



Health and Safety

Procedure for **Emergency Lockdown**

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Date of review: October 2022

Date of next review: October 2023

Rationale

Lockdown procedures are a sensible and proportionate response to any internal or external incident which has the potential to pose a threat to the safety of staff and students while on site at Debden Park high school. Procedures are intended to reduce the threat and ensure the safety of both staff and students whilst minimising the disruption to the learning environment.

Circumstances triggering a Lockdown

Lockdown procedures may be activated in response to a number of situations. Below are a few of the more typical incidents that would trigger a Lockdown:

- A reported incident/civil disturbance in the local community (which poses a potential risk to the safety of staff and students on site at Debden Park high school)
- An intruder on site (Debden Park), which poses a potential risk to the safety of staff and students on site
- A warning being received regarding a risk locally, of air pollution (some plums, gas cloud etc.)
- A major fire in the vicinity of the Debden Park high school site
- The close proximity of a dangerous dog roaming loose

The basic principles to follow in the event of a 'Lockdown':

- Staff to be alerted to the activation of the Lockdown procedure by the sounding of the lesson change over bell for a longer period of time which will be the same in the Hive. (see lockdown arrangements)
- Students who are outside on the All Weather Pitch are to return to the sports hall, any student or staff who are not in a classroom or office need to go to nearest office or classroom
- Those inside the building should remain in the classroom or office
- All external doors and as necessary, windows are closed and locked. (depending on the circumstances, all internal doors need to be locked) This is to prevent an intruder from gaining access to the classroom or office.
- Once in Lockdown mode, staff should notify the office immediately by emailing Sam Toumasi with the names of any students not accounted for. (An immediate search would be instigated by SLT or someone appointed to do so by the head teacher or Fire Safety Officer, if safe to do so)
- Staff are encouraged to stay calm and keep the students in their care calm and quiet.
- Staff should inform students to set their phones on silent, they are not to make any calls or go on to any form of social media, as this would hamper the work of the emergency services.
- As appropriate, the Head teacher or designated Fire Safety officer would be tasked to establish communication with the Emergency Services as soon as possible
- The Headteacher or designated Fire Safety Officer need to notify the LA and TKAT.
- If necessary, parents/carers should be notified as soon as practicable to do so by SLT via our school's established communications system (Text, notices on Twitter and Facebook)
- Once lockdown has been initiated, staff must await the **code word – (ALL CLEAR)** for termination of the lockdown or **further instructions** of how to proceed



It is of vital importance that all members of staff which includes the administration staff and site staff(ESS) are familiar with the Deben Park's lockdown procedures. A lockdown drill should be undertaken at least once a year. Parents/carers should also be made aware of the lockdown plan and a copy to be uploaded to the Debden Park High School Website.

Lockdown Arrangements

A) Partial Lockdown B) Full Lockdown

A) Partial Lockdown

Alert to staff : 'Partial lockdown' – 5 short rings of the school bell, instructed by the Head teacher or Fire Safety Officer

This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and students on site. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, students and staff to return the school building. PE students outside, including the All weather pitch need to go to the sports hall.
- Break or Lunch time: If it is break time all students will go immediately to their next lesson (period 4 or 6). All staff on duty will be appraised of the situation by the Head teacher or the Fire Safety Officer over the radio's.
- All staff and students are to remain in the building, with internal and external doors locked as per the lockdown procedure
- Staff are encouraged to stay calm and keep the students in their care calm and quiet.
- Staff should inform students to set their phones on silent, they are not to make any calls or go on to any form of social media, as this would hamper the work of the emergency services.
- Free movement may be permitted if absolutely necessary within the main building or Hive but not between the buildings, unless authorised by the Head teacher or Fire Safety Officer.

All situations are different, once all staff and students are safely inside, senior staff will conduct an ongoing and dynamic risk assessment led by the head teacher or health and safety officer, based on the advice from the emergency services. This will then be communicated to the staff and students.

Partial lockdown is a precautionary measure that puts the school in a state of readiness, should the situation escalate. In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the next cause of action with regards to the prevailing threat.

B) Full Lockdown

Alert to staff: 'Full lockdown' – Long sound of the changeover school bell, instructed by the Head teacher or Fire Safety Officer

This signifies an immediate threat to staff and students, which may be a direct escalation of a partial lockdown.

Immediate action:

- All outside activity to cease immediately, students and staff to return the school building. PE students outside, including the All Weather Pitch need to go to the sports hall.
- Break or Lunch time: If it is break time all students will go immediately to their next lesson (period 4 or 6). All staff on duty will be appraised of the situation by the Head teacher or the Fire Safety Officer over the radio's.
- All staff and students are to remain in the building, with internal and external doors locked as per the lockdown procedure, where a staff member with a key is present. Windows need to be closed and locked where possible, blinds drawn, and students sat quietly, out of site (e.g. under the desk or around a corner, away from the sight of the door panels.
- Staff are encouraged to stay calm and keep the students in their care calm and quiet.
- Staff should inform students to set their phones on silent, they are not to make any calls or go on to any form of social media, as this would hamper the work of the emergency services.
- The register must be taken- the office staff will contact each class in turn to establish an attendance report and account for all staff and students on site

Staff and students remain in lockdown until it has been lifted by the Headteacher, Fire Safety Officer or the Emergency Services. At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the building.

During the lockdown, staff will keep lines of communication open but not make unnecessary calls to the main office as this could delay more important communication. If the main office is comprised, the Hive will be used as a central point of control.

Discreet channels of communication: -

- Use of internal e-mail system and awaiting further instructions
- Instructions will also be passed on via text message
- Via radios between Leadership, pastoral, progress and Admin teams

Communication between parents/carers and the school

School lockdown procedures, especially arrangements for communicating with parents/carers, will be routinely shared with parents/carers either by newsletter or via Debden Park's website. In the event of an actual lockdown, the incident or development must be communicated to parents/carers as soon as it is practicable. It is obvious that parents/carers will be concerned but regular communication of accurate information will help alleviate undue anxiety and stress.

Parents/Carers 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 their safety
- Do not need to contact the school. Calling the school could tie up the telephone lines that are needed for contacting the Emergency providers
- Do not come to school. They could interfere with the emergency providers 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 for them to collect their children and where the collection point will be

Our communication with parents/carers needs to reassure them that we as a school understand their concern for their child's welfare and that everything that possibly can be done to ensure their children's safety is and will be done. However, it may also be prudent to ***reinforce the message 'Debden Park is in Full Lockdown situation. During this period the switchboard and entrances will be un-manned, external doors will be locked and no one will be allowed in or out.'***

Emergency Services

It is important to keep lines of communication open with the Emergency services as they are best placed to offer advice as a situation unfolds. The Headteacher or Fire Safety Officer should liaise with the emergency services to establish a fluid line of communication. The school site may or may not be cordoned off by the Emergency Services depending on the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the head teacher with regards to the timing of the communication to parents/carers.