



SMITHILLS SCHOOL

POLICY: LOCK DOWN (INVACUATION PROCEDURES)

TEACHER INFORMATION

1. LOCK DOWN (Invacuation) procedures are for armed intrusion, or when a person comes onto the Smithills School Site demonstrating their possession of a threatening weapon, eg knife or gun, or for a hostage situation.

OR

2. It is associated with needing to keep, and get, people inside to keep people away from a perceived danger.

3. The aim at all times is to:

- PROTECT LIVES
- MINIMISE RISK

4. A person who instigates the alarm activation shall be a member of the Serious Incident Management Team (SIMT).

Serious Incident Management Team

1. Principal
2. Vice Principal -1
3. Vice Principal -2
4. Vice Principal -3
5. Business Manager
6. HR Manger
7. Site Manger
8. Health and Safety Officer

5. There is a siren sound, ONE CONTINUOUS SIREN BLAST, distinctive from any other alarm sound.

6. There is a poster of the "Lock Down" procedures in every room / area of the school.

Written By: Business Manager/Site Team

Signed:  **Principal**

Date: July 2016

Approved on behalf of Governing Body:



Date: July 2016

For Review: September 2018



RESPONSIBILITIES

1. The CODE message, which is “LOCK DOWN”, will be texted to all members of staff.
2. The Siren/Procedure will be activated by a member of the SIMT or person delegated by a member of the SIMT
3. Principal / SIMT member will contact the POLICE on 999
4. All radio carrying members of staff will set their radio channels to Channel 3
5. Site Team Members will lock main doors to buildings and retire back to the Site Team Office and await instructions via the site radio system

TEACHER RESPONSIBILITIES

1. To supervise the safety of the children who arrive in your classroom/class area. Teachers do not need to account for their specific class.
2. Where possible in each building a staff member should be posted next to the telephone to relay messages. Landline phones to be used to a minimum during lock down. Obey only messages prefixed by “LOCK DOWN”.
3. Teachers once inside need to check that an adult is supervising all pupils. Some teachers may be on duty in another area of the school.
4. Teachers are responsible for making sure that the pupils stay in the room. Keep pupils inside buildings, away from windows and sitting down on the floor. There should be least movement and as little noise as possible around the school.
6. Teachers should encourage the students to remain calm.
7. If students are out on the East Yard or in an open space they are to move to the nearest indoor teaching area, including the Sports Hall.
8. If teachers are on yard duty they are to move students to the nearest indoor teaching area.
9. If a continuous siren blast occurs during a break / change over all staff and pupils should move if possible to the nearest indoor teaching area.

LOCK DOWN (INVACUATION) PROCEDURE
CLASS ROOM POSTER



WHEN STAFF RECEIVE THE CODE MESSAGE “LOCK DOWN” on their Mobile phones or landline, followed by a CONTINUOUS SIREN BLAST, STAFF and STUDENTS

WILL:

- Remain calm - If outside move to the nearest room or building.
- Stay in the room.
- Stay down on the floor and away from windows.
- Turn lights and equipment off
- Do not leave the room to investigate
- Ensure external doors are locked
- Wait until contacted by the SIMT for your details.

Staff are responsible for ensuring that the pupils who arrive in their classroom/area

MUST STAY IN THE ROOM.

Remain in position until you receive an all clear signal or message from the SIMT

Explicit phrase to precede all instructions is “LOCK DOWN”

LOCK DOWN PROCEDURE (INVACUATION)

1. When conditions outside are unsafe, the Principal or a member of the SIMT will take responsibility and cause the activation of the Lock Down Procedure.
2. Principal / delegate will activate a CONTINUOUS SIREN BLAST.
3. A Text message stating ‘LOCK DOWN’ will be sent to all staff
4. The Principal / delegate will contact the POLICE on 999
5. Site Team Members and identified staff will turn their personal radios to Channel 3.
6. lock all external doors and gates
7. Site Team and wardens will gather in site team office and await instruction via personal radio or office landline.
8. IT Department to ensure that ALL Maglock Doors are operational and closed
9. Monitor the main entrances into buildings (Where possible by CCTV)
10. Unlock doors and gates when the Lockdown/Invacuation has ended.
11. Principal / delegate will notify all staff that the “LOCK DOWN” has finished.



Management of Pupils

GUIDELINES	
1.	
2.	
3.	
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