



# Rye College Policy

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Policy Title:	Critical Incident and Business Continuity Advice and Recovery Plan
Leadership Responsibility:	Head of College
Review Body:	Executive Headteacher
Date:	February 2020
Review:	February 2021

## Aim

The plan has been created to ensure that colleagues and students know what to do if there is a hazard or incident at the Academy, or in the vicinity, that is considered to be a critical incident requiring certain action to be taken which can include the lock down of the Academy buildings for their own safety. In line with the Trust's Health and Safety and Critical Incident and Business Recovery policies, the plan will, as far as it is reasonably practicable, take steps to:

- Safeguard the safety and welfare of students, colleagues and visitors;
- Resume provision of education services at the earliest opportunity and, where possible, secure a continuation of learning;
- Maintain the community and identity of the Academy;
- Return the Academy to normality.

## Related Trust Policies:

When managing a critical incident, the following policies also apply:

- Trust Health and Safety Policy and the Academy health and safety procedures;
- Trust Data Protection Policy;
- Trust IT Policy.

## Definitions

**Headteacher** – Headteacher of each academy to include Head of School and Executive Headteacher, where relevant.

**Critical Incident Team (CIT)** – as agreed by the Academy's senior leadership team and shall always include the Headteacher and the Deputy/ Assistant Headteachers. Where the critical incident concerns a loss of data, the CIT will also include the Data Protection Lead for the Academy.

**Critical Incident** – to include serious injury, illness or epidemic affecting colleagues or students, violent intrusion (serious physical assault), explosion, chemical contamination, abduction of a student, missing person, fire, break-in and vandalism, terrorist attack, failure of utilities, loss of communication, loss of data, computer failure, loss of access or accommodation, extreme staff shortages or multiple staff sickness.

**Aquinas Critical Incident Team (Aquinas CIT)** – Chief Executive Officer (CEO) and such members of the Trust's central executive team as is considered appropriate to deal with the Critical Incident. The



Chair of the Board or Trustees will be kept advised of the Critical Incident and the action taken in order to deal with it.

**Contact details in the event of a critical incident are found at Appendix 1.**

## Application of Plan

The Head of College is responsible for determining what type of incident is occurring and will do so with reference to the 'Types of Incident' criteria detailed below. The Headteacher is also responsible for determining if it is appropriate to implement the Academy's lockdown procedures.

The Plan applies to all employees, volunteers, students, parents/carers and other visitors who happen to be on the Academy site when an incident occurs.

Critical incident 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 students in the Academy. Certain critical incidences will require the academy to implement a lockdown procedure.

Business recovery procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. Procedures will also be proportionate to the seriousness of the incident.

The Academy will undertake critical incident practice in addition to at least one lockdown practice, **for key colleagues only**, during the first few weeks of each academic year, which will be organised by the Head of College.

The Academy's senior leadership team will identify the Academy Critical Incident Team (CIT) who will take overall responsibility for co-ordinating the Academy's response to the incident. The CIT will:

- Agree the capacity and roles of each member in response to the type of incident occurring using the guidance at **Appendix 2**;
- Ensure that the reporting of the incident is documented and an incident log is kept using the guidance at **Appendix 3** recording information, actions and decisions taken in relation to the incident;
- Designate a control room;
- Prepare a communication plan including use of two-way radios, list of mobile numbers etc.;
- Provide appropriate training for all colleagues;
- Provide a briefing session with all students at the beginning of each academic year;
- Practice lockdown at least once a year **for key colleagues only**;
- Hold a review meeting after each practice.

The CIT should on the occurrence of the incident:

- Survey the site of the incident, if relevant;
- Assess the type of incident;
- Disseminate information of the incident;
- Assess the type and level of casualties;
- Assess the hazards on site as a result of the incident;
- Ascertain the points of access to and egress from the site;



- Confirm the location of the incident, if on site, by reference to the site plan;
- Assess the precautions which must be taken on site for the safety and security of colleagues, students and visitors;
- Provide details to the emergency services;
- Assess the breach of data security;
- Consider the harm caused by the breach of data security;
- Consider the physical and IT consequences of a breach of data security;
- Consider any external agencies which may have to be notified of the incident; and
- Consider appropriate business recovery response and damage limitation measures.

