

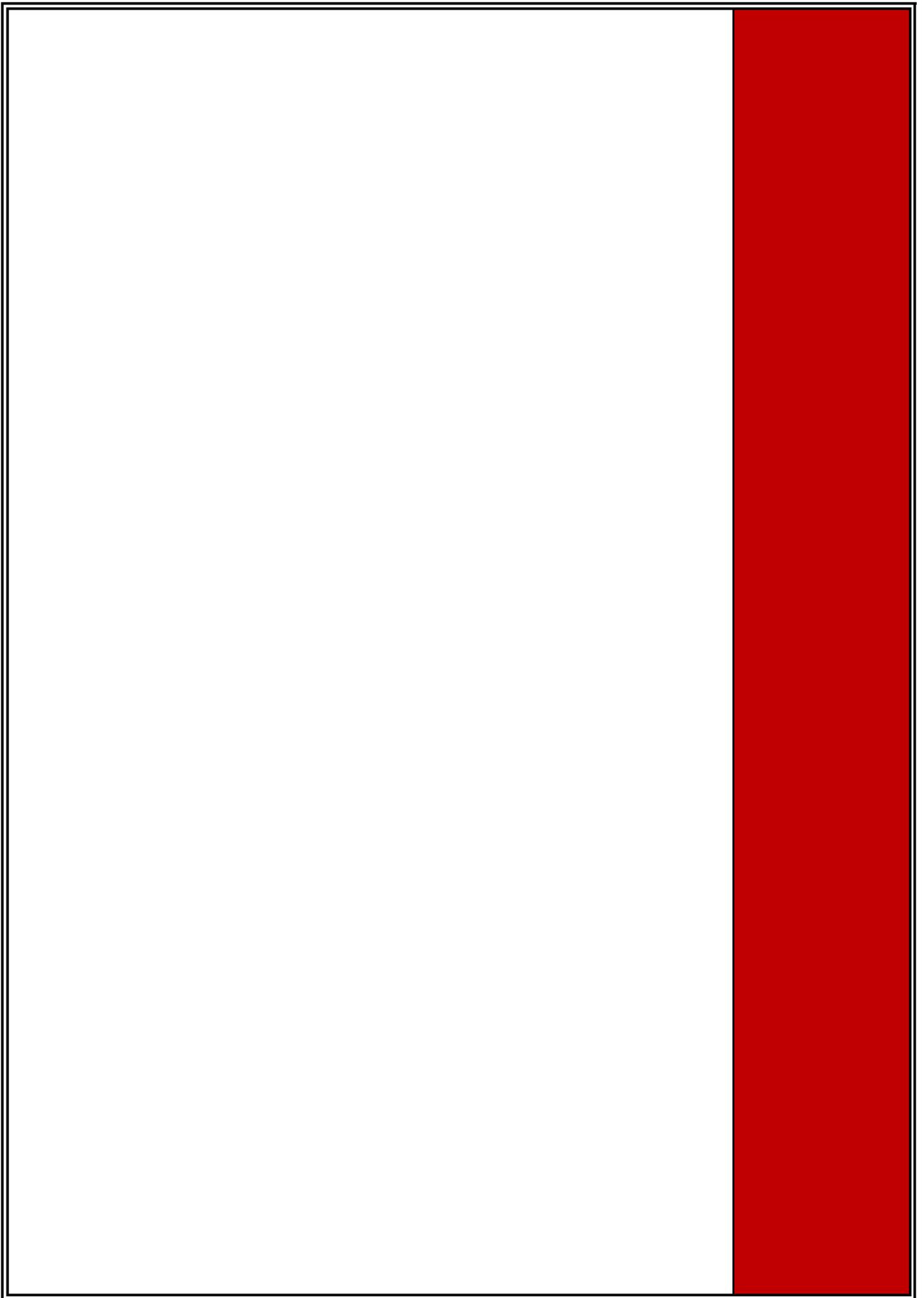


**Lings Primary School**

**Guidance for Lockdown Procedures  
(including bomb threats)  
Business Continuity Plan**

Document updated: 30<sup>th</sup> June 2023

**Lockdown Procedures Guidance**



| <b>Version</b> | <b>Date</b> | <b>Author</b>  | <b>Changes</b>      |
|----------------|-------------|----------------|---------------------|
| 1              | 29.03.21    | Adrian Cook    | First produced      |
| 2              | 30.06.23    | Angela Manning | Revision and review |
|                |             |                |                     |
|                |             |                |                     |

