



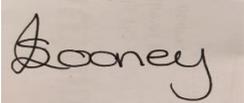
Rugby Free Primary School Premises Evacuation and Lockdown Policy

July 2019

CONTENTS

1. Introduction
2. Premises Evacuation or Lockdown?
3. Premises Evacuation Procedures
4. Lockdown Procedures
5. Raising the Alarm
6. Full lockdown
7. Partial lockdown
8. Communication
9. Terminating a lockdown
10. School Recovery following a lockdown
11. Review
12. Guidance in the event of a Premises Evacuation or Lockdown (one page reminder prompt for staff)

POLICY APPROVAL

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Author:	Rugby Free Primary School
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Signature:	 Steph Looney Chair of Governors, Local Governing Body
Date of Signature:	November 2019



1. Introduction

Parents and carers trust our school to keep their children safe. Schools in the UK normally remain a safe haven for children, but as tragic events both overseas and at home have shown, unfortunately we must plan for the worse case scenarios as on occasions, schools can become involved in an emergency.

The Department for Education recommends that schools create and maintain an emergency lockdown plan and as a school we not only comply with this, but also want to go one step further and be ready to deal with the sort of emergencies that no one really wants to think about – the situation where the children and staff are endangered by the threat of deliberate harm. In emergency planning terms this is called a “lockdown”.

The aim of this document is to:

- Have a clear evacuation and lockdown plan in place.
- Provide information to all staff who could become involved in an incident.
- Help staff to educate and inform the pupils and their parents about what to do in such a situation.
- Detail actions and procedures not only for use during such an incident but also for testing our readiness for such an incident.

Advice from the Department for Education reminds us that *“planning for emergencies can save lives. It can prevent an incident getting worse, provide confidence to staff, governors, parents, carers and pupils and enhance your school’s reputation as a safe place to learn and work. Plans which deal with the consequences of large-scale emergencies also help staff to deal with the smaller incidents that schools can experience on a regular basis”*.

More specific advice on particular threats, is available from other agencies e.g NaCTSO (National Counter Terrorism Security Office) provided the following advice for school leaders for Reviewing Protective Security Procedures in January 2016; *Procedures for handling bomb threats. Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police. Be alert, but not alarmed! On receipt of a “bomb threat” - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.*

2. Premises Evacuation or Lockdown

Depending on the type of emergency or threat, a decision will need to be made as to whether it is appropriate to evacuate the building or implement ‘lockdown’ procedures.

This decision will be made on a case by case basis by the most Senior Leader in school at the time. Senior Leaders will seek advice from the emergency services and specialist advisers as is appropriate.



3. Premises Evacuation Procedures

In the case of an emergency situation where senior leader judge an immediate evacuation of the premises is needed, the fire alarm will be sounded and children evacuated using the usual fire evacuation procedures.

Staff will bring with them their fire registers and ensure all children are accounted for.

Further instructions will then be given by a Senior Leader. It is likely that children, staff and visitors will not re-enter the building and will evacuate the premises immediately.

Evacuation will be via the Hall entrance/ exit directly from the playground.

Everybody will then walk in pairs sensibly down Central Park Drive towards the main roundabout and then turn left to reach the Premiere Inn which is our agreed Emergency Evacuation Centre.

Parents will then be contacted and asked to collect their children as soon as possible from the

Premiere Inn:

**Premier Inn
Central Park Drive
Central Park
Rugby
CV23 OWE
0871 527 8948**

4. Lockdown Procedures

WHAT IS A LOCKDOWN

The purpose of a lockdown is to prevent an intruder or other threat outside the school from causing harm to pupils and staff. For example:

- Someone who is out of control and threaten the safety of our pupils, staff, or himself/herself;
- proximity of dangerous dogs;
- Someone who has a gun or weapon; an intruder;
- Hazardous chemicals outside the building;
- An extreme weather related event.

It means that the entrances to the school must be secured in an effort to prevent any threat entering, and staff and pupils must find a suitable place to protect themselves.

In the case of a fire or similar emergency the children and staff are taught how to leave the building quietly and safely. In a lockdown, they need to learn almost the opposite, to actually get inside the building as quickly and safely as possible and to stay there until the threat is removed, or in extreme circumstances - to leave if an intruder gains entrance to the building.