## Types of Incident

Incident Level	Trigger/ Definition
<b>Minor disruption (affecting a single class, year group or other function)</b>	<ul style="list-style-type: none"> <li>• Affects a single class, year group or other function and can be managed through normal operational activities;</li> <li>• The disruption is not serious or widespread and is unlikely to affect business operations to a significant degree;</li> <li>• No significant impact on staff/student safety;</li> <li>• Headteacher, CIT and the Aquinas CIT notified;</li> <li>• Escalation of the incident monitored;</li> <li>• Emergency services contacted as appropriate;</li> <li>• Possible activation or partial activation of the Business Continuity Plan.</li> </ul>
<b>Significant Disruption (affecting more than one class, year group or function)</b>	<ul style="list-style-type: none"> <li>• Affects more than one-year group (in student numbers) or other function and remains self-contained;</li> <li>• The affected area has the capacity to manage the disruption (with or without support);</li> <li>• May require the activation of specific resources (ICT/ Facilities/HR/Media);</li> <li>• Significant impact on staff/student safety;</li> <li>• Headteacher, CIT and the Aquinas CIT notified and discussed the need to activate the Business Continuity Plan;</li> <li>• Escalation of the incident should be monitored;</li> <li>• Meeting of the CIT initiated;</li> <li>• May require LA notification.</li> </ul>
<b>Major Disruption (affecting the whole school)</b>	<ul style="list-style-type: none"> <li>• Affects the whole school and possibly the local/regional area;</li> <li>• Major impact on staff/student safety;</li> <li>• Requires the activation of specific resources;</li> <li>• Headteacher, CIT and the Aquinas CIT notified and discussed the need to activate the Business Continuity Plan;</li> <li>• Mandatory meeting of LA incident management team.</li> </ul>
<b>Loss of Data</b>	<ul style="list-style-type: none"> <li>• Loss of data following a physical or technological breach of data security;</li> <li>• Where the breach of data security affects personal data of individuals with a potential to cause harm to the individuals, the Trust's Data Protection Officer must be advised immediately. The CIT and the Aquinas CIT will be mobilised and will assess the extent of the breach of data security, the harm caused and its impact on the rights of the individual;</li> <li>• Notification of the breach of personal data to the Information Commissioner's Office within 72 hours of the breach will be undertaken if appropriate;</li> <li>• Steps will be taken to limit the impact of the data breach.</li> </ul> <p>For further details see the Trust data protection and IT policies.</p>



## Initial Actions for dealing with the Critical Incident

- Inform:
  - CIT;
  - Aquinas CIT;
  - LA Emergency Team and/or Children's services (if appropriate);
  - See Appendix 1 for contact details.
- Gather information about the incident as detailed above;
- CIT to agree roles and responsibilities in relation to the incident using the guidance at **Appendix 1**;
- Communication to all stakeholders and media agreed;
- Maintain an incident log of all information (including expenditure), actions and decisions (see **Appendix 3**);
- Where the incident involves a breach of data security the procedures detailed in the Trust's data protection and IT policies will be implemented by the Trust and academies.

## Secondary Action for dealing with Business Recovery

- Decide which functions (if any) will be suspended and what arrangements can be put in place for continuing/alternative working arrangements;
- Assess if extra resources are necessary;
- As soon as practicable decide on the timeline for recovery and a strategy for bringing services back on line;
- Keep the Aquinas CIT advised;
- Keep all stakeholders advised;
- The guidance at **Appendix 4** should be followed.

## Lockdown

This plan has been created to ensure that colleagues and students know what to do if there is a hazard on the Academy premises or outside the Academy that requires them to be locked within the Academy buildings for their own safety.

### *Rationale for lockdown*

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 colleagues and students in the Academy);
- An intruder on the Academy site (with the potential to pose a risk to colleagues and students);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud);
- A major fire in the vicinity of the Academy;
- The close proximity of a dangerous dog roaming loose or swarming bees.

### *Lockdown procedure*

It is not possible to prescribe generic details as there are a number of variables that will dictate exactly how the Academy can respond to certain situations, e.g. access to the system used to raise the alarm in an emergency; location of the incident; accessibility of internal communication systems.