## 1. THE PURPOSE OF THE LOCKDOWN PROCEDURES

- 1.1. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.
- 1.2. Lockdown procedures may be activated in response to any number of situations, but some of the more typical situations might be:
  - A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
  - An intruder on the school site (with the potential to pose a risk to staff and pupils)
  - A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud, Chemical spill etc.)
  - A major fire in the vicinity of the school
  - The close proximity of a dangerous animal roaming loose

## 2. PROCEDURES AT LINGS PRIMARY SCHOOL

- 2.1. Lings Primary School has robust control into the building with thumb turn locks being fitted to all final exit doors. When the doors are locked, they cannot be accessed from the outside with the exception of the main entrance. The main entrance can be accessed into the foyer area, but access control restricts access to the rest of the school. It is essential that staff ensure access doors are closed unless they are outside with pupils.
- 2.2. The school's most vulnerable point is the front entrance and windows to admin and headteacher's office as this is not protected by fencing. Admin teams are vigilant against intruders and have processes for gaining assistance if required. The main entrance security doors are controlled by a keypad with a secure code. The entrance is manned by the admin team who also have access to the security door release button.
- 2.3. It is still highly unlikely that a LOCKDOWN situation will occur, but we must have a simple process in place just in case.
- 2.4. **Any member of staff is empowered to initiate a LOCKDOWN should they consider it necessary without delay.** The Head teacher, Senior Leadership Team (SLT), SBM, Site Supervisor and Designated Safeguarding Lead should be informed as soon as possible of the possible threat and need to lockdown. However, where staff have serious concerns for the safety of those on the school site any member of staff is empowered to initiate a LOCKDOWN.

### 3. SIGNAL FOR LOCKDOWN

The signal for LOCKDOWN will be verbally communicated via staff relay up/down the premises. Once the Headteacher and SLT have assessed the situation, calls will be made to nominated members of staff across the school site (including the KS2 building) to start initiating lockdown procedures.

Initial lockdown arrangements:

- Headteacher, SLT, SBM, Site Supervisor and DSL assess the possible identified threat and if required initiate lockdown procedures.
- All pupils, teaching and support staff to return to classrooms (if safe to do so). If it is considered that pupils will be safer dispersing and getting off site staff are empowered to make that risk assessment.
- All pupils should be accounted for through taking a register
- Admin teams collect staff and contractor registers and account for them
- All staff are responsible for locking external doors and shutting/locking windows and drawing blinds.
- SLT and caretaker, if on site, to meet at Heads office

**If someone has been taken hostage on the premises, the school site should be fully evacuated where it is safe to do so.**

### 4. PARTIAL LOCKDOWN

*This may be as a result of local reported incident in the community, for example local disturbance or air pollution etc., or a lone intruder on site not displaying any particular signs of aggression and no visible weapon.*

Alert to staff – **PARTIAL LOCKDOWN**

- All external activities cease, and pupils moved back into building/classrooms.
- External doors and windows shut and locked.
- All staff and pupils remain inside with external doors and windows locked, staff movement through building may still be permitted if advised by SLT, pupils only to leave classrooms where supervised.
- SLT will undertake an ongoing risk assessment based on advice from the emergency services.

*Partial lockdown is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality, eg continuing with work in class) should the situation escalate.*

## 5. FULL LOCKDOWN

*This may be as a result of an immediate threat to the academy or as an escalation of a partial lockdown.*

Alert to staff – **FULL LOCKDOWN**

- All pupils teaching and support staff return to classrooms
- External doors and windows shut and locked
- Classroom doors blocked as best possible
- Headcount/register taken
- Blind closed where in place and door window covered.
- Pupils and staff sit at their desks.
- All stay in these positions until given the all clear

## 6. IMMEDIATE SITE EVACUATION

6.1. If it is considered that the best option for the safety of staff and pupils is to evacuate the site at any point either in response to an incident or during a partial or full LOCKDOWN, for instance if there are intruders on site causing harm, the Headteacher will communicate this to relevant staff. He/she will then start the movement of persons to the school evacuation point which is Woodvale Primary School, Crestwood Road.

