



Welshpool High School

Lockdown (Invacuation) Policy

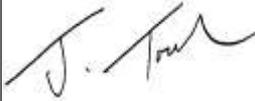
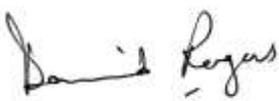
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|----------------------------|------------------------------------------------------------------------------------------------|
| Creation Date | 01/05/2021 |
| Implementation Date | Immediate |
| Review Frequency | Bi-Annually |
| Last Reviewed | New Policy |
| Sign and date HT |  10/5/21 |
| Sign and date CoG |  10/5/21 |



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1. History of most recent Policy Changes

| Date | Page | Change | Origin of Change (e.g. TU request, Change in legislation) | Actioned By |
|------------|-------|--------------------------|-----------------------------------------------------------|---------------------------------------|
| 01/05/2021 | Whole | Creation of new Document | | Caroline Jones Business Manager |
| | | | | |
| | | | | |

2. Legislative Compliance

This Policy has been written as guidance for staff, parents or carers and young people with reference to the following guidance and documents:

- [Health and Safety at Work Act - 1974](#)
- [Evacuation Safety in the Workplace](#)
- [Welsh Government WECTU Protecting Schools](#)

3. Aims and Objectives of this Policy

As part of our Health and Safety policies and procedures and with new advice from the Welsh Government the School has identified the need and developed this Lockdown Policy.

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

The objective of this policy is to ensure that all staff, pupils, parents and visitors know, understand and follow the lockdown procedures should an emergency situation arise.

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

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous animal roaming loose

4. Notification of Lockdown

Staff will be notified that lock down procedures is to take place immediately by use of the School's lockdown alarm. This new sounding alarm has been fitted in the front reception office in school. Staff have been notified that should they need this alarm sounding they are to ring the school emergency number **222** and say:

"In the interest of health and safety the school needs to enter a (full/partial) lockdown"

There will then follow further detail, as far as practicable and safe to do so, around what the threat posed includes (for instance, toxic smoke to ensure windows and doors are further sealed or intruders on site to ensure doors are locked). Members of the SLT will, using the information available, make the decision about whether to engage lockdown protocol.

Partial Lockdown

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.

Immediate action:

- All outside activity within the school grounds to cease immediately, pupils and staff return to building.
Staff will be alerted via the lockdown alarm and email communication.
- All staff and pupils remain in the building and external doors and windows to be locked.
- Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff. All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.
- 'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.
- In the event of an air pollution issue, air vents can be closed (where possible).

Full Lockdown

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Procedures: Follow the **CLOSE** procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lock down for some time

1. The lockdown alarm will sound and remain sounding. Upon activation of the alarm there will begin a process of pupils being ushered into the school buildings as quickly as possible and the locking of the school's classrooms, offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.

2. At the given signal the pupils remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and pupils are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off (provided staff have access to email communications via their mobile phone/iPad/etc).

Mobile phones are put on silent mode.

3. Staff or pupils who are off school site should remain off-site and not return until they receive communication from the school stating that the lockdown is over.

4. Pupils or teaching/classroom support staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. pupils using toilets when lockdown procedure is engaged.

5. Support staff to remain in or return to their normal operating base.

6. Visitors are to remain with the member of staff they were on school site visiting.

NO ONE SHOULD MOVE AROUND THE SCHOOL

7. Staff to support pupils in keeping calm and quiet. No staff or pupils (except members of the SLT) should make external communications during this time.

8. Staff to remain in lock down positions until informed by key staff e.g. Senior Leadership Team or verified emergency service staff that there is an all clear.

9. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Move to Evacuation

At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the Building, however, a member of SLT will ALSO have to substantiate this alarm (via email) as it could be a hoax to expose staff and pupils. Staff should continue to be vigilant with regards to the original communications around why the school was entering a lockdown, i.e., intruder on site.

5. Staff Roles:

1. Members of the SLT will make the decision to move to lockdown (full/partial). Lockdown alarm activated and instructions given from nearest safe location.
2. Upon hearing the alarm instruction all available members of SLT to move, if safe, to the Meeting Room which will act as a base for the situation.
3. Headteacher to assume responsibility for managing the lockdown situation. This will include allocating specific roles and responsibilities in line with the plan on (which will be kept centrally in the meeting room). In the Headteachers absence the Deputy Headteacher will assume this responsibility.
4. Members of the SLT will immediately communicate appropriate information and take advice from external agencies (Police, Fire Department, Public Health Wales, etc.) and the Chair of Governors. Where applicable, other local services (The Flash, primary school, etc.) will also be notified of the lockdown and/or potential threat.
5. Deputy Headteacher to assume responsibility for liaison with relevant Emergency Services. In their absence a nominated SLT member will assume this responsibility.
6. PA to the Headteacher to take responsibility for instigating Parental contact. In their absence, designated member of Admin team to assume this responsibility. Business Manager to coordinate.
7. Office staff to lock the school's front doors and entrances.
8. Members of SLT to conduct their roles as allocated by the Headteacher dependent on availability.
7. Individual teachers/support staff to lock/close classroom door(s) and windows and take responsibility for pupils in their care.