Nevertheless, the Academy will incorporate the following principles into its procedures:

- Colleagues will be alerted to the activation of the plan by **a long electronic buzz (distinct to the fire alarm sound) or telephone communication;**
- Students who are outside of the Academy buildings are brought inside as quickly as possible, where it is safe to do so;
- Those inside the Academy should remain in their classroom;
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked);
- Once in lockdown mode, colleagues should notify the office immediately of any students not accounted for (and instigate an immediate search for any missing children);
- Colleagues and students should ensure their own safety prior to assisting anyone else;
- First aid should be administered where possible. Major Incident First Aid Kits will be sited **in the Medical Room;**
- Colleagues should encourage the students to keep calm;
- The Academy should establish communication with the Emergency Services as soon as possible and as appropriate;
- Students not within the Academy site, but accounted for, should be identified and secured where reasonably possible;
- Movement within the Academy will be supervised by members of the CIT;
- Display lockdown drill information in every classroom alongside information relating to fire drills;
- The Aquinas CIT will be notified and kept appraised;
- A map/plan of the academy site will be located **in the main office and with the business Manager.**

Full procedures are found at **Appendix 5** of this policy **and in the Fire and Evacuation Policy.**

## Communication

Any communication with the media and stakeholders must be timely, accurate and appropriate and must be approved by the CEO. **The Executive Head has oversight of all public facing and media communications in the Academy.** When preparing or engaging in any communication it is important to liaise with the Aquinas CIT.

The use of the Academy and Trust websites are key to ensuring the rapid and accurate dissemination of information. The websites will also be a useful tool to support colleagues in dealing with the disruption. In the event of a critical incident and potential lockdown, communication with stakeholders will be undertaken as soon as practicable via the Academy or Trust websites.

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

- Are reassured that the Academy understands their concern for their child's welfare, and that the academy will do everything possible to ensure their child's safety;
- Do not need to contact the Academy. Calling the Academy could tie up telephone lines that are needed for contacting emergency providers;



- Do not come to the Academy. They could interfere with emergency services' access to the Academy and may even put themselves and others in danger;
- Wait for the Academy to contact them about when it is safe for them to collect their children and where this will be from.

If the Academy is in a full lockdown situation the switchboard and entrances will be un-manned, external doors will be locked and nobody will be allowed in or out.

## Emergency Services

The Academy will keep lines of communication open with the emergency services as they are best placed to offer advice as a situation unfolds. The Academy will co-operate fully with the emergency services and act on advice received. The Head of College will liaise with the emergency services with regard to the timing of communication to parents.

In the event of a critical incident, lockdown or more severe scenario, the Trust will provide assistance by establishing a reception centre for families outside of the cordoned area.

## Review

The Academy will review its critical incident and lockdown procedures annually. The Head of College will notify stakeholders of the changes as appropriate.

### **BBL SEPT 2020**

#### DATA PROTECTION

*Rye College [The Academy] processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.*

*All colleagues are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.*



# Appendix 1

## Contact Details in the Event of a Critical Incident

<b>Head of College</b>	<a href="mailto:DDownes@ryecollege.co.uk">DDownes@ryecollege.co.uk</a>
<b>Executive Headteacher</b>	<a href="mailto:BBlakelock@ryecollege.co.uk">BBlakelock@ryecollege.co.uk</a>
<b>CEO</b>	<a href="mailto:Kathy.Griffiths@aquinastrust.org">Kathy.Griffiths@aquinastrust.org</a>
<b>CIT</b>	
<b>Aquinas CIT</b> EFD CFO DPO Director of Human Resources	<a href="mailto:Glen.Day@aquinastrust.org">Glen.Day@aquinastrust.org</a> <a href="mailto:Andrew.Ferguson@aquinastrust.org">Andrew.Ferguson@aquinastrust.org</a> <a href="mailto:Mary.Capon@aquinastrust.org">Mary.Capon@aquinastrust.org</a> <a href="mailto:Janet.Vick@aquinastrust.org">Janet.Vick@aquinastrust.org</a>
<b>Aquinas CIT Contact Number</b>	02039497000
<b>Out of Hours Contact Numbers</b> CIT Aquinas CIT	Details will be circulated to staff at Aquinas central as appropriate. Details will be circulated to staff at Aquinas central as appropriate

<b>School Contact Details</b>	
<b>Address</b>	Rye College The Grove Rye East Sussex TN31 7NQ Tel: 01797 222545
<b>Senior Leadership Team</b>	Dom Downes – Head of College Barry Blakelock – Executive Head Jest Carpenter – Deputy Head Jim Maxim – Assistant Head Steve Rickard – Assistant Head Fiona Willis – Assistant Head Sally Hill – School Business Manager
<b>Other Relevant Contacts</b> ICT Building Maintenance HR Office Manager	<a href="mailto:PBarton@ryecollege.co.uk">PBarton@ryecollege.co.uk</a> <a href="mailto:KGodfrey@ryecollege.co.uk">KGodfrey@ryecollege.co.uk</a> <a href="mailto:MRobins@ryecollege.co.uk">MRobins@ryecollege.co.uk</a> <a href="mailto:Office@ryecollege.co.uk">Office@ryecollege.co.uk</a>
<b>Location of Site Maps</b>	Main Office With Business Manager



