



Lockdown Procedures

**Tollgate Primary School
Tollgate Lane
Bury St Edmunds
IP32 6DG**

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Document Change History

Version	Author	Date	Change Details
1	Claire Wright	October 2016	
2	Hannah Brookman	January 2019	
3	H. Brookman	January 2021	1.4 What to do in in a room, which is not a classroom

1 Purpose of Lockdown

1.1 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.

1.2 Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

1.3 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 dog roaming loose

1.4 The school's lockdown plan is as follows:

- **Lockdown Signal:** Three blasts of an air horn
- **Signal for All Clear:** A member of the Senior Leadership Team (SLT) will walk around school to advise staff it is safe.
- **Suitable Rooms:** Classes should remain in a classroom. Admin support staff must remain in their offices. If a class is not in their classroom e.g. main hall, children should be moved away from external exits.
- **Potential Entrance Points:** external doors, fire exits, windows
- **Communication Arrangements:** School email addresses, internal phone system, mobile phones

2 Lockdown Drill

2.1 Staff will be alerted to the activation of the lockdown drill in advance. Upon hearing three blasts of an air horn staff must take the following action:

- Pupils who are outside of the school buildings are brought inside as quickly as possible and return to their classroom (outside staff will be informed by a senior member of staff)
- Those inside the school should remain in their classrooms and check corridors and toilets for pupils or staff
- All doors (internal and external) and windows are closed.
- Blinds should be drawn and pupils sit quietly.

- Once in lockdown mode, staff should have access to either the class telephone or e-mail and notify the office immediately if any pupils / staff / volunteers are not accounted for and instigate an immediate search for anyone missing.
- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the Emergency Services
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place
- Parents will be notified as soon as it is practicable via Parent mail and the website (only when appropriate via guidance from Emergency Services)

2.2 Pupils will **NOT** be released to parents during a lockdown.

2.3 It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year.

2.4 All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

2.5 Once the incident has been assessed as safe, all classrooms will be visited by a senior member of staff and told the situation is under control and the class can resume activities as normal.

2.6 Staff will **ALWAYS** have advance notice of a Lockdown drill, therefore if the signal occurs without warning staff must assume it is **NOT A DRILL**.

3 Communication between parents and the school

3.1 In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

4 Emergency Services

4.1 It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

4.2 Emergency Services will support the decision of the Head teacher with regarding the timing of communication to parents.

Additional Advice

Go in, stay in, tune in

Go in

Go indoors, close doors and windows and shut down ventilation systems if it is safe to do so. Unless there is an obvious risk to the property this will give you good short-term protection against most hazards.

Stay in

Stay indoors until you know more about the situation and the appropriate action you need to take to protect yourself further. The action you should take will be different depending on the incident; you could put yourself at more risk by not waiting for further instructions.

Tune in

Tune in to local radio and television to find out more about what is happening. BBC Radio Suffolk (95.5, 95.9, 103.9 & 104.6 FM) and many other local radio stations will broadcast messages advising people of the current situation and what actions they should take.

Source from: www.suffolkresilience.com

<http://www.suffolkresilience.com/information-and-advice/what-to-do-in-a-major-incident/go-in-stay-in-tune-in/>