

*Ysgol Gynradd Llanddarog
Ysgol yr Eglwys yng Nghymru*

Emergency Lockdown Policy and Guidance



Emergency Lockdown Policy and Guidance agreed by the Governors:

(Signed by the Chair):

Date: September 2019

Scheme to be reviewed: AUTUMN TERM 2020

Ysgol Llanddarog

Ysgol yr Eglwys yng Nghymru

Church in Wales School

Lockdown Policy and Guidance in response to the Carmarthenshire Emergency Lockdown Policy 9.5.19

Guidance Note 1/2015 provided by The National Counter Terrorism Security Office (NaCTSO) to develop procedures to dynamically lockdown sites

What is the meaning of ‘to dynamically lockdown’?

The ability to quickly restrict access and egress to a site or building (or a part of) in response to a threat, either internal or external through the implementation of physical measures. The aim is to prevent people from moving to danger areas and prevent attackers from entering the site (or an area of the site) or restrict their ability to do so. (Due to the nature of some sites, it may not be possible to achieve full lockdown).

Often, potential attackers have detailed plans and have undertaken hostile reconnaissance. All opportunities to detect and deter threats at the attack planning phase will be taken. We will present a strong security posture through visible and effective activity for example by staff awareness and reporting processes, preventative communication, designated security zones and being vigilant to adults who are unknown to school or are behaving strangely.

Ysgol Llanddarog has considered the need for robust

procedures to lockdown the site. Lockdown procedures should be seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults on site.

If preventing an attack has not been possible, the ability to restrict and delay the attacker(s) during the course of an attack and minimise the number of potential casualties can be greatly increased through dynamic lockdown.

This policy describes what we will do to lockdown the site. Recognising the need for flexibility in those plans will save lives.

We will implement lockdown procedures in response to many situations:

- A terrorist attack
- An incident / civil unrest reported in the local community (with potential risk to school staff and pupils).
- An intruder on the school site (with potential risk to staff and pupils)
 - An intruder in a school building (with potential risk to staff and pupils)
- A warning being received of an environmental risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the setting
- The close proximity of a dangerous animal

Our policy and planning considers:

- How to achieve effective full or partial lockdown
- How to let people know what's happening
- Staff training
- Principles

STAY SAFE which means RUN > HIDE > TELL.

To achieve dynamic lockdown

- Identify all access and egress points in both public and private areas on site. Access points are more than just gates and doors.
- Identify how to quickly and physically secure access/egress points
 - Identify how the site may be sectioned to limit access to certain areas.
- Confirm staff roles and responsibilities in these plans.
 - All staff have been trained in order to act effectively and all are aware of their responsibilities. Due to the urgent nature of incidents which require lockdown, it's important that all members of staff can act quickly and effectively.
 - All members of staff have been trained on these principles.

'Stay Safe' Firearms or Weapons attack

'Stay Safe' principles (Run, Hide, Tell) give some simple actions to consider at an incident and information that a firearms officer may need in the event of a firearms or a weapons attack. Full guidance can be found on the NaCTSO

website.

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>

Run

You should run if possible. You should consider the safest options.

Is there a safe pathway? If you can't RUN, you should HIDE. Can you get there without exposing yourself to greater danger? Insist others leave with you. Leave belongings behind.

Hide

- If you can't RUN, you should HIDE.
- Find cover from gunfire.
- If you can see the attacker, it's possible that the attacker can see you.
- Being out of sight doesn't mean that you are safe. Bullets can go through glass, bricks, wood and metal.
- Find cover from gunfire such as substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped. Be quiet. Silence your phone.
- Lock / barricade yourself in.

- Move away from the door.

Tell

- Call 999 – What do the police need to know?
- Location – Where are the suspects?
- Address – Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, physical appearance, clothes, arms etc.
- Further information – Casualties, type of injury, site information, entrances, exits, hostages etc.
- You should prevent other people from entering the building if it is safe to do so.

In the event of an Armed Police Response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid any sudden movements which may be seen as a threat.
- Keep your hands in view.

We are aware that Officers may

- Point guns at you.

- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

You must STAY SAFE

- What are local plans? e.g. personal emergency evacuation plan.
- People know what is expected of them, their roles and responsibilities.
- Staff understanding is checked annually.
- Plans are tested and exercised with staff regularly (annually).
- Refresher courses and new training must be available to staff regularly. Further advice and guidance can be found on the NaCTSO website: www.nactso.gov.uk
- Identify, whenever possible, how to prevent people from leaving or entering the site and how to direct people away from danger.
- Consider safeguarding processes in order to lock all internal doors. Processes should be flexible enough to confine people in certain areas, but also to allow evacuation.

- On a community site, consideration must be given to communication methods between all areas and contact with surrounding sites/areas to ensure awareness of the situation and to build effective communication lines.
- Detailed plans of the school site, e.g. the layout of buildings and their proximity to each other.

How we will let people know what's happening

Many options are available. These include:

- Existing internal messaging systems; text, e-mail, staff phones etc.
- “Pop up” on employees’ computers / internal messaging systems
- Dedicated ‘lockdown’ alarm tone
- Word of mouth

NB: The use of fire alarms will be avoided whenever possible to prevent an inappropriate response to an incident.