# Appendix 2

## Roles and Responsibilities in the Event of a Critical Incident

The CIT can assign roles and responsibilities in response to each incident using the following guidance:

Role	Responsibilities	Accountability / Authority
Head of College	<ul style="list-style-type: none"> <li>Responsible owner of Business Continuity Management in the Academy;</li> <li>Ensuring the Academy has capacity within its structure to respond to incidents;</li> <li>Determining the Academy's overall response and recovery strategy.</li> </ul>	The Headteacher has overall responsibility for day-to-management of the Academy, including lead decision-maker in times of crisis.
CIT	<ul style="list-style-type: none"> <li>Leading the Academy's initial and ongoing response to an incident;</li> <li>Declaring that an 'incident' is taking place;</li> <li>Activating the Business Continuity Plan;</li> <li>Notifying relevant stakeholders of the incident, plan activation and ongoing response actions;</li> <li>Providing direction and leadership for the whole school community;</li> <li>Undertaking response and communication actions as agreed in the Plan;</li> <li>Prioritising the recovery of key activities disrupted by the incident;</li> <li>Managing resource deployment;</li> <li>Welfare of students;</li> <li>Staff welfare and employment issues.</li> </ul>	The CIT has the delegated authority to authorise all decisions and actions required to respond and recover from the incident.
Site Managers	<ul style="list-style-type: none"> <li>Ensuring site security and safety in an incident;</li> <li>Linking with the CIT on any building/site issues;</li> <li>Liaising and working with any appointed contractors.</li> </ul>	Reporting directly to the CIT.
ICT Support	<ul style="list-style-type: none"> <li>Ensuring the resilience of the Academy's ICT infrastructure;</li> <li>Linking with external providers (if applicable);</li> <li>Working with the CIT to develop proportionate risk responses.</li> </ul>	<p>ICT Technicians report directly to the CIT for plan development issues.</p> <p>In response to an incident, reporting to the CIT.</p>



# Appendix 3

## Documentation in the event of a Critical Incident

On the occurrence of a critical incident, documentation encapsulating the following information must be completed

Initial Report	
<b>Primary Responsibility</b>	Anyone notified of the disruption should complete this report form.
<b>Task Summary</b>	Establish accurate details of the disruption to enable decisions on the response required. Some questions may not be able to be answered at the initial stages.
Ask the following questions	
<b>1</b>	Notification of the incident was received from:
	What is their location and contacts details?
<b>2</b>	Confirm the exact nature and scale of the disruption (try to establish which building services and functions are affected).
	Who is on site?
	Are there any injuries/casualties?
<b>3</b>	Are the emergency services needed?
	If so, has the 999 call been made?
	Are they in attendance now?
	When are they expected?
<b>4</b>	Who or What is affected – Staff, Students, Buildings, ICT or Other?
<b>5</b>	Does the Headteacher and the Critical Incident Team need to be notified?
<b>6</b>	Does the incident require the assistance of Communications/ICT/HR/Facilities?
<b>7</b>	How long is the disruption expected to last?



## Incident Log

Subsequent information, action and decisions should be recorded in the Incident Log. The incident log should contain the following information as a minimum:

Information (inc. date)	Source	Action (if any) as a result of the information

Action (inc. date)	By Whom on whose authority	Outcome

Decision (inc. date)	By Whom on whose authority	Outcome



# Appendix 4

## Business Continuity and Recovery

In the event of a critical incident the Academy must also consider the recovery and/or continuation of its business, the core element of it being the provision of education for the benefit of the students registered at the academy. In doing so, the CIT's primary consideration must be the health and safety of staff and students.

