



Eskdale School

A place of belonging, a place of inspiration

Lockdown Procedure

Eskdale School aims:

To develop as a vibrant, dynamic community committed to the principles of "Every Child Matters" so that all of our students

- are safe and healthy
- enjoy and achieve
- make a positive contribution
- experience success so that they are equipped to make their way in the world of work.

Document Status	
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Lockdown Procedure



Eskdale School Lockdown Procedure Policy

Lockdown procedures may be in response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in Eskdale School. Eskdale school uses the following ACT website to inform students how to keep safe.

(<https://www.npcc.police.uk/CounterTerrorism/ACTforYouth.aspx>)

These links are used to help students understand the three basic principles of keeping safe in a lockdown situation, particularly if they are outside the main buildings at the time: Run - Hide - Tell.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- a reported incident/disturbance in the local community (with the potential to pose a risk to staff and students)
- an intruder on the school site (with the potential to pose a risk to staff and students)
- a warning being received regarding a risk occurring locally, such as of air pollution (smoke plume, gas cloud, etc)
- a major fire in the vicinity of one or both of the school site
- the close proximity of a dangerous dog roaming loose.

It is of vital importance that the lockdown procedures are familiar to all members of the strategic team, the site team, administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill is undertaken at least once a year. Parents should be informed the school has a lockdown plan, and a copy is placed on the school website.

Communication procedures between parents and Eskdale School.

- Eskdale School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared by newsletter or via the Schools website. In the event of an actual lockdown, the incident or development will be communicated to parents as soon as is practicable.

Parents will be given enough information about what will happen so that they:

- are reassured that the school understands their concern for their son/daughter's welfare, and that it is doing everything possible to ensure their safety
- do not need to contact the school because in doing so, this could tie up telephone lines that are needed for contacting emergency providers
- do not come to the school as this could interfere with the emergency services' access and may put themselves and others in danger
- wait for the school to contact them about when it is safe for them to come for their son/daughter and where to collect them from.
- School emergency codes will not be shared with publically to ensure systems and processes are not jeopardised.
- We will keep in touch with parents as far as is possible; please do not try to phone again as this will tie up Eskdale School's phone lines and possibly prevent messages getting through to or from the emergency services'.

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 the emergency services, depending on the severity of the incident that has triggered a lockdown. Emergency services will support the decision of the Principal with regard to communications to parents.

Radio system information

Eskdale school has purchased an extensive radio system that is throughout the school. All teaching staff have a radio. This system uses 2 channels. The first channel is the emergency lockdown, this is the preset channel. Channel 2 can be switched to by staff if required, but the radio must be switched back to 1 immediately afterwards. The office and SLT monitor both channels in the event of an incident.

- All teachers have a radio that should always be set on channel 1. This is the emergency channel. Channel 1 is never used for non-emergency communication.
- The office, will have 2 radios, 1 with the office manager, and 1 with the receptionist both set to channel 1 and 2. The site management team also have a radio that is set to channel 1 and 2 for operational communication.
- The headteacher, deputy and assistant head for behaviour have radios set to both channels. The exam officer also has 2 channel radio.
- All teaching staff will carry their radios around the site at all times. The radios are equipped with belt clips and lanyards.
- Radios are left to charge in the teachers room overnight, they are not removed from the building.
- As staff radios are preset to channel 1, you will not receive any communication other than from an emergency code on this channel.

Use of APP enabled technology to assist with Lockdown procedures.

- All staff are requested to download the 'whatsapp' application to their smart phone.
- They are added to a encrypted closed group named "Emergency Lockdown Procedure".
- This group will have information sent to it during a lockdown to update staff on top of radio communication. This practice is recommended in circumstances where radio silence is required.
- The application isn't the primary communication method and would only be used in an emergency situation, it is also a backup system in the event of a breakdown of equipment in your possession.

Role's and responsibilities

In the event of a lockdown event there is a clear responsibility ladder, the headteacher will co-ordinate all actions and decisions required until the emergency services arrives. In the event of the headteacher being injured during the emergency, the team's positions would cascade up the responsibility ladder.

