



# The Clere School

## Invacuation Procedure (Lock Down)

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Approved by: Headteacher	Reviewed By: School Business Manager

### Introduction

In rare circumstances, when the aggressive or hostile behaviour of an individual on the site creates a threat to pupils or staff, or any off-site emergency requires school staff and pupils to remain indoors, it may be necessary to “lock down” the buildings. A lock down is defined as “the immediate retention of all personnel on site in the rooms they are currently residing, together with the mustering of any individuals who are outside in the nearest supervised room, on the sounding of a specific school bell pattern”

Tutors must ensure that their Tutees are aware of the purpose of lock down and that they are familiar with the procedures.

### 1 Procedures

#### 1.1 Decision to Lock Down

This will be taken by the Headteacher or in his/her absence by their Deputy Headteacher, in conjunction with the Senior Leadership Team and the Site Team. The emergency may be communicated to the school by the police or fire-brigade advising that all personnel should move and remain indoors.

At this point, the appropriate emergency services and external agencies will be informed of the situation that has prompted the decision to lock down.

#### 1.2 Communicating the Decision to Lock Down

The decision to lock down will be indicated by the **extended intermittent ringing of the school bell**.

Once the alarm has been raised then the school bells will be switched off until after the emergency has completed.

#### 1.3 Action to be taken by Staff

**The Senior Leadership Team will:**

- Establish a command post in the Headteacher and Business Manager offices.
- Make sure that the school bells are switched off.
- Check that the fire alarm has been set to silent.
- Quickly patrol the school grounds to ensure that all personnel are inside and the perimeter is secured with gates shut and locked.
- Liaise with the emergency services.
- Establish patrols of the corridors to ensure all other staff and pupils remain clear.
- Once the ‘all clear’ has been declared the SLT will communicate this, in person, to all other areas of the school.

**All Staff should:**

- If not teaching and if safely possible, move immediately to relieve a member of SLT, who is teaching, to enable them to monitor the emergency response.
- If not already in a classroom and if the situation allows, check the immediate vicinity to find a room where a member of staff is not already present. Immediate vicinity can be defined as the same corridor or floor.
- Ensure that they stay in their classroom with their students.
- Instruct any students they see out of a room to enter their room immediately irrespective of the year group/subject concerned.
- Staff should list all the people who are in their room and then pass the list of names to the Admin Office by sending an email to [admin@clere.hants.sch.uk](mailto:admin@clere.hants.sch.uk) to confirm staff and pupils' location.
- Shut the door and windows.
- Ensure they stay in their office/work area, instructing all in the room to remain clear of doors and windows.
- Be very cautious in answering any communication that comes through to them as it may not be from a school contact.
- Maintain a calm, professional and orderly work environment within which students continue to work.
- Await further instructions.

**Staff will not:**

- Use their own personal phones to make any form of internal or external contact.
- Allow the use of mobile phones or social media by pupils.
- Independently decide that the lock down situation has ended - this will always be advised, in person, by a member of the SLT.

**Pupils:**

- If already in a classroom pupils should remain where they are.
- Pupils outside of a classroom will move as quickly as possible to a classroom. This should not necessarily be the nearest to external doors as these are likely to quickly become full, use of the next adjacent classroom should be considered if the first is already overcrowded.
- Pupils should remain quiet throughout the period of emergency.
- Pupils should not use mobile phones or social media in order to prevent any useful information falling into the wrong hands.

**1.4 Ending the Lock Down**

The Headteacher, in consultation with the SLT and Site Staff will monitor the situation and decide when it is safe to end the lock down.

Members of the SLT will then visit all areas to confirm the end of the lock down.

**1.5 Actions in the event of subsequent fire alarm**

There is a possibility that any intruder(s) may initiate a fire alarm in order to cause staff and pupils to evacuate the buildings thus defeating the objectives of the lock down procedure. In order to prevent false evacuation the fire alarm will be set to silent and the fire alarm panel monitored by a nominated member of staff during the emergency. In the event of the fire alarm being initiated a member of SLT will check the area where fire is indicated and will issue instructions to evacuate as appropriate. If necessary, then the fire alarm will be set to ring. The school will then follow normal fire evacuation procedures.

**2. Training**

In order to confirm the procedures and ensure that pupils and staff are aware of the requirements, a practice lock down will be staged annually.

**3. Reviews of the Procedure**

Following each incident, the SLT will consult staff, review the outcomes and, where appropriate, amend the procedures.