



A full lockdown is necessary when pupils and staff need to be locked within buildings for their own safety, such as in situations where there is a hostile intruder, terrorist attack or other criminal activity.

These procedures should be practised to ensure they are effective and understood by staff and pupils.

King George V Primary School Full Lockdown Procedure

Incident control officers and response team		
Role	Nominated person	Emergency contact number
Incident lead	Sarah Penny	0121 553 0060
Deputy incident lead	John Williams	0121 553 0060
Communications officer	Gemma Crowley	0121 553 0060

Signals	
Full lockdown signal	Intermittent sound of fire alarm
All-clear signal	Alarm off/message from incident control officers
Evacuation signal	Continuous sound of fire alarm

Other arrangements		
Safe areas	Classrooms	
Outdoor safe area	Main playground	
Evacuation point	Main playground	
Pre-arranged alternative place of safety if required to leave the site	Venue name	Eaton Valley Primary School

	Venue type	Primary School
	Point of contact	<u>Claire Evans</u>
	Contact number	<u>0121 553 1593</u>
Useful information about the alternative place of safety	Two-form primary school, 0.7 miles away	
Communication arrangements	Telephone/mobile phone	

Full lockdown procedure	
Initial implementation	
The school is made aware of the incident that requires the full lockdown procedure to be implemented.	
If a situation warranting a full lockdown is brought to the attention of the school by an alert through the national Emergency Alerts system, the staff member(s) who received the alert informs the <u>headteacher</u> or a member of the incident response team.	
The <u>headteacher</u> makes the decision to implement the full lockdown procedure.	
The full lockdown signal is given.	
The <u>SLT</u> uses <u>an internal messaging system</u> to ensure all staff members are aware of the incident that has occurred and the type of lockdown procedure to be implemented, and that the lockdown is not a practice.	
The <u>site manager</u> is contacted to ensure they are aware of the implementation of the full lockdown.	
The <u>headteacher</u> contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.	
Parents are informed via <u>the school's parent messaging system</u> that a full lockdown is taking place.	
Assigned staff members follow personal emergency response procedures to ensure pupils with SEND can get to safety.	
Immediate action	
All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building, unless it is unsafe to do so, and staff ensure all doors are securely locked.	
If it is not safe for people outside to return indoors, they will be directed to a safe evacuation point.	

The ventilation systems are turned off to prevent the spread of contaminants, e.g. sarin.
Staff, pupils and visitors that remain outside during the lockdown hide in the designated outdoor safe area until the emergency services arrive.
Staff escort pupils and visitors to the nearest safe area.
The headteacher and site manager check outdoor areas and ensure all pupils, staff and visitors are inside the school building.
When everyone is inside, all external doors and windows are locked or barricaded, and blinds and/or curtains closed; doors and windows remain locked until the 'all-clear' signal is given or unless otherwise instructed by the headteacher or emergency services.
All internal doors to safe areas are locked and any windows on doors are covered.
Access points to safe areas are blocked off by moving furniture to obstruct doorways.
Where a full lockdown is taking place due to the threat of terrorism, the HIDE principle of RUN HIDE TELL is followed.
Lights in all safe areas are turned off, or dimmed if turning the lights off completely is likely to cause distress.
Once the building and safe rooms are secure, one staff member per safe area conducts a register or headcount. Staff notify the headteacher if any pupils, members of staff or visitors are not accounted for via two-way radio or mobile phone , and an immediate search is instigated by the headteacher , where appropriate and safe to do so.
During the full lockdown
Verbal communication is kept to essential communication. All mobile phones are turned onto silent and communication devices are not used if it would be unsafe to do so, e.g. if usage would lead to the safe area location being revealed.
Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight, e.g. under a desk.
All staff, pupils and visitors remain in their safe area unless otherwise stated by the headteacher or emergency services.
All pupils, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to a safe area.
If possible, the incident lead will check for missing or injured pupils, staff or visitors.
Pupils and visitors are kept calm during the lockdown.
No pupil is released to their parents during the lockdown.
The incident lead keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.

The **incident lead** sounds the evacuation signal if it is necessary to evacuate the building.

The rest of the building is evacuated to the designated evacuation point if someone is taken hostage on the school site.

The full lockdown only ends once the all-clear signal has been delivered.

Further action after the lockdown

Parents are informed of the incident via a **letter**.

The **SLT** reviews the full lockdown procedure for its effectiveness and make changes as necessary.

The emotional and mental impact on pupils and staff is considered and anyone affected by the incident is provided with support.