- Headteacher – Primary lead, direct operations. Co-ordinate with emergency services
- Deputy Headteacher – Secondary Lead, liaise with emergency services.
- Assistant Headteacher B&S – Third Lead, Site lockdown support front of school.
- Assistant Headteacher T&L – Fourth Lead Communication support with the office manager
- Assistant Headteacher PP – Fifth Lead Headteacher team communication support
- Assistant Headteacher Data – Sixth Lead Headteacher team communication support
- Office manager – Communication with emergency services and LEA emergency hotline.
- Head PA – Support communication with emergency services and LEA emergency hotline
- Exams officer – Implement lock down C Block fire exits, support the site manager
- Site manager – Manage lockdown of school site.
- Site assistant – Implement lock down of rear of site, PE block, support the site manager

Emergency lockdown's and codes

- In the event of a lockdown event there is a chain of command, the headteacher will co-ordinate the actions required. In the event he is injured this falls to the Deputy, then Assistant head for Behaviour, teaching and learning, disadvantaged and data. The site manager will assist.
- If a full lockdown procedure is required the following code will be transmitted on channel 1 five times – **Code Doctor Brown**.
- If the emergency is a bomb alert then students will need to be evacuated to the field then the following code will be transmitted on channel 1 five times – **Code Time Check**. Tutor group sheets are posted to co-ordinate line up, see attached visual aid at the end of the document.

- If there is a partial lock down the code will be transmitted five times – **Code Mr Skylight**
- If the intruder is coming from the field the code will be transmitted five times – **Code Mrs Green**
- The call will be made in the first instance from the office, however if this isn't possible due to the incident then a member of the communication team will be directed to make the call directly to the police from a heads office. The office door will be locked and barricaded, the members of staff will be required to give details of the incident and descriptions of the intruders. The police will be kept on the phone at all times and they will follow instructions and pass these to the leadership team.

Communication

- Radios are the main device that will be used across the schools. If in the event of an intruder, staff will make a decision if they need silence in their room to switch on or off.
- The school has a specific 'WhatsApp' group called Emergency lockdown. In the event of a lockdown were students and staff will be quiet in rooms. Updates will be sent through the lockdown, this is important if the use of the radio is unsafe. All staff are asked to download the 'WhatsApp' app. This is not the primary communication device, it is an additional backup. Phones should be switched to silent, as not to attract attention.
- SLT and site staff will be dispatched to lock external doors if possible. Internal doors on the main corridor have interior facing bolts that will be locked as they proceed around the school.
- Students and staff found out of lesson, are to run and hide at the nearest appropriate room, shut the door, barricade if possible and hide out of sight.

Air Horns

- Air horns will be used at the start and end of the school day, pupils on the playground must head immediately inside to the classrooms for lockdown if an incident occurs.
- PE lessons, staff will carry an air horn, see procedure below.
- Break times an air horn will be available, again the procedure is followed.
- Eskdale School recognises that Air Horns are ineffective inside the school building and are for outdoor use only.

First Aid equipment

- First aid equipment is located in the school office, PE office and head teacher office
- Heavy duty gauge, bandages alongside standard first aid equipment is kept in all locations.
- A defibrillator is accessible at the front of reception were the code is kept.

Procedure for the start and the end of the day. Code Doctor Brown

1. Duty staff to pick up radios and air horns.
2. Radio / horn to be positioned on the turning circle and one on the tennis court gate.
3. If an intruder approaches the duty team are to radio the front office and give short, intermittent blasts, on the air horn.
4. Students are directed quickly to the gate. Duty team will lock the padlock if intruder is close by.
5. All students are to quickly move to the form rooms for registration, any stray students to be taken to nearest safe point. Lock down the rooms, barricade doors and cover glass in doors and stay silent.
6. Office staff to inform police and lock other possible entry points, also to use intermittent blasts on the air horns to alert staff and students inside of the building.
7. Staff will be notified of the all clear by other staff members individually informing each classroom.
8. Classes will be returned to normal and staff will await further instructions by senior leaders or the police.

