

Elveden C of E Primary Academy



Emergency Procedures

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Completed by: L. Rourke

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Signed:

Chair of Governors

Guidelines for Developing and Maintaining Lockdown Procedures for Elveden C of E Primary Academy, Elveden.

Introduction

Staff, children and visitors to the academy have the right to learn, work and be present in a safe and secure environment. However the possibility of a major incident of violence is a reality which cannot be overlooked. Everyone who spends any amount of time in the academy on a regular basis, needs to know how to protect themselves and how to protect our children and others in the event of a major incident or threat of school violence.

When to Lockdown

Terminology to be used

Terminology is very important. Plans should clearly identify when “Lockdown” versus other terminology is to be utilized. Terminology used to order a lockdown, should be plain language, clear and leave no misunderstanding as to what is expected. No secret passwords should be used.

“Lockdown”

Should **only** be used when there is a major incident or threat of danger to children and adults in the school.

“Hold and Secure”

Should be used when it is desirable to secure the school due to an on-going situation outside and not related to the school (e.g., a bank robbery occurs near the school but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

“Shelter in Place”

Should be used for an environmental or weather related situation, where it is necessary to keep all occupants within the school, to protect them from an external situation. Examples may include chemical spills, blackouts, explosions or extreme weather conditions.

Roles and Responsibilities

Clearly defined roles, responsibilities and expectations are critical in emergency situations.

Effective Practices

The Headteachers are responsible for overall planning, the final content of the plan, scheduling of drills, inviting police, fire and Emergency Medical Services and for the overall safety of staff and students.

Staff

School staff have the overall responsibility for the training, safety and well-being of students.

Children

Children are to practise the procedures to enable them to respond quickly to the direction of staff during a crisis.

Parents/Guardians

Parents and carers will be informed of this plan through the website, and should discuss with their children.

Floor Plans

Accurate floor plans are a key component of lockdown plans and are important (see Floor Plan Attachment)

Initiating Lockdown

Effective Practices

All staff (especially those working in the main office) are trained so that when information is received in the office of a situation requiring a lockdown, whoever receives that information, will immediately **sound the bell 4 firm times**.

Announcing the lockdown

- To announce a lockdown the **school bell will sound 4 times for 3 seconds**. There should be no hesitation in announcing the lockdown, and the decision to call the lockdown should be made immediately by whoever receives the call to the office and to contact all the appropriate emergency services and should not be delayed for the purpose of checking with other staff before announcing a lockdown.
- All staff and children in Fox and Badger class stay in classes and get down onto floor under tables. Red Deer class sit in a line in the main hall (under window) shutting all doors behind them and, if safe to do so, shut all blinds, please do this in a safe and controlled manner.
- All staff and children in Reception (Squirrel) class to congregate in toilet area of classroom shutting/locking all doors behind them and, if safe to do so, shut all blinds, please do this in a safe and controlled manner.
- Staff to ensure children stay calm.
- Keep movement to a minimum and not to be in sight of any windows or doors.
- If safe to do so, turn off all lights.

It is recommended that, before locking a door, staff should gather everyone in the immediate vicinity into their classroom or other secure area, but only if it is safe to do so. Once inside a secure area, staff and children should;

- stay away from doors and windows;
- close blinds;
- beware of sight lines;
- if there is a window in the classroom door, consider covering window;
- take cover if available (get behind something solid);
- remain absolutely quiet;
- teachers to take register/do head count
- No mobile phone use unless necessary to communicate regarding the incident. Mobile phones should be shut off or put on vibrate.

The goal is to make the classrooms appear vacant.

Procedures to end a Lock down

To conclude a lockdown the head will go from room to room. A visit from police/school staff will have some sort of an identification process so that the occupants of a locked room know in fact that whoever is giving them the all-clear, is in fact authentic. Bell to ring 4 times for 3 seconds.

Communication with Parents/Guardians/Community

Communication with parents, guardians and the community in general, is important so as to ensure a good understanding of lockdown procedures, without instilling fear.

Effective Practices-Parents will be informed of lock down procedures and will be encouraged to reinforce the importance of following staff direction under these circumstances. The school has 'grab bags' with emergency items to be used e.g. in the event of severe weather 'shelter in place' situations. The school will talk through this policy each 'start of year' to ensure a common understanding.

