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**Emergency Lockdown Procedures**



**Appendices**

Appendix A – School site plan

Appendix B – Advice to staff

Appendix C – Parent Communication



Lockdown procedures may be activated in response to any number of situations, including:

* A major fire or environmental emergency in the vicinity of the school / a reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school);
* An intruder on the school site, with the potential to pose a risk to staff and students.

The Head of School, or a member of SLT in their absence, will initiate lockdown. A lockdown drill should be undertaken at least once a year. Parents should also know that the school has a lockdown plan.

The following basic principles are to be followed in the case of ‘Lockdown’:

* Staff to be alerted to the activation of the plan by one of the following actions:
* Emergency button at reception and in the attendance room
* Automated tannoy message
* Message appears on all IT screens

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| **Lockdown Arrangements** |
| **Person in Charge** | The Head of School will be notified and will meet in the Executive Headteacher’s office if safe to do so. They will make contact with the emergency services for guidance |
| **Initiating Full Lockdown** | **Alert to staff**: ‘Full lockdown’. This signifies an immediate threat to the school and will be indicated by a special alarm and a coded IT message shared on computer screens.  |
| **Immediate action** | * All Students return to a classroom. PE students to go to the Sports Hall, Gym, or Fitness Suite. Students who are outside of the school buildings are brought inside as quickly as possible. Go to the nearest safe building if you are not in the immediate proximity to your lesson form room
* External doors locked. Classroom doors locked. Windows closed, blinds drawn, students sit quietly
* Register taken – missing students to be reported to the School Office and the attendance team via email or text.
* At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building
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| **Communication between parents and the school** | The immediate focus is to secure the site, managing the safety of all staff and students. Parents/Carers will be informed following the event when safe to do so and are discouraged from attending the school site. School lockdown procedures will be routinely shared with parents either by newsletter or via the school website. |
| **Emergency Services** | It is important to keep lines of communication open with Emergency Services. |
| **Groups off site:** | Groups off site will be notified and redirected on their return to Birkenhead Sixth Form College as an alternative site.  |
| **Lockdown Drill – All clear** | * SLT visits to classrooms
* Automated stand down tannoy message
* Stand down message to all computer screens
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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.