

EFAT Lockdown & Lockout Procedures

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Definitions, Processes and Procedures

Lockdown

- Lockdown is a procedure used when there is an immediate threat to the school eg school intruders.
- Lockdown minimises access to the academy and secures staff and students in rooms.
- As part of this procedure, everyone must remain in the room until CEO/Principals, have declared the situation safe.

Lockout

- Lockout is a procedure, which prevents unauthorised persons from entering the academy and is commonly used when the threat is general or the incident is occurring off the academy property.
- This procedure allows academy activities to continue as normal during the outside disruption

Personal Safety and Duty of Care

- The staff member's personal safety and the duty of care they have for their students is an overriding principle behind any safety procedures.
- If in the staff member's opinion that there is a safer option that will protect themselves and their students from the threat either by evacuation or other actions considering their situation then they should follow that option.
- If in the absence of a clear safer option then the staff member shall follow the lockdown or lockout procedures as documented.

There are three basic principles that should be followed in these emergency situations:

1. Make safe

- The first priority is to ensure personal safety and student's safety in any situation.
- The staff member will be in the best position to evaluate this based on their individual location, nature of the threat and current situation.
- The staff member must take the appropriate action that they see fit to ensure their and others safety.

2. Gather information

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- Once a course of action has been decided upon and taken, the staff member must account to the relevant people their location and all students that they have accounted for under their charge, any missing students/staff and any other relevant information/intelligence about their situation.
3. Communicate to stakeholders
- This information must be communicated to the relevant Lockdown/Lockout Coordination Centre

Be prepared to ignore any fire evacuation alarm activation, as the school will not be evacuated using this method in a lockdown. Unless you suspect an actual fire during a lockdown (i.e. smoke) please wait for a verbal “Evacuate the Building” announcement in the case of fire.

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<p>1. Who has the authority to manage the lockdown/lockout?</p> <p>The nominated person will initiate, manage and conclude a lockdown</p>	<p>The following people will have the authority to initiate an EFAT wide lockdown/lockout:</p> <ul style="list-style-type: none"> ➤ CEO ➤ Executive Principal ➤ Principal of Secondary ➤ Principal of Primary
<p>2. The circumstances in which a lockdown will be called.</p>	<p>A lockdown should be initiated when a situation arises that requires the isolation (rather than evacuation) of staff and students from an identified threat.</p> <ul style="list-style-type: none"> ➤ Threats to the safety of individuals on this site include; an aggressive or violent intruder, a siege/hostage incident, armed robbery, critical incident near the academy site ➤ A lockdown <u>will</u> involve the whole EFAT site.

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<p>2. The circumstances in which a lockout will be called.</p>	<p>A Lockout is a procedure that prevents unauthorised persons from entering the EFAT site & buildings and is commonly used when the threat is general or the incident is occurring in the immediate area of the site. This procedure allows academy activities to continue as normal during the outside disruption.</p> <ul style="list-style-type: none"> ➤ Threats include; Protests, accidents, siege/hostage incident nearby, armed robbery etc. ➤ A lockout <u>will</u> involve the whole EFAT site.
<p>3. Who to contact if they see something suspicious and how to alert the correct Lockdown/Lockout Coordination Centre</p>	<p>Lockdown/Lockout Coordination Centres:</p> <p>There are three main Lockdown/Lockout Coordination Centres</p> <ul style="list-style-type: none"> ➤ Main Lockdown/Lockout Coordination Centre: <ul style="list-style-type: none"> - CEO's Office (Support Services) ➤ Backup Lockdown/Lockout Coordination Centres: <ul style="list-style-type: none"> - Primary Principal's Office - Secondary Principal's Office <p>Notifying the correct persons;</p> <ol style="list-style-type: none"> 1. If an unknown and unidentified person is seen, is acting suspiciously and is considered dangerous the CEO or Principal(s) should be alerted to the situation. 2. They in turn will alert the other Principal & Vice Principals of academies <p>Communication method:</p> <ul style="list-style-type: none"> ➤ Mobile phone ➤ Internal phone system ➤ The two-way radios will be used for continual communications
<p>5. Restrict access to the school and await the emergency services/ police</p>	<ul style="list-style-type: none"> • The site team should close all gates & then restrict access to the school premises by people coming into the school • If safe to do so, the CEO or designated member of staff will wait outside the main entrance of the school to direct emergency services. • Only authorised emergency personnel should be allowed access to the EFAT premises.

