



Lockdown and Emergency Policy

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Policy Version Control

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Responsible committee	Governing Body
Date approved by committee	
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Description of changes from the model policy (if any)	1.

Chair's signature: David Sword

29th September 2016

1. Policy statement and principles

1.1 Policy aims and principles

This policy covers contingency planning and procedures to allow for some urgent emergency situations that potentially threaten all staff and/or students. Such situations could, for example, include:

- Intruders on site or potentially dangerous individuals in the vicinity
- Bomb threats or warnings
- Dangerous smoke or chemical release in the area
- Extreme weather events
- Emergency on site that requires students to be contained and supervised, such as a serious injury

It is not possible to plan for every eventuality and this policy does not substitute for members of staff exercising professional judgement about the safest course of action in the event of a serious incident or threat.

The policy applies to the Academy during the normal Academy day. It does not cover evenings, weekends or holiday time.

1.2 Monitoring and review

This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- In the event that the policy is determined not to be effective

If there are urgent concerns these should be raised to the Academy Principal in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Lockdown

2.1 Definition

Lockdown is a procedure designed to ensure that as far as possible, all students, staff and visitors can be rapidly secured into a space where doors and windows can be locked (and released) from the inside but not from the outside.

2.2 Lockdown alert

2.2.1 Initiating lockdown:

- Any member of staff aware of a situation requiring lockdown must notify reception as quickly as possible.

- Lockdown will be initiated by the most senior person in the reception office or site office who becomes aware of a situation requiring a lockdown. There should be no hesitation in announcing the lockdown, it should not be delayed for the purposes of checking with senior staff.
- Administrative staff, senior staff and site staff must all know how to initiate lockdown.

2.2.2 A lockdown will be communicated by:

- A special 'lockdown' alarm signal communicated over the Academy fire alarm system.
- Where possible, an email / SIMS / Lync or other instant message alert will be sent.
- In the event of a power failure, the repeated blowing of short blasts on whistles.

2.3 Lockdown Procedure

2.3.1 During lesson time, most students will be in classrooms and they should remain there unless there are good reasons to move to an adjacent classroom such as:

- Inability to secure the room
- High levels of visibility
- The need for two members of staff to combine groups for safety or student management purposes

2.3.2 Students who are out of lesson (who must have been given express permission and be monitored by the responsible member of staff) should go to the nearest classroom or staffed, lockable space. They should not, unless aware of immediate danger in close proximity, lock themselves into a toilet.

2.3.3 Visitors should be guided to the nearest safe space.

2.3.4 If the procedure is required at change of lesson, staff should immediately ensure that all students are shepherded into the nearest room that can be secured from the inside. Ideally this should be teaching groups or form groups, but speed is most important.

2.3.5 If the procedure is required at lunchtime or break time students and staff should if possible, go quickly to their form rooms, bearing in mind that the most direct route may be blocked.

2.3.6 Doors and windows should be closed and locked.

2.3.7 Staff and students should position themselves quietly and calmly as far out of view as possible – against the walls and away from the windows.

2.3.8 Blinds should be lowered if possible.

2.3.9 Mobile phones must be off or switched to silent. The object of these actions are to make it difficult to establish whether rooms contain people.

2.3.10 A register of staff and pupils present should be taken:

- a. On SIMS if possible, or if not...
- b. By typing a list of those present on an email and sending to admin@cowesenterprisecollege.org.uk, failing this...

- c. By writing a list of those present on a piece of paper for later collection.
- 2.3.11 Once enacted, all staff and students should remain in lockdown until either:
- a. They have been given specific formal instructions by a recognised member of staff which will include the phrase: **“The tide has gone out”**.
 - b. Other instructions have been communicated by email / SIMS /Lync or another instant messenger system which will include the phrase: **“The tide has gone out”**.
- 2.3.12 Should the fire alarm sound during a lockdown, staff and students should not evacuate unless they are aware of a specific, imminent danger from fire or smoke. In the event of a fire in the main building, the sprinkler system will activate locally.
- 2.3.13 The lockdown remains in force until formally lifted, even if it means students are not released at the normal end of the day.
- 2.3.14 External examinations should, where they are taking place in lockable and relatively safe places such as the Winder Sports Hall, continue, but external doors should be locked. Procedures for ensuring the security of examination scripts and papers are in place.

2.4 Communication

All communication will be coordinated through the main office at Reception. If necessary, Reception will retreat to a less exposed room such as reprographics or the site office.

- 2.4.1 All staff able to access a radio should do so. The working channel for lockdown traffic will be channel 5.
- 2.4.2 Where possible, internal communication will be by email and/or Lync.
- 2.4.3 The most accessible senior member of staff to the reception office will make a decision about whether police and/or other authorities should be contacted. This person remains in charge until the conclusion of the lockdown.
- 2.4.4 If **necessary**, office staff will notify parents via text and email that a lockdown is in progress and advise regarding late release or other change in circumstances.

3. Bomb threat procedure

3.1 Credibility

Establishing whether a bomb warning or threat is credible will depend on current political and social conditions, the circumstances under which the warning is received and local advice from emergency services. A decision regarding the Academy response to a threat will only be made by the Principal or in their absence, the next most senior person on site.

3.1.1 Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, often the work of malicious jokers, although terrorists do make hoax calls with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Calls may be of two kinds:

- Hoax threats designed to disrupt, test reactions or divert attention
- Threats warning of a genuine device – These may be attempts to avoid casualties or enable the terrorist to blame others if there are casualties. However genuine threats can provide inaccurate information about where and when a device might explode.

