

Greenmount Primary School

Lockdown and Invacuation Procedure

Lockdown or Invacuation is the response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils. Procedures should aim to be a sensible, calm and proportionate response, keeping disruption to a minimum.

Lockdown procedures may be used in response to any number of situations, but some of the more typical may be:

- A reported incident / civil disturbance in the local area (with the potential to pose a risk to staff and pupils)
- An intruder on the school site (with potential to pose a risk to staff and pupils)
- A warning being received regarding a risk of air pollution in the local area (smoke plume, gas leak etc.)
- A major fire near the school.
- A dangerous dog roaming near the school or a dog being loose in the school grounds.

Signals	
Signal for lockdown:	Change over bell rings for longer than 30 seconds.
Signal for all clear:	In person / via telephone

Lockdown	
Rooms most suitable:	Classrooms / Internal Storerooms / Offices
Entrance points which should be secured:	Doors (internal and external) Fire Doors All windows
Communication arrangements:	Main Building: Communication between offices and assistant head to remain open at all times. Only HT or Assistant Heads are to lift the lock down. Annex Building: Communication via phone in Dragonflies and Reception to remain open at all times. Only HT or AHT are to lift lock down via phone or in person.

Full lockdown procedure:

Alert to staff: “The change over bell (the morning bell) will have a sustained ring for longer than 30 seconds.”

Immediate action:

Upon hearing the alarm.

1. **Ensure all pupils are inside the school building.** If you are outdoors with your class move towards the nearest available room and secure the area.
2. If you are inside but not in your classroom (e.g. In the hall) stay where you are and secure the area.
3. **Securing the area – remember CLOSE.**
 - Close all windows and doors; draw blinds.
 - Lock up
 - Out of sight; minimise movement and turn off lights.
 - Stay away from doors and windows; stay quiet.
 - Endure; be prepared to be in lockdown for some time.
4. Take a register or head count. Ensure children feel comfortable.
5. **Office staff** to secure the area and call the emergency services (1 call for each emergency service required).
6. The lines of communication between offices is to remain open, one line is to be kept available to enable outside communication.
7. In the event of the fire alarm sounding, remain where you are until advised to evacuate by the SLT.
8. Staff and pupils are to remain in lockdown until it has been lifted by a member of SLT or the emergency services.
9. During a lockdown, parents will be texted the following “School locked down due to ... Children safe. Please DO NOT call the office or come to school.”

After lockdown:

1. In the classroom ...
2. Once lockdown is over, parents may be texted to collect their children from the playground or as reassurance (in the case of a minor incident).

Lockdowns will be practised once per term and an assessment will follow (paperwork to be kept in the Fire Folder with the fire drill assessments). This policy and its procedures may be amended after such assessments.