



The Birley Academy

A L.E.A.D. Academy

# General Emergency Lockdown Procedures

Review Date	By whom	Summary of changes made	Date implemented
January 2024	Keir Mather	New Template	January 2024
May 2024	Keir Mather	Review following lockdown	May 2024

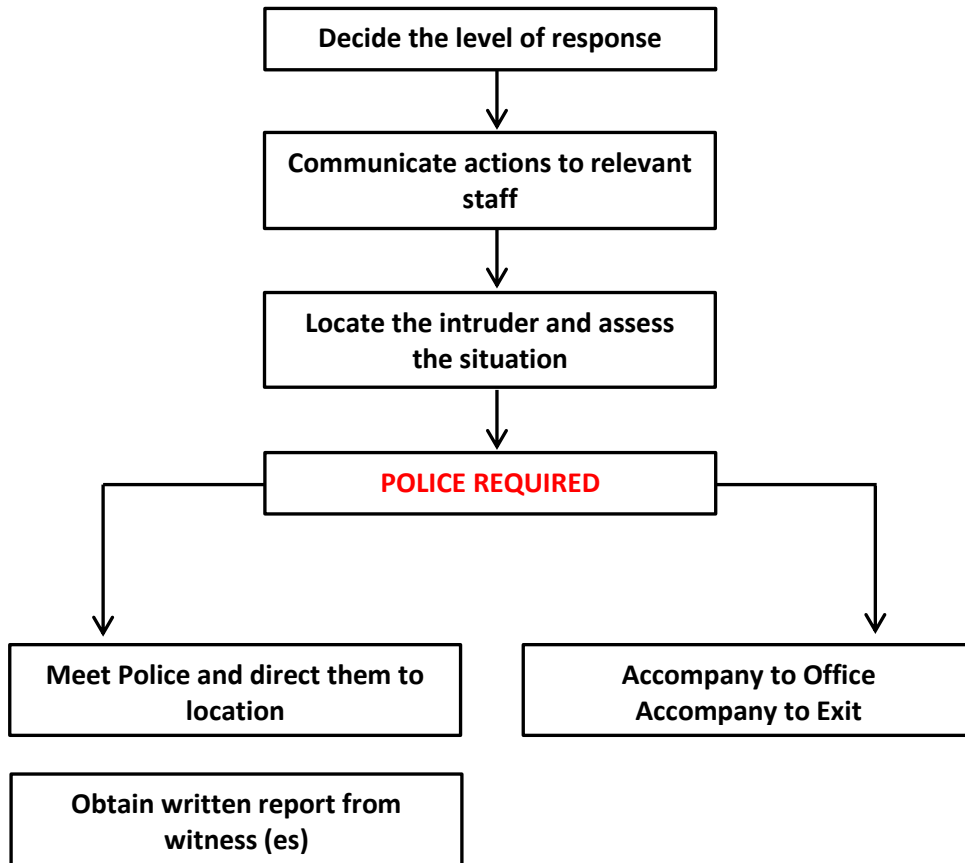
Date of next review: September 2024

## General Emergency Lockdown Procedures

<b>Start of Lockdown</b>	Lockdown alarm is sounded
<b>End of Lockdown</b>	Lockdown alarm is turned off

### Incident Control Officers & Response Team

#### **(Victoria Hall) HEADTEACHER'S ACTION**



### Communication

1. In the event of a critical incident requiring "Lock Down" the person witnessing the incident notify the school office to raise the alarm. The office staff member receiving the incident call will notify the Headteacher or Deputy Headteacher.
2. The Headteacher and/or the person-in-charge (PIC) at the time of the incident will determine the need for a "Lock Down" and sound the appropriate alarm.
3. An Emergency Lockdown will be indicated by the 'lockdown alarm'.

Alternative signal:

4. The Headteacher or PIC shall immediately contact Police and provide as much information as possible.

5. Fire evacuation alarms are not to be sounded.

**Communication arrangements – Two-way radios, mobile phones and email.**

**Procedures**

1	<p>Sound Alert – Activate Lockdown procedures immediately.</p> <p>If the “Lock Down Alarm” is sounded before school, during break or lunch time students are to move directly to the nearest classroom/room as long as it is safe to do so. <b>Most suitable rooms are likely to be classrooms, hall, sports hall, offices.</b></p> <p>If it is not safe to do so listen carefully to the instructions of staff.</p> <p>If the “Lock Down Alarm” is sounded during an outdoor PE lesson, please follow the instructions of your teacher who will direct you.</p>
2	Dial 999
3	Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)
4	School staff are to stay in, or move to, the nearest classroom, office or outside space if it is not safe or practical to enter the building.
5	Staff who are not working directly with students, are to move promptly to the corridors or outside areas and direct students to a safe area, if it is safe to do so.
6	The site staff are to lock all perimeter gates, if it is safe to do so.
7	The Headteacher must stay in, or move to, the reception area to facilitate communication (if safe to do so)
8	Staff need to be mindful that children from other classrooms may seek sanctuary in their room.
9	Each person should stay away from windows and doors and remain low to the ground.
10	Students and staff should position themselves underneath their desk.
11	Staff should remove high visibility jackets.
12	Everyone is to remain <u>silent</u> .
13	No one is to answer the door under any circumstances once it is locked and secured.
14	Students who are out of lesson when the “Lock Down Alarm” sounds should go into the nearest classroom.
15	Lock classroom and other doors (if lockable), block the door with a table if you deem this necessary.
16	Close and lock windows (if possible).
17	Close blinds (if possible).
18	Turn off lights and computer monitors.
19	<p>Should the fire alarm sound during a lock down, do not evacuate the building unless:</p> <ul style="list-style-type: none"> <li>• You have first-hand knowledge that there is a fire in the building or</li> <li>• You have been advised by Police or the Headteacher to evacuate the building.</li> </ul>

	<ul style="list-style-type: none"> <li>• Remember during a fire drill you <u>MUST</u>:</li> <li>• <u>Leave all items in the building</u></li> <li>• <u>Exit the building calmly via the nearest exit</u></li> <li>• <u>Follow the instructions of staff</u></li> <li>• <u>Line up in your tutor group in single file, in register order in SILENCE</u></li> <li>• You <u>MUST</u> follow the instructions of your form tutor who will register you.</li> </ul>
20	Students and staff should stay where they are until official notification is provided by the Headteacher or an identified Police Officer that the lockdown is over.
21	Where the lockdown lasts an extended period of time or extends beyond normal school hours, the Headteacher or designated serious incident co-ordinator should notify parents via local media and with the assistance of local Police.
22	In conjunction with local Police, the Headteacher or designated serious incident co-ordinator should arrange for parents to pick students up from school at a designated safe area.