6.2. At this point, staff must attempt to get all pupils out of the building and off site as quickly and safely as possible. If the emergency services are in attendance, they will coordinate the exit. If the emergency services are not on site, the class teachers and teaching assistants must make sensible decisions about when to leave and which route to take.

**6.3. On being notified of the need to leave the site, all staff must immediately get pupils out of the building and away from site in the safest possible way making dynamic decisions as they go.**

## 7. COMMUNICATION TO STAFF

7.1. On being notified of a **PARTIAL LOCKDOWN, FULL LOCKDOWN** or **EVAC**, key staff must undertake the relevant procedures until all staff have been made aware of the situation.

7.2. Staff should regularly be reminded of the LOCKDOWN and EVAC procedures

## 8. COMMUNICATION TO PARENTS

- 8.1. School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.
- 8.2. In the event that LOCKDOWN or EVAC procedures are initiated, parents should be informed as soon as is practicable only on the authority of the Headteacher, designated deputy or on the advice of the emergency services. Where possible regular communication of accurate information should be communicated to alleviate undue anxiety.
- 8.3. Parents should be given enough information about the school procedures so that they:
- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
  - Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
  - Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
  - Wait for the school to contact them about when it is safe to collect their children, and where this will be from.
- 8.4. The communication with parents needs to reassure them that the school understands their concern for their children's welfare and that everything possible to ensure their children's safety, will be done.
- 8.5. However, it may also be prudent to reinforce the message that if the school is in a full lockdown situation the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out. Parents may not be able to contact the school in these circumstances.
- 8.6. If an evacuation is required, parents must be made aware of the arrangements for picking up their children and the need to **not** remove pupils from site until informed by staff that it is safe to do so.

## 9. BOMB THREATS

- 9.1. Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. It is important that staff receiving the call know what questions to ask the caller so they may pass on as much information as possible to the Police. (see attached template appendix 1)
- 9.2. On receiving a bomb threat, the member of staff should report the call immediately to the police, and then notify the Head teacher or the designated deputy.

- 9.3. In all situations involving bomb threats the Police will take control of the situation and make recommendations to the Headteacher or designated deputy. The advice may be:
- To remain within the building in which case FULL LOCKDOWN procedures should be followed in the absence of any other specific guidance from the emergency services
  - To instruct staff and children to evacuate the building, in which case **EVAC** procedures should be followed in the absence of any other specific guidance from the emergency services. In this situation, it may be necessary to move away from the fire evacuation points given their proximity to the building and relocate to the school field. This would allow relocation to an off-site evacuation point, via the gate leading to Hangerfield Court, if required.
- 9.4. Where the decision is taken to evacuate the site due to a bomb threat, the headteacher will communicate the decision and organise for all persons to evacuate to the offsite evacuation point, Woodvale Primary School. At this point, staff must attempt to get all pupils out of the building and off site as quickly and safely as possible. If the emergency services are in attendance, they will coordinate the exit. If the emergency services are not on site, the class teachers and teaching assistants must make sensible decisions about where to take pupils once off site if the normal assembly point is not safe. In the absence of alternative advice, normal fire evacuation procedures should be followed.
- 9.5. Where it is safe to do so staff should make a quick visual check as they exit the area to see whether there appears to be any items that are not familiar.

## **10. SUSPECT PACKAGES**

- 10.1. The likelihood of a school receiving a postal bomb or suspected biological/chemical package is very low, however, staff should be aware of the immediate steps to be taken if they receive a suspect package or come into contact with a biological or chemical substance.
- 10.2. Where staff receive suspect packages then the guidance in Appendix 2 should be followed.

## **11. INFORM THE NPAT TRUST OFFICES**

- 11.1. When it is safe to do so, contact the Central Office of the Multi Academy Trust on 07741 654181 to inform them of the situation (see attached emergency contact numbers).

