**Fowey Primary School**

**‘Partial’ and Full ‘Lockdown’ Procedures**

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**Purpose**

Effective Lockdown Procedures will help keep the school community safe in the event of a critical incident.

A lockdown of a building or group of buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside.

The following instructions are there to remind you of the actions required during a Lockdown.

**Partial Lockdown or ‘Shelter in Place’**

A Partial Lockdown or ‘Shelter in Place’ would be used, allowing teaching to continue but all external doors and windows are locked with no one allowed to enter or leave the school.

Examples when a Partial Lockdown or Shelter in Place may be used include,

* Reported incident/civil disturbance in the local community with the potential to pose a risk to the school.
* The close proximity of a dangerous dog
* A warning of receiving air pollution (smoke plume, gas cloud etc) or chemical, biological or radiological contaminants

**Signals and instructions for Partial Lockdown or Shelter in Place**

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| **Signals** | |
| Signal for shelter | Personal notification by Head Teacher (deputy head or office staff) Message “Shelter in place “ |
| Signal for all-clear | Personal notification by Head Teacher (deputy head or office staff) Message “All Clear “ |

Upon hearing the shelter signal, take the action below.

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| **Ref’** | **Initial response - shelter** | **Tick / sign / time** |
| S1 | Ensure all pupils are inside the school building. Lock all exterior doors and windows. |  |
| S2 | If appropriate, move pupils away from the incident (e.g. to the other side of the building). |  |
| S3 | Dial 999, if appropriate. Dial once for each emergency service that you require. |  |
| S4 | If sheltering from an environmental hazard (e.g. a smoke plume) ensure all doors and windows are closed and ventilation / air circulation systems are switched off. |  |
| S5 | All staff to return to base classroom if safe to do so. Adult with children to take a paper register and communicate with the office when this has been completed and all children are accounted for.  Office staff to collect all visitors and keep group in staff room. |  |
| S6 | Reassure pupils and keep them engaged in an activity or game. |  |
| S7 | Notify parents / carers of the situation. |  |
| S8 | Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services. |  |

In the event of an air pollution, chemical, biological or radiological issue, air vents, fans, heating and air conditioning systems should be turned off or closed. Use anything to hand to seal up all the cracks around doors and vents into the room – you aim to minimise possible ingress of pollutants.

Staff should wait further instructions. All situations are different. Once staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.

**Full Lockdown**

A Full Lockdown signifies an immediate threat to the school and maybe the escalation of a Partial Shutdown/Shelter in Place. The aim of the Full Lockdown is for the school and its rooms to appear empty. Examples of a Full Lockdown may include,

* An Intruder on school site (with the potential to pose a risk to staff and pupils)
* There is an intoxicated, aggrieved or disturbed person trying to gain access to the school. (This could be a parent or a stranger)
* There is an internal threat from a student

**Signals and instructions for a Full Lockdown**

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| **Signals** | |
| Signal for lockdown | Personal notification by Head Teacher (deputy head or office staff) Message “ LOCKDOWN “ |
| Signal for all-clear | Personal notification by Head Teacher (deputy head or office staff) “ ALL CLEAR “ |

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| --- | --- |
| **Lockdown** | |
| Rooms most suitable for lockdown (Safe Areas) | Hall (Coombe, Gribben, Readymoney and Carne)  Mezannine and mezannine store room (Lantic and Cannis) |
| Entrance points (e.g. doors, windows) which should be secured | All windows and doors |
| Communication arrangements | * School internal phone system * Mobile phones |
| Notes | PT will be the lead member of staff in Hall  JJ will be the lead member of staff on the mezannine.  Staff should take their mobile phones with them in case of problems with the internal system. |

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

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| **Ref’** | **Initial response - lockdown** | **Tick / sign / time** |
| L1 | Ensure all pupils are inside the school building, and proceed to the nearest Safe Area. Class teachers to take a paper register and notify office staff of outcomes (when in safe space). Alternatively, ask pupils to hide or disperse if this will improve their safety. |  |
| L2 | Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building. |  |
| L3 | Dial 999. Dial once for each emergency service that you require. |  |
| L4 | Ensure people take action to increase protection from attack:   * Block access points (e.g. move furniture to obstruct doorways) * Sit on the floor, under tables or against a wall * Keep out of sight * Draw curtains / blinds * Turn off lights * Stay away from windows and doors. |  |
| L5 | Turn off Laptops, PC’s, Smart Boards and Mobile phones to silent |  |
| L6 | Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. |  |
| L7 | Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services. |  |
| L8 | If the fire alarm sounds. Make sure it has been legitimately set off- HT/ office staff will text all staff if possible to confirm. |  |

Try to keep the pupils to remain calm at all times and wait for further instructions.

**Communication between parents and the school about lockdowns**

School lockdown procedures are shared with parents via the school website, where they are always accessible. The usual channel for communication with parents is via ESchools texts or e-mail. These will be used to communicate any messages regarding lockdowns.

In the event of an actual lockdown, whether partial or full, any incident or development should be communicated to parents as soon as is practicable and in such a way as to not cause undue alarm.

Parents should be given enough information about what will happen so that they:

* Are reassured that the school understands their concern for their child’s welfare, and that it is doing everything possible to ensure his/her safety
* Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
* Do not come to the school. They could interfere with emergency provider’s access to the school and may even put themselves and others in danger
* Wait for the school to contact them about when it is safe to get their children, and where this will be from

**Emergency Services**

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. Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area.