6. Communication with parents

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network - text & email.

Parents will be told:

'The school is in a (full/partial) lockdown situation. During this period the telephones and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Depending on the type and severity of the incident, parents may be instructed NOT to collect their children from school as it may put them and their child at risk.

Pupils will not be released to parents during a lockdown. Parents will be instructed not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

7. Post incident action

- Discuss and review actions taken via debrief at SLT meeting, with CoG in attendance where possible.
- Receive feedback from staff body around incident.
- If appropriate, contact Human Resources and appropriate officers in the LA who will provide details of any available support,
e.g., psychology welfare & support, media & communications etc.
- Update procedure, if applicable.
- Thank people for their co-operation.

8. Lockdown drills

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements. Pupils should also be aware of the need for a lockdown procedure and so will be briefed at least annually on the process.

9. Review

This policy and associated procedures will be reviewed bi-annually.

10. Links with Other Policies

[Health & Safety Policy](#)

Appendix1: Lock Down Plan

| Management and Control | |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nominated person | Responsibility |
| Headteacher | Manage Lockdown, assign roles. |
| Deputy Headteacher | Initial contact with the emergency services |
| SLT Members | Conduct assigned roles |
| Business Manager | Liaison with Support Staff |
| PA to Headteacher/ Admin Staff | Liaison with parents |
| Teachers | Pupil control |
| Signals | |
| Signal for lockdown | Lockdown Alarm Continuous Sound |
| Signal for all-clear | Lockdown Alarm Short Bursts Lasting 10 Seconds each. Email notification. |
| Lockdown | |
| Entrance points | Main School Entrance, Theatre Entrance, Maths Block (2), Partnership Centre (2), F Block (3), Dance Studio Corridor, DLS (2), Music Corridor, Drama Entrance, Technology Door, Canteen (4), Kitchen, Rear PE Entrances (2), Boys Gym, Front Library, Front Science, Sixth Form Common Room (2), Girls Gym, Careers Corridor, Rear Science. |
| Communication arrangements | <ul style="list-style-type: none"> • Telephone System • Mobile phones/email • In-Touch SIMS System /TEAMS |
| Notes | |

Lock Down Plan

| Step | Initial response | Check | Time | Signed |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------|---------------|
| 1. | Ensure all pupils are inside. | <input type="checkbox"/> | | |
| 2. | Secure all entrance points to the school. | <input type="checkbox"/> | | |
| 3. | Dial 999 for each emergency service that the incident requires. | <input type="checkbox"/> | | |
| 4. | Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none">• Block access points.• Sit on the floor, under tables or against the wall.• Keep out of sight and draw blinds to avoid detection.• Put mobile phones on silent• Turn off lights and computers.• Stay away from windows and doors. | <input type="checkbox"/> | | |
| 5. | Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe. | <input type="checkbox"/> | | |
| 6. | Check for missing or injured staff members and pupils if it is safe to do so. | <input type="checkbox"/> | | |
| 7. | Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services. | <input type="checkbox"/> | | |

To be reviewed May 2023.



Welshpool High School

May 2021

EMERGENCY LOCKDOWN PROCEDURE

What is a lockdown?

A lockdown is implemented when there is serious security risk (e.g., violent or armed intruder) to building occupants. The initiating threat can be either internal or external to the building.

How will I know a lockdown is occurring?

You will be notified of a lockdown procedure through one or more of the following:

- Lockdown alarm sounded
- Pop Up Notice on your networked computer
- Text message to registered mobile phones
- In person notification by police or SLT.

Lockdown Steps:

1. Secure external doors;
2. Communicate the threat to staff;
3. Move immediately to the nearest room you feel is safe;
4. Secure and barricade the door and consider covering windows;
5. Turn off the lights or maintain minimal lighting;
6. Move away from windows and doors;
7. Keep calm and quiet; and
8. Stay in the room until police arrive or you are given the all clear message.

Remember it may take some time before you can be safely evacuated.

What if someone is injured?

Follow these steps when safe to do so:
Call 999 from a hard wired line if possible.

If using a mobile please switch it to silent mode.

NB: Do not expose yourself to additional danger in the process of helping others

Who to call?

Call 999 or use the internal phone system to call reception.

What to report?

When contacting authorities, report the following:

1. Your specific location;
2. The number of people at your specific location;
3. If there are injuries, the number and types of injuries; and
4. If you have seen an assailant or identified a threat:
 - location and number of suspects;
 - direction of travel;
 - their clothing and description;
 - their identity if known;
 - any weapons or accessories (e.g., backpack); and
 - any unusual or threatening sounds (eg, gunfire or explosion)

What if the fire alarm sounds?

- DO NOT respond normally as a fire alarm during a lockdown may be a ploy by an intruder.
- Remain calm in your lockdown secure area, if safe to do so, and attempt to verify fire alarm activation with SLT or emergency services.
- If fire is verified, follow Fire/Evacuation procedures. This will be communicated clearly via?