## LOCKDOWN PROCEDURE

| Action   | Tick |
|--|------|
| <p><b>1.</b> Stay calm and start the alert procedure to make staff aware that a lockdown is required. This is done by notifying the Headteacher or SLT.</p> <p>A dynamic decision will then be made by the Headteacher, SLT, SBM, DSL and Site Supervisor on how to proceed following the report of a potential threat.</p> <p>Phone calls will then be made to the family support/safeguarding team (main building), Tony, Gemma, Emma (KS2 building) to make them aware of the situation and to start lockdown procedures.</p> <p>They will also be asked to turn on emergency walkie talkies for future updates.</p>  |      |
| <p><b>2.</b> All pupils, teaching and support staff to return to classrooms (if safe to do so). Ensure all windows, blinds and doors are closed and locked where possible. Door glass to be covered where possible. All teaching staff to be responsible for locking doors and windows and closing blinds in their own classrooms as detailed below:</p> <ul style="list-style-type: none"> <li>• EYFS- 3 doors within EYFS area</li> <li>• Year 1- Door within classrooms and one within toilet area.</li> <li>• Year 2- Door within classrooms and 1 shared exit door within cloakroom area.</li> <li>• Recording studio to be checked by Year 2 teaching staff.</li> <li>• Family support rooms and exit door immediately outside to be checked by family support team.</li> <li>• Admin team to lock front door and check headteachers office, SBM's office and final exit door in photocopier area.</li> <li>• Admin team to check and lock hall doors if the area is not in use.</li> <li>• Year 3- Lock classroom exit doors and corridor exit door adjacent.</li> <li>• Year 4- Lock classroom exit doors, corridor exit door, dance studio, and exit door at bottom of staircase.</li> <li>• Year 5- Ensure emergency exit by fire escape external evacuation staircase is locked</li> <li>• Year 6- Ensure emergency exits into Environmental Area and roof terrace are locked.</li> </ul> <p>Ensure all personal mobile phones are on silent and ask pupils to sit calmly and wait for further advice.</p> <p>All pupils should be accounted for through taking a register.</p> |      |

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| <p>SLT will undertake an ongoing dynamic risk assessment based on advice from the emergency services.</p> <p><b>If it is considered that pupils will be safer dispersing and getting off site, staff are empowered to risk assess that situation and act accordingly. This would be completed by using the closest exit, leaving the site via the closest gate and relocating to a safe area, or the off-site evacuation point, Woodvale Primary School.</b></p>   |  |
| <p><b>3.</b> If persons are not in the classroom e.g., outside during PE, then a risk assessment should be completed to assess whether it is safe to return to the building or whether dispersing externally would be more appropriate.</p> <p>If all persons are located in the hall for assembly, then the headteacher and SLT will dynamically assess the situation as to whether it is safer to stay within the building or to relocate, taking into account the type and location of threat highlighted.</p>  |  |
| <p><b>4.</b> Key staff make call to emergency services to inform and ask for assistance, giving as much detail as possible about the situation.</p> <p>Trust Central Team to be made aware of the situation when situation allows, and immediate threat is over.</p>   |  |
| <p><b>5.</b> Stay in the classrooms area unless advised to move from these areas by the emergency services or person in charge of incident. If it is not safe to stay in this area then follow the run, hide, and tell guidance.</p> <ul style="list-style-type: none"> <li>• Run to a place of safety</li> <li>• Hide in a safe place</li> <li>• Tell the emergency services of the escalating situation.</li> </ul> <p>*Note, this should only be done as a last resort in the instance of an intruder entering the building, and it is possible to do so.</p> <p>If the need to evacuate the building arises, staff and pupils should attempt to leave the site and relocate to the offsite evacuation point, Woodvale Primary School. Safe refuge should be sought until further advice can be gained.</p> |  |
| <p><b>6.</b> Ensure you follow all emergency service guidance throughout the lockdown and only leave the area/ building once they have ensured the area is safe.</p>   |  |
| <p><b>7.</b> After the incident, ensure that all pupils and staff are de-briefed and decide on whether to return to class or send pupils home.</p> <p>Contact parents to inform them of the incident and confirm all persons are safe. Social media could mean some parents already know, but ensure this is communicated following the incident.</p>  |  |

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| <p><b>8.</b> Offer support to staff and pupils following the incident with open dialogue. Provide specialist support where required.</p> |  |
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## BOMB THREAT PROCEDURE

Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. It is important that staff receiving the call know what questions to ask the caller so they may pass on as much information as possible to the Police.

