

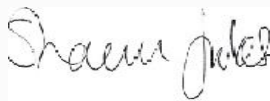
Sir Tom Finney Community High School
A Generic Secondary Special School

SCHOOL EMERGENCY LOCKDOWN PLAN

September 2023 update
Completed using template and model guidelines from Lancashire County Council

Plan administration	
Version number	7
Date of issue	Sept 2023
Electronic copies of this plan are available from	Y drive, 'Policies file' - 'Health and Safety' file
Hard copies of this plan are available from	Headteachers office
Date of next review	September 2024
Person responsible for review	Headteacher

This plan is confidential. Do not give any contact details or sensitive information to the media, pupils, parents / carers or members of the public without permission.

Plan Sign-off:		
Role	Signature	Date
Head Teacher		Sept 2023
Chair of Governors	D Jones	Sept 2023

Lockdown 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, pupils and visitors to the school. The following procedures aim to minimise the disruption to the learning environment whilst ensuring the safety of all involved.

These lockdown procedures may be activated in response to any number of situations which could pose a risk to the staff, pupil and visitors to the school and could include:

- A reported incident or civil disturbance in the local community;
- An intruder on the school site;
- A warning being received regarding a nearby air pollution risk (smoke plume, gas cloud, etc.);
- A major fire in the vicinity of the school;
- A dangerous animal (e.g. large dog) roaming loose near/on the school grounds.

As not all potential circumstances which may lead to a school lockdown can be foreseen, it is important that any plans/actions are dynamic and able to deal with an ever changing risk/threat.

Lead Responsible Person	
Designated Senior Person	Headteacher – Shaun Jukes
Deputy Designated Senior Person(s)	Deputy Headteacher – Debbie Rickard School Business Manager – Jen Jukes Assistant Headteacher – John Cockerill Site staff – Mick Brown, Jack Brown supported by Heads of dept. KB,TG, LT,CP

Signals	
Signal for Lockdown	Office phones have ‘panic’ button called ‘Lockdown’ when pressed all phones become a tannoy. The person making the call says the phrase and repeats phrase. ‘Initiate Lockdown procedures’ . This will then be passed class to class by a responsible adult within a corridor space (closing corridor doors along the way unless the release button has been pressed)
Signal for All-clear	As above with the phrase ‘Lockdown over’
Signal for Full Evacuation if required	Fire Alarm will sound

Lockdown	
Entrance points (e.g. doors, windows) which should be secured	Main building/annex building All external doors are to be secured (once closed they are on Fob lock mechanism) All classroom / office / room windows and external doors including fire doors to be shut and secured (thumb turn) All classroom / office/ room internal doors to be closed and secured with Chair/furniture if possible (refer to aide memoir diagram and released using override button) All corridor doors to be closed – released using override button
Communication arrangements	<ul style="list-style-type: none"> ▪ If required Mobile phones – between senior staff and site staff only ▪ If required Instant messaging (SIMS) / email - classrooms ▪ Standard internal phones for rooms which have them ▪ Vocally – passing on by responsible adults

Upon hearing the lockdown signal, take the actions below if it is safe to do so. Personal safety takes precedent and no-one should put themselves or anyone else in danger.

If someone is taken hostage on the premises, consider an evacuation of some or all of the site.

Ref	Initial Actions	Tick / sign / time
L1	THE LOCKDOWN SIGNAL IS GIVEN VIA PHONE TANNOY AND REPEATED VIA STAFF Release buttons are activated to release doors from being mechanically held open Shutters are dropped down unless it covers a fire escape route	
L2	Anyone outside the school buildings should be brought inside as quickly as possible and moved to the nearest available room with sufficient space to accommodate the group	
L2	All staff and pupils to return to their classrooms as quickly as possible if on corridor or in hub area (No-one should leave ANY room to find out what is going on once the signal has been given/OR BEEN passed on)	
L3	Lock / secure all external entrance points (e.g. doors, windows)	
L4	Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> ▪ Lock internal windows if possible ▪ Block access points (e.g. move furniture to obstruct doorways) ▪ Sit on the floor, either under tables or against a wall out of sight of window (eg underneath it) ▪ Wheelchair users to position as above relevant to physical ability ▪ Keep out of sight ▪ Draw blinds in rooms that have them ▪ Stay away from windows and doors until the all clear is given 	
L5	Remain inside room until an all-clear has been given, or unless told to evacuate by the emergency services.	
L6	Senior person or delegated person to Complete Appendix 'A' with details known so far.	
L7	Senior person or delegated person to Dial 999 and report the incident to the Police.	

Ref	Secondary Actions	Tick / sign / time
L8	Undertake a register as soon as possible of your class group	
L9	Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for using any communication system available to them	
L10	Try to establish as much information regarding the incident as possible.	
L11	Senior person or delegated person Dial 999 and update the Police if required offering any further information	
L12	If safe to do so, senior persons and support check all corridors and toilets.	
L13	Staff to be aware of nearest exit point for group in case an intruder does manage to gain access	
L14	If possible, check for missing / injured pupils, staff and visitors.	
L15	Staff should encourage pupils to stay calm as far as possible.	
L16	Social media use by anyone and outside contact is restricted until the full details of the incident are known.	
L17	Notify parents/carers as soon as possible and when it is safe to do so. Instruct parents not to attend school as pupils will not be released during a lockdown.	
L18	Continue to follow advice/instructions from the Emergency Services.	

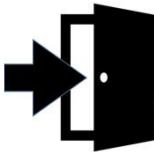

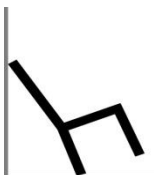



APPENDIX 'A' – Classroom Aide Memoir

LOCKDOWN PROCEDURE

SIGNALS

Signal for Lockdown	Office phones have 'panic' button called 'Lockdown' when pressed all phones become a tannoy. The person making the call says the phrase and repeats phrase. 'Initiate Lockdown procedures' . This will then be passed class to class by a responsible adult within a corridor space (closing corridor doors along the way unless already released via the release buttons) Shutters will be dropped down
Signal for All-clear	As above with the phrase 'Lockdown over' Check building extremities eg sports hall/gym
Signal for full evacuation if required – fire alarm will sound	

ACTIONS

	Return to your classroom with pupils, as quickly and safely as possible.
	Close all doors and windows, lock if able to.
	Block any access points into the classroom by moving furniture in front of door.
	Draw all curtains/blinds and switch off lights where possible
	Sit on floor, against a wall if possible/under tables – out of sight if possible
	Undertake a register as soon as possible. Report any missing pupils to the office by email/SIMS/phone if you have access to one
STAY IN	Remain inside with doors locked until the all-clear has been given, or unless told to evacuate by the emergency services or upon hearing the fire alarm DO NOT leave the classroom to find out what is happening.
KEEP CALM	Keep pupils calm by offering constant reassurance. Keep as quiet as possible.