- The use of other internal communication methods – messenger, mobile phones, text messages etc;
 - Detailed plans of the school site, e.g. the layout of buildings and their proximity to each other.
- **Procedures**
 - Inform staff that the lockdown procedure is active through the use of a recognized sign which can be heard in all school areas (as schools are advised not to use fire alarms, the use of a loudspeaker (if available) to convey

a coded message is good practice, for example, “Can Mrs Smith please contact the Main Reception?” or, if partial lockdown is being implemented, in whatever section of the premises it pertains to. This is a well versed process for large organisations.

- **The police must be called on 999 as soon as possible, on a mobile phone if possible so that they can call you back.**
- All pupils outside school buildings must be taken indoors as soon as possible.
- All pupils indoors must stay in their classrooms unless directed otherwise by staff or the police.
- When it is safe to do so, all external doors, and when necessary, windows, will be locked (depending on circumstances, it may also be necessary to lock internal doors of classrooms). When all measures are in place for lockdown, staff must inform the office immediately of any missing pupils (and if it is safe to do so, look for them immediately).
- Staff should encourage pupils to remain calm;
- As and when appropriate, the school should contact the Emergency Services as soon as possible;
- Carmarthenshire County Council should be informed through calling the School Emergency line;
- If necessary, parents should be informed as soon as

- practicably possible through the school's usual communication system;
- Pupils will not be handed over to their parents while the procedure is active;
 - If anyone must leave the building, the fire alarm will be sounded; staff should await further instructions.
 - Once they have been alerted, teachers must know exactly what is expected of them. It is vitally important that members of the school senior management team, administrators, teaching staff and non-teaching staff are familiar with the school procedure. To achieve this, a lockdown drill should be undertaken at least once a year. Pupils should be aware of this procedure too (regular drills will increase their familiarity). Parents too should know that the school has a lockdown plan, and a copy should be placed on the school website. Information about lockdown practices should be displayed in all classrooms alongside information about fire drills.
 - **This information should not be shared with parents with hostile intentions.**

Arrangements for Lockdown

Staff alert: 'Partial Lockdown'

This may be as a result of an incident/civil unrest in the local community with the potential to pose a risk to school staff and pupils. It could also happen in

response to warnings about air pollution risks etc.

Immediate action:

- Pupils and staff must cease their activities outside the building and return indoors;
- (There is a planned means of communicating the alert to duty staff at breaktimes)
- All staff and pupils remain in the building and lock all external doors and windows;
- Free movement may be permitted within the building, dependent upon circumstances.

All situations are different.

Once staff and pupils are safely inside, senior staff members will undertake a continuous and dynamic risk assessment based on advice provided by the school Health and Safety provider/the Emergency Services. This can then be communicated to staff and pupils. Partial lockdown is a precautionary measure but 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. The Emergency Services will suggest the best course of action in relation to the prevailing threat.

Full Lockdown

Staff Alert: 'Full Lockdown'

This signifies a direct threat to the school and may be an escalation of the partial lockdown.

Immediate action:

- All pupils must return to their classrooms, tutor room or another agreed location e.g. sports/assembly/dining hall;
- All external doors must be locked. Classroom doors must be locked (where a member of staff with key is present). Windows must be locked, blinds drawn, pupils sit quietly out of sight (e.g. under desks or around the corner).
- Register taken – the office, if possible, will contact each class in turn for an attendance report;
- Staff and pupils must remain in lockdown until it has been lifted by a senior member of staff / the Emergency Services

At any time during the lockdown, the fire alarm can sound which is a cue to evacuate the building.

- Staff and pupils follow the ESCAPE (RUN)/HIDE/TELL at all times.

During lockdown, staff will keep agreed lines of communication open but will not make unnecessary calls to the central office as this could delay more important communication.

Examples of discreet communication channels might be:

- Where staff have access to an internal email system, they can use their account to await further instructions. Staff would need to be able to access their account through varied means, on many devices e.g. laptop, smart phone or tablet;
- Group call – staff to be put in a defined user group. This could be used to communicate instructions through text messages in an emergency.

Communication between parents and school

School lockdown procedures, especially the arrangements to communicate with parents, will be routinely shared with parents either by the school newsletter or via the school website.

If procedures need to be implemented, it is strongly recommended that any incident or development is communicated to parents as soon as is practically possible.

It is obvious that parents will worry, but regular communication of correct information will help.

Parents should receive enough information about developments so that they:

- Are reassured that the school understands their concerns about the welfare of their child, and that they are doing everything within their means to ensure their safety;
- Do not have to contact the school. Calling the school could tie up telephone lines which are needed to contact emergency providers;
- Do not come to the school. They could restrict access for emergency providers and may also put themselves and others in danger;
- Wait for the school to contact them to let them know when it is safe for them to come to school to collect their children, and from where this will be from.

The part of the plan relating to communication with parents will ensure them that the school understands their concerns about their children's welfare and that

everything possible to ensure the safety of their children will be done. However, it may be wise to repeat that “... people will be prevented from leaving and entering the school site during this time. During lockdown, the switchboard and entrances will be unmanned. External doors will be locked and nobody will be allowed in or out...”

Emergency Services

It is important to keep communication lines open with Emergency Services as they are best placed to offer advice as the situation unfolds. The school site may or may not be cordoned off by the Emergency Services, depending on the severity of the incident which lead to the lockdown procedure.

Emergency Services will support the Headteacher’s judgement regarding the timing of communication with parents.

<https://www.gov.uk/government/organisations/national-counter-terrorism-security-office>

NaCTSO (The National Counter Terrorism Security Office)

In the event of a prolonged lockdown or a more severe scenario, the Local Authority has the capacity to provide assistance.