### Possible actions/ prompt card

| Action  | Tick |
|---|------|
| 1. Stay calm  |      |
| 2. Let them finish the message without interruption. Try to record <u>exactly</u> what they say, especially any codeword they might give<br><br><b><u>Message:</u></b>  |      |
| 3. Make a note of: <ul style="list-style-type: none"><li>• The exact time of the call:</li><li>• The caller's sex and approximate age:</li><li>• Any accent the person has, or any distinguishing feature about their voice (e.g., speech impediment, state of drunkenness)</li><br/><li>• Any distinguishable background noises:</li><br/><li>• Phone number on screen if available:</li></ul> |      |
| 4. When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: <ul style="list-style-type: none"><li>• Where is the bomb?</li><br/><li>• What time is it due to go off?</li></ul>  |      |

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|---|--|
| <ul style="list-style-type: none"> <li>• What does it look like?</li> <li>• What will cause it to explode?</li> <li>• Why are you doing this?</li> <li>• What is your name?</li> <li>• What is your address?</li> <li>• What is your telephone number?</li> </ul>   |  |
| <p><b>5.</b> Dial 1471 – you may get the details of where the phone call was made from, especially in the case of a hoax caller</p>   |  |
| <p><b>6.</b> Report the call to the police and the Head teacher/ nominated deputy immediately. In the extremely unlikely event that there was a codeword with the message, and the location of the bomb was given as a location other than the school, follow the same procedure – report the call immediately to the police, and then notify the Head teacher.</p> |  |

### Guidance on suspect packages

The likelihood of a school receiving a postal bomb or suspected biological/chemical package is very low, however, you should be aware of the immediate steps to be taken if you receive a suspect package or come into contact with a biological or chemical substance.

Postal bombs or biological/chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including but not restricted to almonds, ammonia, or marzipan
- Discolouration, crystals on surface or any powder or powder-like residue on the envelope or wrapping (suspect biological/chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping
- There may be poor handwriting, spelling, or typing
- It may be wrongly addressed, or come from an unexpected source
- No return address or postmark that does not match return address
- There may be too many stamps for the weight of the package

If you suspect that a letter or a package may contain a bomb:

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| Stay calm  |   |
| Put the letter or package down gently and walk away from it<br>DO NOT PUT THE LETTER OR PACKAGE INTO ANYTHING (INCLUDING WATER) AND DO NOT PUT ANYTHING ON TOP OF IT |   |
| Ask everyone to leave the area (including classes if necessary)  |   |
| Notify the police and the Headteacher/nominated deputy immediately<br>DO NOT USE MOBILE PHONES OR SOUND THE ALARM USING THE BREAK GLASS CALL POINTS                  |   |

If you suspect that a letter or a package may contain a biological or chemical threat:

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| Stay calm   |   |
| Do not touch the package further or move it to another location   |   |
| Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination |   |
| Notify the Headteacher/nominated deputy immediately   |   |

The Headteacher/nominated deputy should then:

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| Notify the police immediately on 999   |   |
| Ensure that any air conditioning system in the building has been turned off, and that all doors (including internal fire doors) and windows have been closed |   |
| Evacuate the building, keeping people away from the contaminated room as far as possible   |   |
| Keep all persons exposed to the material separate from others and available for medical attention  |   |
| If anyone is experiencing symptoms of chemical exposure (e.g., streaming eyes, coughs, and irritated skin) seek medical attention immediately                |   |

If **anyone** believes they have been exposed to biological/chemical material, they should be encouraged to:

- Remain calm
  - Do not touch eyes, nose, or any other part of the body
  - Wash your hands in ordinary soap where facilities are provided
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## MAT Emergency Contact Numbers

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In the event of an emergency please contact a senior member of the MAT as soon as possible on one of the numbers below.

**CEO: Julia Kedwards**

Office – 07741 654181 (main office)

Mobile – 07917 834427 (work mobile)

**Operations Manager: Julie Ricketts**

Office – 07741 654181 (main office)

Mobile – 07595 244940 (work mobile)

**HR: Julie Ricketts**

Office – 07741 654181 (main office)

Mobile – 07595 244940 (work mobile)

**Finance: David Gibson**

Office – 07741 654181 (main office)

Mobile – 0776 6011391 (work mobile)

**H&S Advisors- Adrian Cook, YMD Boon**

Office – 01858 464482 (main office)

Mobile: 07341 865521

**Site Supervisor – Martin Uranie**

Mobile – 07554 531786

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## Directions to Woodvale Academy

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The map below gives directions to Woodvale Academy, our off-site evacuation point.

Staff and pupils will get to Woodvale by walking down Lings Way and turning left into Crestwood Road.

