

Lockdown Procedures

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

Security Lockdown Signals

Alarm or signal for lockdown shelter	Continuous intermittent bell
Signal for stand down / all-clear	Member of SLT to come around to classes

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Morwenna Dunstan	01278 422691
Deputies	Caroline Layton	01278 422691
	Gemma Barnett	01278 422691
Communications Officer	Caroline Dibble	01278 422691

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.

Name of venue	Haygrove School
Type of venue	School
Contact name	Aaron Reid (Headteacher)
Contact telephone number	01278 455531

Security Lockdown Plan

Our safe assembly points	Classrooms, Hall, Offices
Secure entrance and exit points	Lock all doors possible Lock all windows
Bring pupils inside	All children to be brought inside by staff when they hear the continuous intermittent bell
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

	<ul style="list-style-type: none"> • 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) • Cover windows and air vents (if the risk is pollution or a gas cloud)
Internal communication	text messages WhatsApp Email Where possible, use silent communications and keep noise to a minimum, especially if intruders are close by.
Communication with parents/carers	Emails and Class Dojo, as this is more than 1 channel Ask parents/carers not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.
Lockdown duration	According to DfE guidance, the school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.
Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.	

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	