Although it is not possible to consider every potential incident and its impact on the continuation of the business, listed below are some of the issues. **Insert details below where appropriate along with the job title or name of the person responsible for ensuring the actions are carried out.**

Loss of Premises		
<p>Loss of premises because of a critical incident may occur during school hours, necessitating an evacuation, or during non-school hours preventing staff and students accessing the academy site.</p> <p>It is a critical function of the Academy to provide suitable, safe and secure accommodation to enable the delivery of education and to meet duty of care and health and safety requirements. The information below should include anything relevant that would assist with recovery from a loss of premises due to the critical incident.</p> <p>Virtual learning: In cases of an enforced closure many schools provide links through their website to learning opportunities. These, together with other educational internet and paper-based services, provide methods for providing continuation of education provision.</p> <p>It is good practice for the Academy to maintain contact with the local authority and/or the Aquinas CIT to help identify suitable working processes and possible alternative locations.</p>		
Action	Information	Responsibility
Alternative temporary site or relocation in the event of a complete or partial loss of the site (if not pre-determined then need to discuss with the Aquinas Critical Incident Team and the Local Authority)	<p>The Academy will consider relocating to the nearby sports centre in the short term. In the medium term, mobile classes will be put in place on the grounds of Rye College or the Academy will try to lease a site depending on the nature and extent of the critical incident, to ensure that the Academy can continue to provide education to its students.</p> <p>In extreme situations, consideration will be given to teaching students remotely via conferencing or similar technology.</p>	Headteacher
Inform staff of alternative location	Staff will be informed via the Aquinas and the Academy website or email.	Headteacher



Organise shared areas	This will be considered in relation to additional space which Rye CPS can offer.	Headteacher
Arrange working from home where possible	This will be difficult for classroom based staff unless the Academy has implemented an alternative method for teaching.	Headteacher
Have phone number transferred	This will be done once an alternative site has been arranged	Headteacher
Arrange publicity to alert stakeholders.	This will be done via the Trust and the Academy websites.	Headteacher
Provision of education for students by alternative means	Alternative technologies such as video conferencing and links would be considered.	Headteacher

<b>Loss of Staff</b>		
<p>The most likely scenarios involving a significant loss of staff are industrial action, fuel shortage, outbreak of disease (e.g. pandemic influenza) and severe weather. In all these events, there is likely to be a period of notice in which arrangements may be made to mitigate the effects.</p> <p>It is a critical function of the academy to provide a suitable number of qualified teaching staff to deliver the National Curriculum and suitably qualified and experienced support staff to assist in the education of students and running of establishment services.</p>		
<b>Action</b>	<b>Information</b>	<b>Responsibility</b>
<p>Outbreak of illness or disease (flu pandemic):</p> <ul style="list-style-type: none"> <li>• Alternative teaching arrangements</li> <li>• Virtual learning</li> <li>• Temporary cover</li> <li>• Hygiene precautions</li> </ul>	<p>Cover would be arranged internally if it was a short-term shortage in relation to a few members of staff. Alternatively, agency staff would be sourced.</p> <p>Virtual learning would also be explored together with re-organising teaching groups.</p>	<p>Headteacher</p> <p>See Pandemic Policy</p>
<p>Fuel Crisis</p> <ul style="list-style-type: none"> <li>• Alternative teaching arrangements</li> <li>• Virtual learning</li> <li>• Temporary cover</li> </ul>	<p>As above. Additionally, alternative means of transport would be explored such as an academy bus to transport staff from various collection points.</p> <p>Virtual learning would also be explored together with re-organising teaching groups.</p>	<p>Headteacher</p>



<ul style="list-style-type: none"> <li>Alternative transport arrangements</li> <li>Change in hours of the school day</li> </ul>		
<p>Industrial Action (senior managers should try to estimate the proportion of staff affected)</p> <ul style="list-style-type: none"> <li>Alternative teaching arrangements</li> <li>Virtual learning</li> </ul>	<p>Cover would be arranged internally if it was a short-term shortage in relation to a few members of staff. Alternatively, agency staff would be sourced.</p> <p>Virtual learning would also be explored together with re-organising teaching groups.</p>	Headteacher
<p>Severe Weather</p> <ul style="list-style-type: none"> <li>Pre-identified decision process (Severe Weather Policy)</li> <li>Alternative teaching arrangements</li> <li>Alternative transport arrangements</li> </ul>	<p>Cover would be arranged internally if it was a short-term shortage in relation to a few members of staff. Alternatively, agency staff would be sourced.</p> <p>Virtual learning would also be explored together with re-organising teaching groups.</p> <p>Additionally, alternative means of transport would be explored such as an academy bus to transport staff from various collection points.</p>	<p>Headteacher</p> <p>See Severe Weather and Emergency Closure Policy</p>
Senior Management support on hand to advise on prioritisation and decisions		All appointed leaders

