

SILVER BIRCH ACADEMY TRUST

Emergency Procedures – Lock Down

DATE

Jan 2018

REVIEW

Jan 2020



The Silver Birch Academy Trust (SBAT) is the business name of The Silver Birch Academy, a limited company registered in England & Wales
No. 08107310

4 Burnside Avenue
Chingford
London. E4 8YJ

www.sba.london
T: 0208 523 3228
E: info@sba.london



Lock Down Procedures

A lockdown may be activated in response to situations including:

- An incident or civil disturbance in the local community which poses a risk to the school
- An intruder on the site with the potential to pose a risk to the school
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity of the school
- A dangerous dog roaming loose

The following procedures should be followed

- Staff are alerted to the activation of the plan by a recognised signal, audible throughout the school.
- Pupils who are outside of the school buildings are brought inside as quickly as possible
- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any who are missing)
- Staff should encourage the pupils to keep calm
- As appropriate, the school should establish communication with the Emergency Services as soon as possible should be notified via the 'School Emergency' phone number
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system
- Pupils will not be released to parents during a lockdown
If it is necessary to evacuate the building, the fire alarm will be sounded • Staff should await further instructions

It is of vital importance that the Trust's lockdown procedures are familiar to members of the senior leadership team, school administrators, teaching staff and non-teaching staff.

A lockdown drill will be undertaken at least once a year. Depending on their age, pupils will be made aware of the plan.

Parents will be informed that the school has a lockdown plan. A copy is available on the school's website.

The Trust will:

- Conduct a number of table top exercises with the senior management team to test the procedures against various scenarios
- Rehearse lockdown arrangements with all staff and pupils

- Display lockdown drill information in every classroom alongside information relating to fire drills

Lockdown Arrangements

Partial Lockdown

Alert to staff: 'Partial lockdown'

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building. (There need to be a means of communicating the alert to duty staff at break times)
- All staff and pupils remain in building and external doors and windows locked
- Free movement may be permitted within the building dependent upon circumstances
- All situations are different, once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from 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 (whilst retaining a degree of normality) should the situation escalate.
- In the event of an air pollution issue, air vents should be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: 'Full lockdown'

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

Immediate action:

- All pupils return to base (classroom, tutor room or other agreed location eg sports/assembly/dining hall)
- External doors locked. Classroom doors locked (where a member of staff with key is present). Windows locked, blinds drawn, pupils sit quietly out of sight (eg under desk or around a corner)
- Register taken -the office will contact each class in turn for an attendance report
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

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

Examples of discreet communication channels will be:

Staff use of internal e-mail which they can access to await further instruction. Access can be made in a variety of means eg laptop, smartphone or tablet

The use of 'Parentmail/Parent Text Services' will be used to communicate instructions via text message.

