



ENERGY COAST UNIVERSITY TECHNICAL COLLEGE

LOCKDOWN PROCEDURE

2022-25

Approved: Governing Body

Signed: 

Date: January 2022

Date for Review: January 2025

Revision History:

| Revision History | | | |
|------------------|--------------|-------|--------------------|
| Revision | Date | Owner | Summary of Changes |
| 1 | January 2019 | CBT | New |
| 2 | January 2022 | CBT | Update |
| 3 | | | |
| 4 | | | |
| 5 | | | |

CONTENTS

| | |
|---|---|
| Rationale | 4 |
| Circumstances Triggering a Lockdown | 4 |
| Communication Between Parents/Carers and the School | 4 |
| Lockdown Procedure | 5 |

Rationale

Robust and tested school 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 and students in the school. Our procedures aim to ensure the safety of all students and staff at all times while minimising disruption to the learning environment. Lockdown procedures may be activated in response to any number of situations.

The purpose of these procedures is to provide instructions for staff and students in the event of an incident that requires whole school lockdown. These instructions should be read in conjunction with the school fire evacuation instructions and the school safeguarding policy.

Circumstances Triggering a Lockdown

The lockdown procedures are planned as a swift response to an immediate threat to the life and/or safety of members of the school community.

By their very nature, these threats will be unpredictable. An intruder may attack from any point and at any time of the day. Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site.

Communication Between Parents/Carers and the School

In the event of a lockdown, information will be communicated to parents/carers as soon as practically possible.

Parents/carers will be given enough information about what will happen so that they:

- are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety;
- do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers;
- do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- know to wait for the school to contact them about when it is safe for them to come get their children, and where this will be from;
- are aware of what will happen if the lockdown continues beyond school hours.

The school will also notify trustees in the event of a lockdown as soon as is reasonably possible.

Lockdown Procedure

In general, there are two main lockdown situations:

1. Lockdown with warning: The threat is outside the school building.
2. Lockdown with intruder: The threat or intruder is inside the school building.

1. Lockdown with Warning

The following procedures should be followed when the threat is outside of the school building:

- Principal, or member of the senior team, announces "lockdown with warning" and informs emergency services;

- Special attention should be paid to classes that are outside of the school building, such as playgrounds and ball fields;
- Lock exterior doors;
- Clear hallways, restrooms, and other rooms that cannot be secured;
- Secure and cover classroom windows;
- Move all persons away from the windows;
- Take attendance of students in each classroom;
- Teachers should take this list with them once they are directed to leave the classroom;
- Control all movement, but continue classes. Disable bells. Move on announcement only;
- Once the threat has subsided, the building administrator announces the agreed phrase.
- Emergency services directions followed.

2. Lockdown with Intruder

The following procedures should be followed when the threat or intruder is inside of the school building:

- Any member of staff announces “lockdown with intruder” and informs emergency services;
- All staff immediately direct all students, staff, and visitors into the nearest classroom or secured space;
- Classes that are outside of the building SHOULD NOT enter the building;
- Move outside classes to the fire evacuation site if safe or leave the site if not;
- Lock classroom/office doors;
- DO NOT lock exterior doors;
- Move people away from the windows and doors. Keep all students sitting on the floor, and turn off the lights;
- Take attendance of students in each classroom;
- Teachers should prepare to take this list with them once they are directed to leave the classroom;
- DO NOT respond to anyone at the door until the agreed phrase is announced;
- Keep out of sight;
- Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method. Instead, follow instructions from the Principal over the tannoy.
- When the threat is over/the intruder has left the building, the Principal announces the agreed phrase.
- Emergency services directions followed.

The Lockdown Procedure will be tested at regular intervals in the same way as fire drill procedures.