

Appendix D – Lockdown

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 procedure is to ensure that all staff, pupils, parents, and visitors know, understand and follow the lockdown procedures should an emergency situation arise.

Plan Activation Circumstances

This Plan will be activated in response to an incident causing significant disruption to the school, particularly the delivery of key/critical activities.

Examples of circumstances triggering the lockdown procedures 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 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**

It is not possible to prescribe a generic school lockdown plan as there are a number of variables that will dictate exactly how an individual school responds to those situations identified.

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.
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- The lockdown alarm will sound and remain sounding for a three-minute period. 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.
 - 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 and under desks. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode and are not to be used.

- 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.
- 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.
- Support staff/administration staff to remain in or return to their normal operating base.
- Incident Management Team to split (where safe do so) to zones and ensure there are no pupils or staff between buildings.
- Visitors are to remain with the member of staff they were on school site visiting.

NO ONE SHOULD MOVE AROUND THE SCHOOL

- Staff to support pupils in keeping calm and quiet. No staff or pupils (except members of the Incident Management Team) should make external communications during this time.
- Staff to remain in lock down positions until informed verbally by key staff e.g. Incident Management Team or verified emergency service staff that there is an all clear.
- 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.

Key Details:

Our safe assembly points	<p>Our safe assembly points are classrooms, the main hall, sports hall, or offices.</p> <p>Designate space visitors to lockdown is the closest available safe space, or if in reception, the offices.</p>
Secure entrance and exit points	<p>By activating the lockdown, the magnetic locks across the doors are locked out, and can only be opened by members of the Incident Management Team.</p>
Bring pupils inside	<p>Bring pupils inside as quickly as possible, pupils to enter first available classroom.</p>
Steps to increase protection	<ul style="list-style-type: none"> • Lock and screen doors • Position children away from sightlines from external doors and windows – for example, under a desk • Turn off lights and monitors. • Make sure mobile phones and electronic devices are on silent or turned off. • Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution)

Internal communication during a lockdown	<p>Staff Internal Email Communications</p> <p>Incident Management Team –</p> <p>Walkie talkies – Channel 16</p> <p>Mobile Phones</p>
Communication with parents/carers during a lockdown	<ul style="list-style-type: none"> • A combination of text and email will be used to notify parents of the lockdown. • Parents will be told to not: <ul style="list-style-type: none"> ○ to call the school, as this will tie up lines that would be used to contact emergency services, and not to drive to the school.
Arrangements for pupils or staff with additional needs	<ul style="list-style-type: none"> • Use appropriate alternative arrangements that the school permits.
Security lockdown drills	<ul style="list-style-type: none"> • At the start of the academic year.

Signals

Alarm or signal for lockdown shelter	<ul style="list-style-type: none"> • Should a lockdown be initiated by the Incident Management Team, a lockdown alarm will sound and remain sounding for a three-minute period.
Signal for stand down / all-clear	<ul style="list-style-type: none"> • A verbal all clear by the Incident Management Team, who will then navigate around the school to end the lockdown procedures.

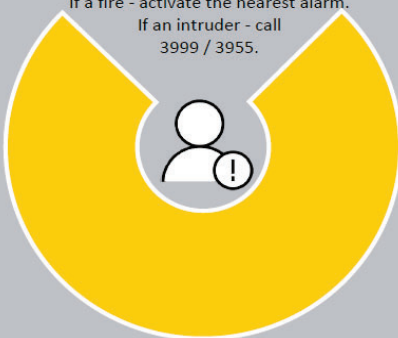
Communication arrangements	
Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.	
Two-way radios	
Classroom telephones	
Mobile phones	



Cwmbran High School Incident Response

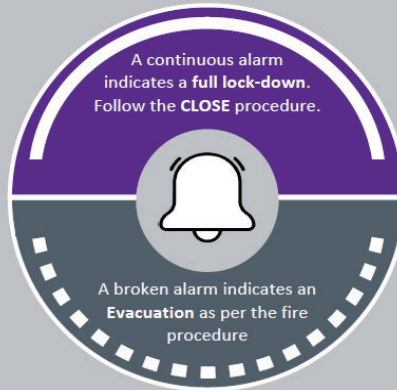
Report

If you discover a risk or threat, **report it** appropriately. As examples:
If a fire - activate the nearest alarm.
If an intruder - call 3999 / 3955.



Act

A continuous alarm indicates a **full lock-down**. Follow the **CLOSE** procedure.



A broken alarm indicates an **Evacuation** as per the fire procedure

Wait

Wait for a verbal "all clear" from one of the Serious Incident Management Team or verified Emergency Service Staff.



Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
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)	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows	
Close windows / blinds	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under desks, and away from windows	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured students, staff and visitors	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	

Appendix E - Template for information and action log

No.	Information/Action	People involved	Completed?	By whom?	Other comments
1					
2					
3					