



*Nurture-Believe-Inspire-Achieve*

**Danson  
Primary  
School**

# **Lockdown Procedure**

October 2020

Plan	
<b>Staff responsibilities</b>	
<b>Head Teacher</b>	<i>L Casey make contact with emergency services and the Local Authority</i>
<b>Other staff members</b>	<ul style="list-style-type: none"> <li>• <i>Deputy Head Teacher: L Hunter: communicate with SLT and staff.</i></li> <li>• <i>Assistant Head Teacher: S Sangani: communicate with Upper KS2 staff.</i></li> <li>• <i>SLT members L Davis/O Young/J O'Hara: communicate with LKS2/KS1/EYFS.</i></li> <li>• <i>Office Manager: M Stevens: communicate with parents.</i></li> <li>• <i>Office Admin assistants: B Stagg/E O'Boyle: communicate with cleaning staff and MDM staff.</i></li> <li>• <i>Teachers and support staff: stay with pupils.</i></li> <li>• <i>Site Manager: B Mitchell: ensure all access points are secured.</i></li> </ul>
<b>Signals</b>	
<b>Lockdown signal(s)</b>	<ul style="list-style-type: none"> <li>• <i>Dedicated 'lockdown' alarm tone (e.g., 5 10-second bursts of school bell)</i></li> <li>• <i>Internal message systems on phone system.</i></li> <li>• <i>Pop up on employee computers or internal messaging systems</i></li> <li>• <i>Word of mouth.</i></li> </ul>
<b>All clear signal</b>	<ul style="list-style-type: none"> <li>• <i>Separate pips fire alarm bell alarm tone.</i></li> <li>• <i>Internal message systems on phone system.</i></li> </ul>
<b>Evacuation signal</b>	<p><i>Fire Alarm Bell Noise to evacuate the school. Staff to make their way to fire evacuation points. (Playground + Field)</i></p> <p><i>If this is too close in proximity-Move to BG.</i></p> <p><i>If this is too close in proximity-Move to St John's Church.</i></p>
<b>Lockdown</b>	
<b>Assembly points</b>	<p><i>Classrooms,</i></p> <p><i>Office-If untenable-Head Teacher's office.</i></p>
<b>Entrance and exit points</b>	<p><i>Site Staff secure all perimeter gates</i></p> <p><i>Staff-Secure all perimeter doors</i></p> <p><i>Class Teachers-Close all windows/shut blinds/barricade classroom doors.</i></p>

	<i>Site staff disengage vent system.</i>
<b>Bringing pupils inside</b>	<p><i>Winter time-Pupils brought in from playgrounds-Use procedure for entering the building.</i></p> <p><i>Summer time-Pupils brought in from field-Use procedure for entering the building.</i></p> <p><i>Pupils who are currently in the building remain in the building and make their way to their classrooms.</i></p> <p><i>Alarm will be activated to inform staff that Lockdown Procedure has been triggered.</i></p> <p><i>Orange Laminated Cards will be kept in First Aid kits that can be held up to inform staff visually that the lockdown procedure has been triggered.</i></p> <p><i>Pupils are directed by members of staff to move towards their assembly point in single file and move quickly and sensibly into the school building.</i></p> <p><i>Class Teachers and Year Group Leads will track pupils entering the building?</i></p> <p><i>Pupils will be reregistered by class teachers on laminated registers and any changes reported to SLT/Office.</i></p>
<b>Steps to increase protection from danger</b>	<ul style="list-style-type: none"> <li>• <i>Lock and screen doors</i></li> <li>• <i>Position children away from sightlines from external doors and windows, for example under a desk</i></li> <li>• <i>Turn off lights and monitors</i></li> <li>• <i>Ensure mobiles phones and electronic devices are on silent, or turned off</i></li> </ul>
<b>Internal communication</b>	<i>Staff will be contacted using snow tree messaging system that has an allocated emergency defined user group.</i>
<b>Communication with parents</b>	<p><i>A combination of text and email for communication.</i></p> <p><i>Ensure to inform parents not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.</i></p>
<b>Additional notes</b>	<p><i>Any pupils with PEEPS will be accommodated for based on their individual risk assessments.</i></p> <p><i>Pupils with EHC plans will be evacuated with the designated adult to support them.</i></p> <p><i>Ensure to follow advice from the emergency services and the LA.</i></p>