Loss of ICT		
<p>Failure of IT within the academy could be caused by a variety of reasons. It is important to ensure that the main server is resilient with separate power supply but if this is not possible, back up arrangements should be in place.</p>		
Action	Information	Responsibility
Back up paper system Back-up server Disaster Recovery Contracts Off-site back up arrangements 'Cloud' arrangements	<p>As all electronic data is backed up and thus can be retrieved. The Academy's IT manager and technician will be available to support the retrieval and will be able to provide hardware to support business recovery.</p>	IT Manager



<b>Loss of Suppliers</b>		
<b>Action</b>	<b>Information</b>	<b>Responsibility</b>
Locate alternatives	The Academy does not rely on a single supplier whose loss would result on the Academy's business not continuing.	School Business Manager
Ensure payment is not made in case of insolvency	The school's financial processing system will ensure that all invoices are appropriately paid only after the delivery of goods and services.	School Business Manager
Inform staff as appropriate	Relevant staff will be notified.	School Business Manager

<b>Loss of Non-ICT Equipment</b>		
<b>Action</b>	<b>Information</b>	<b>Responsibility</b>
Telephones <ul style="list-style-type: none"> <li>• Use emails</li> <li>• Use mobiles</li> <li>• Use paper-based system</li> </ul>	Emails will be used to overcome lack of telephone systems in preference to other methods. Aquinas could also use Skype for business, SIP (Session Internet Protocol) trunks and web client via the telephone.	School Business Manager
Vehicles <ul style="list-style-type: none"> <li>• Public transport</li> <li>• Rental of temporary vehicles</li> </ul>	The needs will be agreed with the Headteacher and the school business manager.	School Business Manager



# Appendix 5

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## Lockdown Procedures

The CIT will take overall responsibility for co-ordinating the lockdown.

### Partial Lockdown

This may be because of a reported incident or civil disturbance in the local community, or because of a warning being received regarding the risk of air pollution etc. with the potential to harm staff or students in the academy.

Partial lockdown can also be a precautionary measure that puts the academy in a state of readiness (whilst retaining a degree of normality) should the situation escalate. Emergency Services will advise as to the best course of action in respect of a prevailing threat.

#### Immediate Action:

1. **Senior teachers and associates will visit all settings to alert staff and students;**
2. The **signal** will be followed with an email to all colleagues providing details of the situation so that they can reassure their students;
3. All outside activity should cease immediately, and students and staff must return to the building;
4. Colleagues should notify the academy office immediately of any students not accounted for or on a planned school trip/visit;
5. All colleagues and students to remain in the building and external doors and windows locked as appropriate;
6. Free movement may be permitted within the building dependent upon circumstances;
7. The CIT will liaise with the Emergency Services and conduct an ongoing risk assessment based on advice from the Emergency Services and staff within the academy;
8. The Headteacher will advise the Trust Critical Incident Team.

### Full Lockdown

This signifies an immediate threat to the academy and may be an escalation of a partial lockdown. Where possible the following procedure will be followed:

#### Immediate Action:

1. **A long electronic buzz (distinct to the fire alarm sound) or telephone communication** will be made to alert staff and students;
2. Simultaneously, the emergency services will be notified of the situation. Where possible this will be coordinated by the CIT;
3. All students **MUST** go to the nearest manned classroom;
4. The CLOSE procedure:
  - Close all windows and doors;
  - Lock up;
  - Out of sight and minimise movement (e.g. under desk or around a corner);



- Stay silent and avoid drawing attention;
  - Turn ALL mobile phones to silent;
  - Endure. Be aware you may be in lock down for some time.
5. Where it is safe to do so, colleagues should email the Attendance Officer the names of any students unaccounted for or on a planned school trip/visit;
  6. Colleagues and students should remain in lock down until it has been lifted by a member of the CIT or Emergency Services, via a face-to-face instruction by senior leaders followed by email confirmation;
  7. At any point during the lockdown, the fire evacuation alarm may be activated which is a cue to evacuate the building;
  8. During the lockdown, colleagues will keep agreed lines of communication open to receive instruction via text or email;
  9. The Headteacher will advise the Trust Critical Incident Team.

If the media becomes involved, the **Executive Headteacher** will liaise with the Trust Critical Incident Team to ensure that clear and timely messages are released from the academy.

## Communications

The academy will make every effort to keep staff updated either via email or by mobile phone.

## Staying safe

It is not possible to plan or provide procedures for all circumstances. Colleagues are therefore asked to apply the principles of this policy to any perilous situation, and to do whatever they can to keep themselves and their students safe and out of harm's way.