



# Saint Ambrose College

## Lockdown Procedure

Reviewed / Approved	To be reviewed
September 2020	September 2021

# LOCK DOWN PROCEDURE

## **St Ambrose College**

**This Policy and Procedure has been approved and adopted by the Academy Trust Company and will be reviewed.**

**Signed by Director of the Academy Trust Company:**

**Signed by Principal:**

### **1 Rationale**

The aim of this policy is to provide a working document by which staff are kept fully aware of the circumstances under which St Ambrose College would instigate a lockdown of the site. It was completed in conjunction with Counter Terrorism Security adviser Mr R Preston.

### **2 Governing Body Declaration**

The Governing Body is committed to providing a safe environment for all staff, students and visitors.

For the safety of all at the College or on site the Governors expect the Principal and senior staff to develop emergency procedures to dynamically lockdown the site in response to a fast moving incident or any threat to the College such as a firearms or weapons attack, either directly at the site or in the vicinity.

### **3 Likely Risks to the College**

The likely risks to the college are serious security risks for the premises of personnel due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions, attempted access by unauthorised persons intent on causing harm/damage or angry/aggressive behaviour by individuals or students.

### **4 Dynamic lockdown**

Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of).

It is recognised that due to the nature of the site in some areas such as the sports fields it may not be able to physically achieve lockdown. In the case of a lockdown while personnel are out of the building an Air Horn located in the PE office will be sounded to indicate to staff and students to stay away. Staff and students should run away from the threat and should RUN to the building if it is safe to do so and lock the door behind them. If this is not possible they should RUN in the opposite direction to the threat and gather in one of the following locations:

- The rear corner of the rugby pitch (broad lane end)
- Halecroft park tennis court
- Bulls Head Car park

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### **5 Vigilance and responding to hostile reconnaissance**

Those seeking to conduct attacks often undertake a level of planning including hostile reconnaissance. All opportunities to detect and deter threats at the attack planning phase should be taken. This will include staff and students being vigilant as per safeguarding instructions.

### **6 Measures in place to slow down or prevent access into the college site and buildings**

SAC maintains a strong security culture through visible and effective activity. We maintain a secure site by having a central control of entry for visitors and fencing across the 4G sports pitches, playground and staff car park. Deliveries to catering and caretaker are from known companies and organisations and delivery doors are kept locked. We have staff awareness training and reporting processes for security and safeguarding issues and employ the efficient use of CCTV.

The College “at risk” areas

The majority of the College site is enclosed by a 2m security fence with the exception of the 1<sup>st</sup> team rugby Pitch, the main entrance, lecture theatre exit, caretakers’ office, catering and the DT workshop.

The windows to classrooms on the ground floor in the School Office, Kitchen, Caretakers Office, Languages and DT Classrooms are also classed as “vulnerable”.

The College could also be accessed via climbing the low wall of the “snicket” which runs down the rear of the Rugby pitches between Broad Lane and Wicker Lane.

### **7 Action to take in the event of an attack**

If preventing an attack has not been possible, the ability to frustrate and delay the attacker(s) during the course of the attack and reduce the number of potential casualties can be greatly increased through dynamic lockdown.

Advance planning of what needs to be done to lockdown a site and recognising the need for flexibility in those plans will save lives. At SAC planning has considered:

- How to achieve effective full or partial lockdown
- How to let people know what’s happening
- Training and reassuring staff
- PSHE training for students
- Staff Practice
- Student Practice

#### ***Outside School***

- As part of their PSHE all students will receive the age appropriate “ACT for Youth”

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package which includes PSHE packages and short films which capturing the actions that people should take in the event of a firearms or weapons attack. It contains the main messages of RUN > HIDE > TELL. Training of pupils will take place in PSHE for the boys in the Michaelmas Term (annually). Staff will receive training Michaelmas. The Training package is available at <https://www.npcc.police.uk/CounterTerrorism/actforyouth.aspx>.