Procedure during the working day for full emergency lockdown. Code Doctor Brown

1. Office staff to inform of an intruder by using the appropriate radio code.

2. Office staff to alert police, unless directed by the headteacher to use heads office.
3. Staff to lockdown classrooms and clear any students to a safe place. Barricade doors if needed.
4. Senior leaders and site staff directed to lock external doors and interior doors
5. Staff await communication via radio or WhatsApp updates. Stay quiet and hidden
6. If staff feel escape to the field is required then they should take any action required to do so.
7. If the fire alarm sounds during the lockdown, students will be directed to the bomb alert area of the school field (see diagram).

Procedure during the working day for a bomb scare/attack. Code Time Check

8. Office staff to inform staff of the situation by using the appropriate radio code.
9. Office staff to alert police by mobile phone, unless directed by the headteacher to use heads office. Office staff to walk out to the field keeping the police on the line at all times.
10. Staff to calmly direct students to the far field before the exit gates in tutor groups. Students to sit on the floor, everyone must be quiet. This procedure must happen no matter the weather conditions. Registers will be taken.
11. Senior leaders and site staff to check classrooms and clear any students to the check point. Await instructions from the police or headteacher.
12. Staff await communication from the headteacher or police. Depending on the severity of the situation, WhatsApp may be used to share sensitive information, in order not to create panic.
13. Once the site has been confirmed as safe, students will be directed back into the building.
14. If the decision is made to evacuate the school site as it is too dangerous, then the site manager will open the back gates, staff will form a line across the road towards Sainsbury's stopping traffic and funnel and guide all pupils across the road. Two staff will lead the students at the front. All pupils will gather in furthest corner between Sainsburys and the B&M store with staff behind pupils ensuring all are accounted for.

Procedure for intruder on sports field. – Code Mrs Green

1. When any classes are on the playing fields staff members should carry radios and an air horn
2. If an intruder is identified radio the office give short intermittent blasts of the air horn and get the students inside or to a place of safety.
3. On receiving information of intruder office staff to alert internal building with radio code and contact the police.
4. Staff must immediately lock down rooms.
5. Senior leaders and site staff will immediately move towards the rear of the school to secure.
6. Office staff to inform police and lock other possible entry points, radios will alert staff and students inside of the building.
7. Staff will be notified of the all clear by other staff members individually informing each classroom.
8. Classes will be returned to normal and staff will await further instructions by senior leaders or the police.

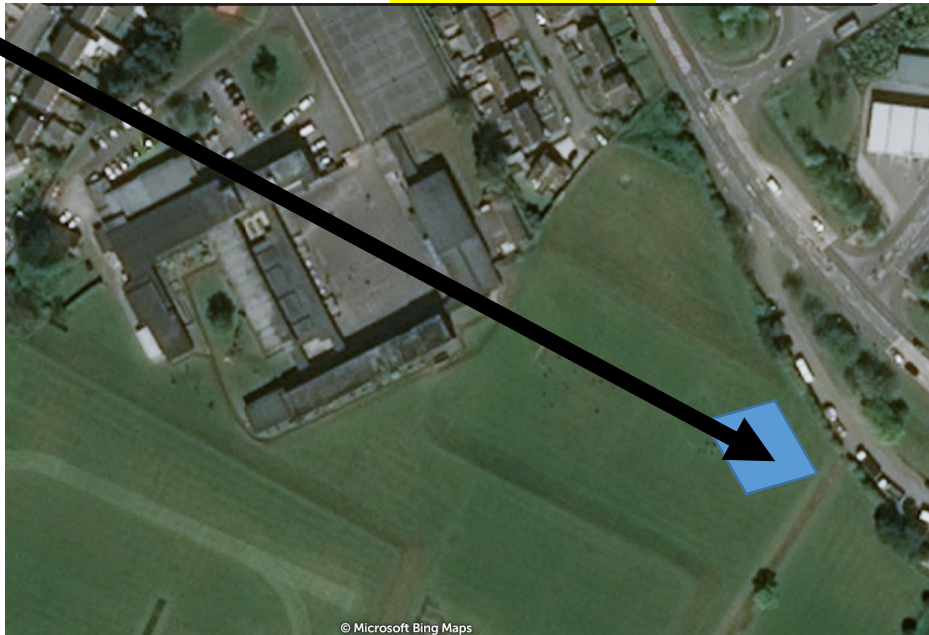
Procedure for partial lockdown – Code Mr Starlight

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however teaching and work can continue as usual. 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.

