

Lockdown Information and Actions

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

Signals

Alarm or signal for lockdown shelter	Voice warning ‘This is not a drill, this is a lockdown’
Signal for stand down / all-clear	This will not be broadcast but will be communicated to each class teacher individually.

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Headteacher	01233 877046 or 01580 854641
Deputies	Office Administrators, Progress & Engagement Guides	
Communications Officer	Executive Headteacher via Office Administrators	

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms most suitable for lockdown

1 Individual classrooms – blinds drawn closed, pupils under tables and away from windows and doors. Doors closed.

2 Upper classrooms – if directed by the Incident Control Officer or senior person on site as a result of assessing the risk posed. Blinds drawn closed, pupils under tables and away from windows and doors. Doors closed.

3. Medical room (Belle Vue) – if directed by the Incident Control Officer or senior person on site as a result of assessing the risk posed. No external walls and serves as a stronghold. Door closed and locked.

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Mobile phones – staff will utilise personal mobile phones. All mobile phones to be on SILENT and communication should be by text message unless directed otherwise.

Instant messaging / email – via SharePoint/ 365 Tenant services. All staff have individual email addresses and should log on to their email if a lockdown is instigated once their pupils are safe.

Other – social media – Staff should NOT post anything on social media or otherwise respond to social media reports or requests. Office Administrators will circulate a message to all parents, carers and care givers regarding the lockdown. Any member of staff receiving messages or requests for updates should pass these to the Office Administrators in order that a coordinated and consistent response can be provided.

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre).

Name of venue	(Belle Vue) St Dunstan's Church (Cornfields) Willesborough Baptist Church
Contact name	(St Dunstan's) Julia Warmon, Parish Administrator (Willesborough) Mark Hirst, Lead Pastor
Contact telephone number	(St Dunstan's) 01580 715861 (Willesborough) 01233 632739
Useful info such as distance from school, directions, capacity, opening hours	
St Dunstan's church is opposite Belle Vue and is broadly open during school hours. Willesborough church is 1/3 mile from Cornfields and is broadly open during school hours.	

Other useful contacts:

Name	Emergency Contact Number
Emergency Services	Wherever possible, contact with the emergency services should be via the Incident Control Officer or Deputies. If it is necessary to contact the emergency services directly, the Incident Control Officer should be informed as soon as possible.
Kent Police	101 – in the event of an emergency a pre-recorded message will give details of a dedicated line for lockdown issues.
NHS	111 – medical triage and advice. 111 call-centres are also staffed by qualified nurses who can provide specialist advice in circumstances where leaving the school may not be an option

Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows	
Close windows / blinds	
Turn off the lights, fans (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under desks, and away from windows	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured students, staff and visitors	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	
Email / Text message to be sent to all parents/carers/care givers at the direction of the Incident Control Officer.	