

## Beormund primary school Lockdown Procedures

In light of the recent attacks, we as a school have deemed it necessary to complete an additional Lockdown Policy that will compliment the current *Emergency Policy and Plan* and the *Emergency Plan Crisis Kit*.

This policy relates to situations of:

- Criminal activity (e.g. bomb threat)
- Terrorist attacks.
- An intruder (armed with knife or gun)
- Public disorder/evacuation in the surrounding areas of the school

The list is exhaustive and would encompass a number of possibilities. The recent terrorist attacks around Europe (Dec 2015) have shown us that we cannot predict what would/could happen. For the purpose of this document we are writing with the prospect of imminent danger to the children and staff here at Beormund.

Lockdown procedures should be seen as a reasonable and proportionate response to any internal or external incident. The School Emergency Team must meet and clarify roles before alerting the school of lockdown. Communication will be the responsibility of Senior Leaders (HT, DHT, AHT)

<i>Signals</i>		
Signal for lockdown	A whistle(s) blown around the school by a member of the School Emergency Team.	Steve, Andrew, Alex Lisa, Ezekiel, Julia (School Emergency Team)
Signal for all clear	Verbally by a designated person	

<i>Lockdown</i>		
Room most suitable for lockdown	Primarily, the main aim will be to keep the children in their relevant classrooms. If there is immediate danger in the playground then children will be moved to breakout rooms.	Andrew, Alex and Lisa to determine the most suitable place(s) in the school for the children.
Main areas to be secured around the school	Shutdown of main gates Shutdown of main entrance/ front door Fire exit doors in every room. Lock all internal doors. Windows locked and blinds drawn Communal rooms	Steve Steve Class team Class teams Class teams Admin staff
Communication	Use mobile phones (own) to connect with each other Notifying the Emergency Services (999) Contact Southwark Council (0207 525 5000)	Andrew, Alex or Lisa Andrew, Alex or Lisa
NOTE: If someone is taken hostage on the premises then as a school we should seek to evacuate and transport the children to Snowsfield primary school (0207 525 9065)		

<i>Initial Response</i>		
Key actions following signal	Ensure staff take action to increase protection from an attack: <ul style="list-style-type: none"> <li>○ Block access points etc, moving furniture to obstruct doorways</li> <li>○ Draw blinds</li> <li>○ Turn off lights using keys</li> <li>○ Sit on floor, under tables or against a wall.</li> <li>○ Keep out of sight</li> <li>○ Stay away from windows and doors.</li> <li>○ Make use of the upstairs mezzanines</li> <li>○ Make use of stock cupboards</li> </ul>	Class team

**Additional notes:**

- Therapists to primarily attempt to return children to their class teams. Alternatively, make their way to the LSR.
- Kitchen staff to initially lock their fire escape door and make their way to the LSR
- If the event occurs during playtime, where possible, gather all your child and hastily make your way back to class.
- Ongoing communication is imperative.

**Additional reading:**

[http://www.schoolemergencies.info/resources/CSE%20\(Coping%20with%20a%20School%20Emergency%20-%20Practical%20Resources%20for%20Schools\)/CSE%20\(Coping%20with%20a%20School%20Emergency%20-%20Practical%20Resources%20for%20Schools\).pdf](http://www.schoolemergencies.info/resources/CSE%20(Coping%20with%20a%20School%20Emergency%20-%20Practical%20Resources%20for%20Schools)/CSE%20(Coping%20with%20a%20School%20Emergency%20-%20Practical%20Resources%20for%20Schools).pdf)