



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
April 2025	Victoria Hall Stacy McKay	Annual Review	April 2025

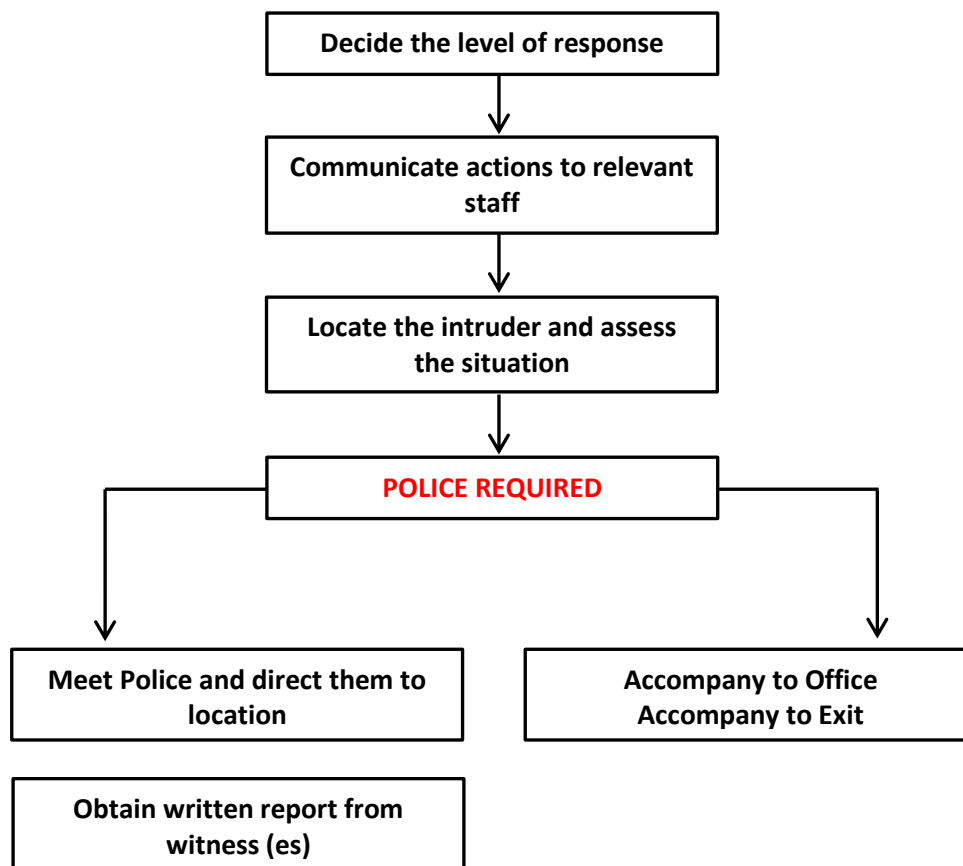
Date of next review: April 2026

General Emergency Lockdown Procedures

Start of Lockdown	Lockdown alarm is sounded
End of Lockdown	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 and Headteacher/Deputy Headteachers (usually via radio channel 3) to raise the alarm. The Headteacher/Deputy Headteacher will confirm to set off alarm (on occasion where there is a clear and present threat, the closest person to the alarm to set this off without question).
2. An Emergency Lockdown will be indicated by the ‘lockdown alarm’.

External Lockdown (for when the threat is external to the school building)

3. The Headteacher or PIC shall immediately contact Police and provide as much information as possible.
4. Fire evacuation alarms are not to be sounded.
5. External doors to be closed

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. <i>Most suitable rooms are likely to be classrooms, hall, sports hall, offices.</i></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 (instructed by PIC)
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	<p>Staff to lock classroom doors and close blinds where possible.</p> <p>Lights to be turned off in classrooms (press and hold to turn off lights in most classrooms)</p> <p>Where doors do not lock, barricade door with furniture in the room and wedge doors closed where available.</p> <p>Close any windows on ground floor.</p>
7	The site staff are to lock all perimeter gates, if it is safe to do so.
8	The Headteacher must stay in, or move to, the reception area to facilitate communication (if safe to do so)
9	Staff need to be mindful that children from other classrooms may seek sanctuary in their room.
10	Each person should stay away from windows and doors and remain low to the ground.
11	Students and staff should position themselves underneath their desk.
12	Staff should remove high visibility jackets.
13	Everyone is to remain <u>silent and mobile phones must not be used/turned to silent</u>
14	No one is to answer the door under any circumstances once it is locked and secured.
15	Students who are out of lesson when the “Lock Down Alarm” sounds should go into the nearest classroom.

16	Students in toilets to move to classroom if safe to do so
17	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.
18	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 school communication systems and with the assistance of local Police.
19	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.
20	<i>If the FIRE alarm sounds during a lockdown, DO NOT evacuate the building unless you see smoke/flames or are instructed to do so by SLT or Police/Fire Service.</i>