### RUN

- Escape if you can.
- Consider the safest options.
- Is there a safe route?
- RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

### HIDE

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

### TELL

- Call 999 and tell the police:
  - Location - Where are the suspects?
  - Direction - Where did you last see the suspects?
  - Descriptions – Describe the attacker, numbers, features, clothing, weapons etc. Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

### In the event of an Armed Police Response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.
- Officers may

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- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so. You must **STAY SAFE**
- What are your plans if there were an incident?
- What are the local plans? e.g. personal emergency evacuation plan.

### ***Inside School***

#### **Access Control**

No one can gain access to the building without signing in electronically, obtaining a pass or coming through reception.

Key staff will be advised to call 999 to inform authorities of the situation and activate the Panic ALARM by pressing the button, which will silently alert the Security Firm Police who will attend the site.

The Main entrance doors will be locked to ensure that access is not gained to the office. Gather any students in the vicinity into the office. All occupants to move to the internal offices and shut the door.

#### **Notification of Lockdown**

In the event of a lockdown the Public Address system / Tannoy will be used.

The following **CODEWORD** will be used for Lockdown:

Activate Lockdown - "LOCKDOWN, LOCKDOWN THE COLLEGE IS NOW IN  
LOCKDOWN"  
All Clear - Remain in place until released by a member of SLT

#### **Students and Staff on hearing the *CODEWORD***

- Proceed to the nearest classroom/lockable room.
- Shut the door (and lock it where appropriate).
- Barricade the doors with the front few desks against the door.
- All should then sit down in their chairs.
- Turn Lights off.
- Remain Calm and Silent.
- Take a register of those present in the room (include any visitors).
- Await instructions from a member of staff.
- Do not leave classroom until all clear has been announced by the member of SLT.

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### Procedure

At St Ambrose we follow the CLOSE procedure:

- Close all windows and doors (Most are closed permanently as are unable to open)
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure - be aware you may be in lockdown for some time

The lockdown **CODEWORD** will activate a process of pupils being ushered into the building as quickly as possible and the locking of classrooms, offices, connecting doors and all outside doors where it is possible for the individual to remain safe.

When the **CODEWORD** is announced everyone should remain in the room they are in and the staff will ensure the windows and doors are closed/locked where possible. Lights, TV screens and computer monitors will be turned off. Mobile phones should be put on silent mode.

Anyone not in class for any reason will proceed to the nearest occupied room and remain there.

## **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

Staff will support pupils in keeping calm and quiet.

Everyone will remain in lockdown positions until a tannoy announcement is made to indicate 'ALL CLEAR' by key staff e.g. SLT or Office Staff in person.

As soon as possible after the lockdown, teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

### Staff Roles

1. School office staff to ensure that the office is locked and 999 is called.
2. Teachers to take a register of everyone in their room.
3. The Caretaker locks the front main entrance and internal doors and entrances.
4. Individual teachers/ lock/close classroom door(s) and windows.
5. Nearest adult to check emergency exit doors are locked.

Lockdown Procedure Instructions for every room will be displayed.

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### Practice

Lockdown practices will take place at least once a year. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

**Communication with parents.** Parents will be included in the initial training (by means of an information email). When the school enters lockdown and if deemed necessary by the SLT, parents will be notified as soon as it is practical to do so via parentmail. Parents will be told:

‘...the College is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...’

Depending on the type and severity of the incident, parents will be asked to stay away and asked NOT to collect their children from school as it may put them and their child at risk.

Pupils will not be released to parents during a lockdown. Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible opportunity following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

### Monitoring and Review

The Senior Leadership Team, if required will liaise with the Press and follow police advice.

The Principal will report periodically on the working of the policy to the Governors' Personnel Committee, which has the power to consult with the Principal and the staff, and to recommend any changes to the Governing Body.

### Decision Making by:

<b>Policy presented on:</b>	
<b>Approved by sub-committee</b>	
<b>On:</b>	
<b>Approved by Governors on:</b>	
<b>To be revised by:</b>	

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### Check list to remind staff:

Pressed the silent Alarm	
Have you called 999?	
Tannoy used	
Air horn outside	
Doors locked	