1. All outside activity to cease immediately, pupils and staff return to building.
2. All staff and pupils remain in building and external doors and windows locked.
3. Free movement should not be permitted within the building unless due to medical reason.
4. In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.

5. Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.
6. Staff should await further instructions from the headteacher.

Meeting point for a bomb scare/attack. Code Time Check indicated by coloured block



Codes reminder

Full emergency lockdown procedure to be followed -

Procedure for a bomb scare/attack -

Partial lockdown –

Intruder on sports field. –

Code Doctor Brown

Code Time Check

Code Mr Starlight

Code Mrs Green

Additional information regarding locks, rooms and windows in the event of a full emergency lockdown

- Staff will be issued with keys for their doors which will be stored in an identified safe place in the room. Students will not be aware where this safe place is. Staff sharing rooms will have this identified to them.
- All lights should be switched off and if possible blinds and curtains shut in an emergency event.
- Door voids between classrooms in the C block can be barricaded from both sides of the classroom.
- Design technology lessons can move into T1 and barricade the internal double doors, and outside access door. If deemed appropriate the external doors to the garage can be used as an emergency exit if the teacher deems it appropriate at the time.
- The PE hall could be barricaded with any available equipment, students could hide either side of the double doors.
- The music room could direct students to the cubicles, ensuring that the main access door is barricaded.
- Drama and food rooms should be locked and barricaded with available materials.
- Assembly hall, students can be moved via the fire exit to T2 and barricade the door.
- SEND rooms should be locked and barricaded.
- Members of staff in the event of an escalating emergency may decide that exiting the room via a window is the safest option. In an event like this you must make a decision and take any action you deem appropriate.

- In the event of a lockdown procedure your main priority is to run, hide, tell. See the attached links to this document for more information.
- Main corridor doors have internal side facing locks, as the school is locked down by SLT these will be used were possible to further secure the site and make access to intruder difficult.
- Reception secure entrance will be locked down and will give valuable seconds to help run, hide, tell.

Information for Parents (shared on website)

All schools are required to have Lockdown procedures in the case of dynamic emergencies. Our school has a comprehensive policy covering such a situation. It is important that parents have guidance on what they could expect if there were a Lockdown in progress. Obviously, such emergencies would all present unique challenges, and *the school would be obliged to follow guidance from the relevant emergency services* which may differ from the information below. However, we hope the procedures below are helpful to you in knowing what you could expect.

Procedural information for Parents

Should a Lockdown occur, it is advised that developments are communicated to parents / guardians as soon as is practicable and in some cases in agreement with the emergency services and the most senior member of NYCC staff overseeing the incident. Parents will be naturally be concerned, anxious and all accurate information releases will assist to alleviate undue anxiety.

The school's main priority is the safety and welfare of its pupils, and dealing with the immediate situation. However, we will endeavour to ensure that parents / guardians are given enough information to enable them to understand the potential outcome and when possible time frames so that they:

- Are reassured that the school / emergency services understands their concern for their child's welfare, and that everything possible is being completed to ensure their safety
- Refrain from directly calling the school's office. Calling the school will tie up telephone lines that will be required to be used by the responsible person and the emergency services.
- DO NOT from initially attend the school. This may interfere with the emergency provider's access / investigation and may put themselves and others in danger.
- Wait patiently until a safe and satisfactory outcome has been achieved and agreed by all parties, where a designated safe area will be identified for the safe handing over of the pupils to their parents / guardians.

During the initial "breaking news" of the incident it is vital that all parents are re assured regarding the welfare and safety to their children is paramount and that the matter is being dealt with by the emergency services and NYCC jointly to resolve the matter as soon as possible with little impact to the pupils and the wider community.

However it must also be stressed that at this time "the school is in a full lockdown procedure. During this period the switchboard and entrances will be un-manned, external doors will be locked and no person is allowed in or out of the premises until further notice."