



ALSOP HIGH SCHOOL

Lockdown Procedure Policy

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

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 animal.

The school's lockdown plan is as follows:

Signal for lockdown	Five short start-stop-start-stop bell rings on the fire alarm system
Signal for all clear	Verbally from staff member via classroom telephones, mobiles radios and/or walk round

Rooms most suitable for lockdown	All students and staff to remain in own classrooms
Entrance points (e.g. doors, windows) which should be secured	External doors Fire Doors Internal doors All windows
Communication arrangements	In person, mobiles or classroom telephones

Lockdown Procedure

If the lockdown alarm is sounded, immediately after the Fire Alarm has been activated you must ignore the Fire Alarm and execute the Lockdown procedure. Ignore any subsequent fire alarm activation after the lockdown procedure has been initiated. If pupils and staff are on the yard because of an earlier Fire Alarm then they must return immediately to their classroom.

When the five start-stop-start-stop bell rings on the fire alarm system are activated 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 external doors and, as necessary, windows are closed (depending on the circumstances, internal classroom doors must be closed and locked if possible).
- Blinds should be drawn and pupils sit quietly
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via any communication means possible and instigate an immediate search for any missing pupils.
- 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 email / text service and the website (only when appropriate via guidance from Emergency Services). Pupils will not be released to parents during a lockdown.

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.

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.

Lockdown Drill – All clear

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

Communication between parents and the school

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

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 Head teacher with regarding the timing of communication to parents.

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.

DRILL

SLT/Site Manager/Office staff to sound 5 short blasts on the fire alarm.

Each building must allocate one person per floor/faculty/area to ensure everyone has complied with procedure once the Lockdown alarm has been raised.

Duties/Check List:

Head teacher/Deputy Head teacher must ensure the following procedures take place:

Jobs	Checked
Allocate a member of staff to go outside, check playgrounds, and tell those outside to return to their classrooms as Lockdown Drill is taking place.	
Office Staff member to take calls from classrooms if teachers report missing persons.	
Ensure that there are designated staff for each floor / faculty / area to ensure that the procedure has been followed once Lockdown alarm has been raised	