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<p>6. Students and staff procedure to follow if they are not in a class room.</p>	<ul style="list-style-type: none"> ➤ The safety of the students and the personal safety of staff are paramount an emergency situation. ➤ All staff should follow three basic principles in an emergency situation: <ul style="list-style-type: none"> • Make safe • Gather information on students whereabouts • Communicate to stakeholders ➤ All outside activities should cease immediately. If appropriate the supervising staff should direct students who are on the playgrounds, fields etc to immediately return to the nearest school building and classroom.
<p>7. Completing the registers and communicating information back to Communication Centre(s) at the <u>start</u> of a lockdown/lockout</p>	<p>Nursery, Primary, Secondary & Support Services registers Once registers have been marked (and only if safe to do so) the teacher must email the CEO & Principals.</p> <ul style="list-style-type: none"> • “All students accounted for in the class” • Extra students in class (names) • Missing students (names) • Staff/visitors present in room (name) <p>All off-site groups are communicated with by CEO/Principals to find & remain in a safe place off-site</p> <p>Be prepared to ignore any fire alarm activation, as the site will not be evacuated using this method in a lockdown/lockout. Unless you suspect an actual fire during a lockdown (i.e. smoke) please wait for a verbal “Evacuate the Building” announcement in the case of fire.</p>

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<p>8. Completing the registers call and communicating information back to Communication Centre(s) at the <u>end</u> of a lockdown/lockout</p>	<p>All clear procedures:</p> <ul style="list-style-type: none"> ➤ The “normal academy resume instruction” will be announced over class screens and by email & as a verbal announcement <p>Missing students;</p> <ul style="list-style-type: none"> ➤ Once the “All clear” has been given it is imperative that missing students are followed up. ➤ All missing students from your class must be immediately communicated to the CEO at the appropriate coordination centre. ➤ All off-site groups are communicated with by CEO/Principals to continue off-site, return to the academy or dismiss to go home.
<p>9. Informing parents of lockdown/lockout (drill or otherwise)</p>	<ul style="list-style-type: none"> • Before a lockdown drill, parents should be informed by email to avoid anxiety. • After a Lockdown/Lockout, <ul style="list-style-type: none"> - information will be provided for students/debrief by CEO/Principals, including staff information to talk through with students • A letter will post on the websites and be sent home with students. Parents will be advised that if they wish to discuss the issue further to please contact the appropriate Principal. • As usual, sign out all students if leaving before end of the academy day

See Appendix 1.

‘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>

Lockdown Procedures Summary:

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Steps to implement lockdown:

1. Lockdown signal will be given from classroom screens & by email.
2. Should an intruder be identified, the staff member who identifies the intruder should contact the CEO/Principal who will determine, if lockdown procedures should be initiated.
3. The CEO/Principals dial 999 to alert the police and potentially other emergency services
4. The site staff are responsible for closing the gates but maintain security by securing all exterior doors and entrances.
5. If safe to do so, the CEO/Executive Principal or designated member of staff will wait outside the main entrance of the school to direct emergency services or will delegate another member of staff to do this.
6. Only authorised personnel should be allowed access to the academy premises.
7. All outside activities should cease immediately. If appropriate the supervising staff should direct students who are on the playgrounds, fields, etc to immediately return to the nearest academy building and classroom.
8. Staff should follow rehearsed instructions to secure doors (where possible) and move students out of line of sight of doors and windows. Staff should ensure students remain calm and quiet. As many classrooms have glass windows, students and staff should sit under tables that have been placed under the windows.
9. Staff should check corridors outside their classrooms for nearby students and direct any students in the immediate vicinity into their classroom.
10. The door should then be closed, locked &/or barricaded if possible.
11. Staff should record the names of students who are in the room. Any missing and/or extra students should be noted. If possible, staff should provide details
12. Staff should maintain room security and should not open doors for anyone under any circumstances. Students and staff should stay where they are until the Principal (or designated person) provides official notification that the lockdown is over.
13. In conjunction with local police, the CEO & Principals should arrange for parents to pick students up at a designated safe area. This message will be sent initially by text & confirmation on the website

In addition to the general Lockdown procedures (above), the following procedures apply during Lockout:

1. The only entry to the school for the period of lockout should be through the Main entrance of EFAT Support Services, Nursery, Primary or Secondary. The CEO/Principals should ensure that access is monitored and that only authorised personnel have access.
2. The aim is for lessons and academy day to continue as usual, but with no out of building movement for students and minimal out of building movement for authorised staff
3. The CEO/Principals along with Police or other emergency services if necessary will implement a plan for students to depart at the end of the academy day, if the incident is still continuing.

Appendix 1.

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

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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?

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- 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.