Lockdown Procedures

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES
Principal or Deputy Principal	*Initiate the lockdown process.* *Press the panic button in reception or contact emergency services* *Send out an alert to all staff using the All Staff WhatsApp Group – LOCKDOWN IN PROCESS* *Using impero take over all computers- LOCKDOWN IN PROCESS* *Send LA email to alert critical incident in progress* *Contact parents when safe to do so.*
Attendance Officer Business Manager	*Use impero (when requested by the Principal or Deputy Principal) 'Lockdown in progress'*
Teachers and support staff	*Sound personal panic alarm if none have been sounded.* *Keep students in the nearest classroom or other place of safety* *Lock the door, turn off the lights, turn off the computer monitor, close any blinds, hide students on the floor away from any windows.* *Keep students silent.* *Take register*

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
• *All Staff WhatApp Message 'LOCKDOWN IN PROGRESS'* • *Impero control over all computers in the building 'LOCKDOWN IN PROGRESS'* • *First staff members to see lockdown in progress initiate personal alarms to notify those that may not have seen messages*	• *All Staff WhatsApp Message sent by the Principal/Deputy Principal ALL CLEAR* • *Computer screens say ALL CLEAR* • *Senior staff go round everywhere to ensure all staff and students have the ALL CLEAR signal*

Security lockdown plan

Our safe assembly points	*Staff and students should stay in the closest classroom/office.* *In the event of lockdown due to pollution/gas cloud then it may be more appropriate for students and staff to be moved to the main hall as there are fewer windows.*
Secure entrance and exit points	*All doors and gates must be locked and all windows closed.*

Bring students inside	*If students are outside and it is safe to do so, then they should be brought inside and moved to a room where the doors/windows can be locked.* *In the event of an intruder being in the building then it may be safer to keep students outside and move them away from the building to a safe location.*
Steps to increase protection	• *Lock doors and close blinds if available* • *Position students away from view from external doors and windows – for example, under a desk* • *Turn off lights and monitors* • *Make sure mobiles phones and electronic devices are on silent, or turned off – student phones should be turned off, staff should keep their phones on silent but keep checking them as this is the main form of communication during the lockdown* • *Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution)* • *Cover windows and air vents (if the risk is pollution or a gas cloud)*
Internal communication during a lockdown	*WhatsApp and All staff email will be used to communicate with all staff during a lockdown* *Wherever possible, use silent communications and keep noise to a minimum, especially if intruders are close by.*
Communication with parents during a lockdown	*Parents will be contacted, via BROMCOM message when it is safe to do so. Consideration should be given to the most appropriate time to sendthe message.* *Parents should be advised not to call the UTC, as this will tie up phone lines that would be used to contact emergency services, and not to come to the school.*
Evacuation plan, if needed Remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.	*Evacuation of the building, in the event of a hostile intruder, should only take place as a last resort. Should the fire alarm sound during the lockdown, all staff and students should remain where they are until confirmation is received from the Principal/Vice Principal, via All Staff LOCKDOWN WhatsApp and All staff email, that evacuation is necessary.* *Should evacuation become necessary staff and students should make their way to an alternative place of safety, such as the library or council offices.*

Security lockdown drills	*Lockdown drills will take place during INSET or TWILIGHT sessions and once a year with students.* *The lockdown process will be explained to students via assemblies. Parents will be informed via letter that Lockdown Procedure have been implemented and drills will take place yearly.*

Lockdown drill action check list

Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practice going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

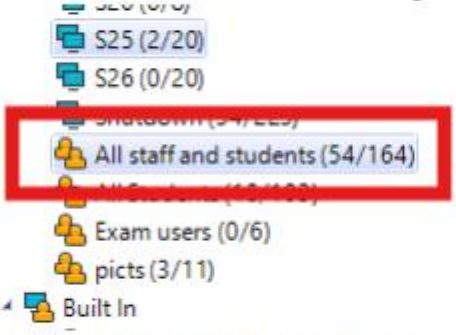
Step	Time	Signed
Send Whatsapp message to ALL STAFF group- LOCKDOWN IN PROGRESS		
Impero message- LOCKDOWN IN PROGRESS		
Sound panic alarm if you have not heard it		
Press the panic button and then Dial 999 and alert emergency services (only in the event of an ACTUAL lockdown)		
Direct all students, staff, parents and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for students, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all students, staff, parents and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured students, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		

IMPERO INFORMATION

Sending a message to all users using Impero Console

1. Open the Impero Console, using the shortcut on the desktop

2. Enter the password if required, which is @ENLUTC19
3. Click the "All staff and students" group on the left:



4. Click the "Action" button in the top toolbar:

5. Click the "Send Message" button in the sub-toolbar underneath: