



The Birley Academy
A L.E.A.D. Academy

Emergency Lockdown Procedures

Policy adopted: November 2017

Policy Review: September 2022

Rationale

The purpose of these procedures is to provide instructions for staff in the event of an incident that requires whole school lockdown. These instructions should be read in conjunction with the school fire evacuation instructions, the school safeguarding policy and the school business continuity plan.

Lockdown Procedures

Circumstances triggering a lockdown:

These lockdown procedures are planned as a swift response to an immediate threat to the life and safety of members of the school community from one or more violent intruders on the school site.

By its very nature, a violent attack by intruders to the school site will be unpredictable. An intruder may attack from any point and at any time of the day. Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site. They should also be aware of the guidance in Appendix A on how to respond to an attack: Run, Hide and Tell.

Alerting the school community

The school bell will be used to alert the school community to an attack. To differentiate between a normal bell, fire alarm and a lockdown alert, the lockdown alert is a repeated tone which will continue until the incident has passed.

- Any member of staff who believes that the school is subject to an attack should inform reception staff straightaway, providing information about the situation.
- If possible, reception staff should inform the Headteacher immediately (Senior Leader/DHT in their absence; AHTs in their absence).
- HT consults Emergency Services if appropriate. HT (SL/DHT/AHT) makes decision to impose lockdown.
- If the decision is taken to impose a lockdown, the Headteacher will sound the bell.
- The lockdown alarm buttons are located in: Headteachers Office, Senior Leaders Office, Rear Reception Office and Main Reception.
- Due to the unpredictable nature of the event, it may not be safe or practical to contact the Headteacher. Any member of LT should be contacted to sound the bell if this is the case.

Response to lockdown alert

If the alert occurs during lesson time:

- All students inside the school should remain in their classrooms.
- Students on the school site but outside the buildings should be brought in immediately and go to the changing rooms but only if it is safe to do so. Staff with students should use their judgement.
- It may be safer to stay out of the school building and seek alternative exits to the school site, especially during a high risk incident.

If the alert occurs before school, during break or lunchtime:

- Staff should follow the guidance in Appendix A. Where it is safe to do so, staff insist students accompany them to seek alternative exits to the school site.

Once the pupils are inside the buildings:

- Classroom doors locked where a member of staff with key is present
- Windows locked and blinds drawn. Internal door window covered if able.
- Students sit quietly out of sight (e.g. under desk or around a corner) in a location that would protect them.
- Staff should encourage students to keep calm.
- Staff should encourage students to keep noise down.
- If it is necessary to evacuate the building, the fire alarm will be sounded.
- Staff should then await further instructions. Staff should avoid attempting to contact LT or reception as this could delay more important communication.
- LT will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.
- Staff and students remain in lockdown until it has been lifted by a member of LT or the Emergency Services.
- A register to be taken of all pupils/staff in each classroom

Training

- Staff informed about lockdown policy.
- Staff training on the run, hide and tell practice (Appendix A).
- Students informed about lockdown procedure.
- Information to parents in academy newsletter that we have a lockdown policy.
- Conduct a number of table top exercises with the LT to test the procedures against a variety of scenarios.

Responsibility to review document

- The policy is reviewed every 2 year by the Academy Advisory Board.

Appendix A

Stay Safe

Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>

Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

Tell

- Call 999 - What do the police need to know?
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

Armed Police Response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

Officers may

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

LOCKDOWN PROCEDURE



1. Stay in your classroom or if on the corridors, move to the nearest room.
2. Lock and/or barricade the door.
3. Close windows and blinds.
4. Sit quietly out of sight (e.g. Under desk or around a corner).
5. Remain calm and quiet, do not attempt to leave the room until a member of leadership team or the emergency services come.
6. If it is necessary to evacuate the building, the fire alarm will sound.

EVACUATION PROCEDURE



1. If you discover a fire, raise the alarm at the nearest call point.
2. Leave the building by the nearest exit.
3. Report to the assembly point on the Sports Court.
4. Do not return to the building until authorized to do so.



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