external bodies as appropriate e.g. Police, LA (EMU or CCTV</p>	<p>Communicate details of the threat and lockdown procedure to the police or other relevant body.</p>

<p>out of hours), Emergency services, Environment Agency</p>	<ul style="list-style-type: none"> • Number of intruders? Weapons seen? Descriptions of intruders? On site or trying to get on site? Consider providing a proforma with your classroom summary document for staff to complete with any relevant information. • <input type="checkbox"/> Place school phones onto pre-recorded voicemail allowing callers to know the school is in lockdown and not to block the phone lines • Instruct parents via the recorded message not to come to the school as children will not be released until after lockdown. • Consider if any other communication methods are appropriate e.g. social media (only after consultation with media advisor).
<p>4. LL Deployed All LL proceed to their designated areas to carry out their checks on staff/ pupils and windows/doors.</p>	<p>LL will continually be performing a 'dynamic risk' assessment for their own safety. Do not move around the school if it is not safe to do so.</p> <ul style="list-style-type: none"> • LL will be assigned designated areas to check (either predetermined or designated by the ELL on the day). • In the designated areas the LL will reassure staff, check windows and doors are secure and look for any missing persons.
<p>5. CTR manages communications 5.1. Collect any information about incident/intruder etc. 5.2. Communicate gathered information to Police Services (or other relevant body) and take their instruction 5.3. Update Local authority as appropriate 5.4. Divert phones to a pre-arranged number 5.5. Begin roll call process at approx. 15 minutes after lockdown was initiated. Time needs to be given to allow staff and pupils to gather at their relevant safe spaces.</p>	<p>Advise staff if/when police are controlling the Situation</p> <p>Divert parents and returning groups away from school if not already on the grounds.</p> <ul style="list-style-type: none"> • Ascertain if all staff, pupils and others are accounted for via roll call process, if not pass details to 'Lockdown leaders' who will round up any missing persons (where safe to do so).
<p>6. Non LL Staff role (on hearing the alarm) 6.1. Mobilise support staff and pupils to get to secure place if not there already 6.2. Relay simple and quick communications to pupils do not panic them</p>	<ul style="list-style-type: none"> • If in class, stay in current classroom. • If outdoors, move to closest, securable room or to designated area and stay there unless advised otherwise or the threat causes you to look for alternative place of safety.

<p>6.3. Secure windows and doors as required</p> <p>6.4. Relay registration details to CTR with the following information (or similar)</p> <p>a. Registration complete no missing persons. b. Registration complete, Missing persons or any additional pupils - give name of missing/additional persons.</p> <p>6.5. If there are missing persons, LL will look for them (if safe to do so).</p> <p>6.6. If missing children end up in another location with other teachers, that teacher must relay this to the CTR as soon as practicable. CTR will relay this to LL who will liaise with relevant teacher whose child is missing.</p> <p>Lockdown leaders should be the only staff moving around the school building other than those trying to move to a secure location.</p>	<ul style="list-style-type: none"> • If nature of the threat warrants it pupils and staff should stay out of sight as much as possible e.g. sit on floor away from doors and window, Turn off lights, close windows and lock doors. Everyone must stay quiet. • Mobile phones must not be used to contact parents, all phones must be switched to silent and not on vibrate. Phones should only be used when absolutely necessary. • Keep communication lines free for essential communications only.
<p>7. Continuing/extended lockdown</p> <p>7.1. Continue procedures of quiet sitting</p> <p>7.2. Take instructions from police if they have assumed control</p>	<p>Continue mobile phone silence for staff and pupils. Advise that no pupils can leave secure area for toilets, food etc.</p> <ul style="list-style-type: none"> • If toilet emergency for young child – use planned alternative • If emergency medication is required – contact CTR for advice, assessment of the situation and to discuss options
<p>8. Lockdown over</p> <p>When the situation is resolved the ELL will authorise the sounding of the recognised audible signal to advise that the lockdown is concluded.</p>	<p>All clear signal should be given by CTR once police/emergency services (where involved) have confirmed all is well.</p>

Debrief & Review

<p>1. Debrief</p> <p>Debrief pupils and staff as soon as practicable. This process is essential and must be completed to reassure staff and pupils that all is now well.</p>	<ul style="list-style-type: none"> • Depending on nature of incident, seek support from police for debrief. • When providing information for pupils consider developing some staff information or script for staff to talk through with pupils. • Brief staff at a meeting, provide support where needed.
<p>2. Communications with parents, media, etc.</p>	<p>If relevant, speak to local authority communications team before sending out any letters to parents about the lockdown.</p>

<p>Debrief parents/carers via letter, website and if possible a face to face meeting with all parents who wish to attend</p>	<ul style="list-style-type: none"> • Advise parents of the end of lockdown and outcomes. If relevant, advise that further information will be given in due course. • Change the message on school phone, this could include information on communications to be sent out and details of parents debrief meeting. • Check register and sign out pupils when leaving school after lockdown.
<p>3. Documentation</p>	<p>Check with the local authority about reporting requirements. Report incident through normal incident reporting mechanism.</p> <ul style="list-style-type: none"> • Police may need to take statements from pupils/teachers
<p>4. Support Ongoing support from local authority (If applicable) with press interest, police issues, counselling etc.</p>	<p>Immediate and ongoing support should be preplanned and accessible after the incident for a period of time determined by the nature of the incident.</p>
<p>5. Review Follow up and review procedures</p>	<p>Review procedures, how did they work – what needs to be changed?</p> <ul style="list-style-type: none"> • Ask for feedback from staff about what worked well and what did not. • Update procedures as required, re-distribute and ensure all staff and others trained in new procedure. • Practice again with new procedures

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In the event of the Lockdown Signal Alert three short rings on hand bell, stay indoors in the room/classroom that you are in. If you are outside make your way to the nearest classroom.

If you are with children it is important to:

- **Remain Calm**
- **Reassure**
- **Ask children to be quiet and to follow your instructions**

Reviewed, updated and agreed May 2020
Next Review date May 2021