3.1.2 Principles

Base bomb threat procedures on the following principles:

All staff who could conceivably receive a bomb threat should be trained in handling procedures or have ready access to instructions. A reminder checklist of procedures to follow is placed by all telephones in reception and a copy is included in the appendix. This includes a clear list of actions to follow upon receipt of a call. Even though staff may be unable to assess a threat's accuracy or origin, their impressions of the caller could be important.

Advice for staff on handling a threat:

1. Stay calm and listen.
2. Obtain as much information as possible – try to get the caller to be precise about the location and timing of the alleged bomb and whom they represent. If possible, keep the caller talking.
3. Ensure that any recording facility is switched on.
4. When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.
5. Immediately report the incident to the relevant manager or security team to decide on the best course of action and notify the police. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly. Give your impressions of the caller and an exact account of what was said.
6. If you have not been able to record the call, make notes for the security staff or police. Do not leave your post – unless ordered to evacuate – until the police or security arrive.

See more at: <http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/#sthash.0MPYSbBJ.dpuf>

3.2 Urgency

Unless there are good reasons to assume that a threat is both credible and imminent, the process to be followed will be as set down below under 3.3. If there is good reason to believe that the building is unsafe or about to become so, a fire evacuation should be conducted.

3.3 Bomb threat evacuation

In the event of what is perceived to be a credible threat or warning of a bomb or other risk to the lives or wellbeing of staff and students, the following procedure will be followed:

- 3.3.1 A lockdown will be initiated.
- 3.3.2 Instructions will then be issued via email / SIMS / Lync.
- 3.3.3 When staff and students evacuate because of a bomb threat, the procedure differs from a fire evacuation as follows:

- All bags, coats and personal possessions should be taken to the assembly point.
- Time and care should be taken to ensure that otherwise unidentifiable bags and packages are not left behind.
- Depending on the nature of the warning, students may be given permission to go to collect bags that have been left around the academy, but not in lockers. They do not normally need to be accompanied, but must clearly understand where they are to go once the bag has been collected.
- Evacuation could be for several hours to allow a full search of the building.
- A decision could be made to send students home directly from the assembly area.
- It may not be possible to re-enter the building to retrieve keys, coats, bags etc.
- Where possible, external examinations will be allowed to continue unless there is a highly credible risk to the safety of staff and students. Priority will be given to a search in these areas to establish their safety.

3.3.4 Academy rules regarding student use of mobile phones must be strictly enforced unless alternative instructions are given. This is to prevent essential communications between the Academy and emergency services, for example, being swamped with calls from parents.

Staff mobile phones may be used for emergency communication, but must be switched to silent.

4. Hoax alerts

Staff and students should be fully aware that deliberately giving false information that might result in a bomb warning or similar event, particularly where this might impact on the safety of others, the conduct of external examinations or the time of emergency services will be treated extremely seriously, and could well lead to permanent exclusion or dismissal.

All hoaxes are also criminal offences and must be reported to the police.

• Appendices

- 1) Telephone procedure for bomb threats
- 2) Communication proposal for PE / Capstan House / Exams

Bomb threat checklist

This checklist is designed to help staff to deal with a telephoned bomb threat effectively and to record the necessary information.

Actions to be taken on receipt of a bomb threat:

- Switch on recorder/voicemail (if connected)
- Tell the caller which town/district you are answering from
- Record the exact wording of the threat:

Ask the following questions:

- Where is the bomb right now?

- When is it going to explode?

- What does it look like?

- What kind of bomb is it?

- What will cause it to explode?

- Did you place the bomb?

- Why?

- What is your name?

- What is your address?

- What is your telephone number?

Record time call completed:

- Where automatic number reveal equipment is available, record number shown:

- Inform the Security Co-ordinator of name and telephone number of the person informed:

- Contact the police on 999. Time informed:

The following part should be completed once the caller has hung up and the Security Co-ordinator and the police have been informed.

- Time and date of call:

- Length of call:

- Number at which the call was received (i.e. your extension number):

About the caller

- Sex of caller:

- Age:

- Nationality:

✓ **Tick**
where
appropriate

Language

- Well spoken
- Irrational
- Taped message
- Offensive
- Incoherent
- Message read by threat-maker

Caller's voice

- Calm
- Crying
- Clearing throat
- Angry
- Nasal
- Slurred
- Excited
- Stutter
- Disguised
- Slow
- Lisp
- Accent

Type of accent

- Rapid
- Deep
- Hoarse
- Laughter
- Familiar

If so, whose voice did it sound like?

Background sounds

- Street noises
- House noises
- Animal noises
- Crockery
- Motor
- Clear
- Voice
- Static
- PA system
- Booth
- Music
- Factory machinery
- Office machinery
- Other (specify)

Other remarks

Signature: _____

Date: _____

Print name: _____

Communication – Remote working

For staff working in remote areas of the Academy campus (such as the field, Capstan House or the Winder Sports hall) there is at present no effective standard method for rapid communication.

Proposal for discussion

1. All staff regularly working in these contexts should be required to carry a mobile phone.
2. In recognition of this expectation, the Academy will if necessary, make a small payment to a member of staff equivalent to the difference between their existing calling plan and one that has a reasonable call and text allowance.
3. If a member of staff does not have a mobile phone, a basic phone will be provided by the Academy.
4. It will be clearly explained to students that the Academy rules about mobile telephones are being modified for safety reasons in this way.
5. The Reception office must have an accurate list of numbers for all these phones
6. In the event of a lockdown or similar, a text alert will be sent to all phones on the list.