Lockdown arrangements depend heavily on the size and layout of the school, and as a large school on an industrial estate, with surrounding waste land we have a number of challenges to overcome.



Any procedures we establish must be realistic, in an incident staff and pupils will not have much time to seek an appropriate place to hide and there is likely to be widespread confusion and or panic.

It is very unlikely that our school will ever need to implement a real lockdown, but it is important for us to have arrangements in place to deal with such a situation.

IN THE EVENT OF A LOCKDOWN

When an incident occurs, the priority is to safeguard those on site (i.e. pupils, staff, parents/carers, visitors) and alert the emergency services if necessary. Other organisations, such as the Local Authority and The Trust will be informed as appropriate and when it is safe to do so.

When responding to an incident the emergency services will need unrestricted access to and from the site. This could potentially prove difficult, as parents/carers are likely to visit the school immediately upon hearing of an incident. Parents need to be requested to stay away from the school, as they could otherwise worsen the situation and potentially put themselves at risk, the police service would be the best resource in ensuring no unauthorised entry to the area.

5. Raising the Alarm

It is essential that lockdown happens as quickly as possible. At the first indication of a major incident or potential threat, a decision will be made whether 'evacuation' or 'lockdown' is most appropriate.

If 'evacuation' is decided, the fire alarm will sound as usual and children will proceed as per our fire evacuation procedures and be given instructions from the playground.

The signal for lockdown, which at RFPS is 5 x 5 second blasts of the school bell or 5 x 5 second blasts of a whistle should the school bell control panel not be accessible for any reason. Staff can also be alerted through a member of staff calling 'Full Lockdown' or 'Partial Lockdown'.

At the hearing of the signal, staff should implement 'full lockdown' procedures immediately and await further instructions.

All staff (especially those working in the main office) are to be trained so that when information is received in the office of a situation requiring a lockdown, whoever received that information, will immediately inform a senior leader who will activate the school's lockdown system. There should be no hesitation in announcing the lockdown.

6. A full lockdown

If a full lockdown is indicated by one of the above methods, all staff should ensure that all children are present in the class (nobody has gone on a message or to the toilet) and then get all children to sit on the floor towards the centre of the classroom. Blinds should be drawn and lights and Interactive Whiteboards turned off. Children should be absolutely quiet.

Staff should keep their laptops with them and open their school e mail account to allow messages to be communicated as necessary. All staff and children should stay away from doors and windows. The internal school phone should also be answered as this may be used by senior leaders for communication as appropriate.

An e mail should be sent immediately to office@rugbyfreeprimary.co.uk if any child is missing e.g. has gone on a message or to the toilet and cannot be located in the immediate vicinity.

A table should be moved to in front of the door to secure it. If a senior leader needs this to be removed, they will indicate this via e mail or via 5 double knocks on the door and announcement of their name.



Toilets

As the doors into the toilet areas cannot be locked, children need to evacuate toilets if at all possible and get to an area that can safely be locked down.

Designated adults who work in close proximity to toilets need to check them before locking down themselves, if it is safe to do so, and take any children found in the toilets into their classroom / office to lockdown.

Open Areas

In the events that children are using an open area such as the library, they should go to the nearest classroom and activate lockdown in here. The teacher or teaching assistant should e mail the office stating the location and number of children present. If a laptop is not available, staff should try to call 088 to inform the office but only speak if they are sure that the person answering is a member of staff.

7. A partial lockdown

If a partial lockdown is indicated by a member of senior staff calling partial lockdown, children should walk quietly and sensibly to the hall and sit as if in assembly.

Staff should bring their fire registers with them and their school ipad or laptop if possible and safe to do so.

Children will sit quietly and await further instructions.

Each teacher will register their class and inform a senior leader if any child is not accounted for.

Blinds should be closed immediately and all doors locked.

8. Communication

During the lockdown, a judgment will be made as to how it is safe to communicate internally. This will either be via the internal telephone system or through staff school e mail accounts depending on the nature of the emergency and the posing threats.

Staff will keep access to both of these lines of communication open if possible but not make any calls unless absolutely crucial to do so as these could delay more important communication or pose a safety risk if an intruder should hear.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents. In the event of an actual lockdown, our school scholarpack text system will be used to keep parents informed and alleviate undue anxiety.

Parents should be given enough information about what will happen 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 for them to come and get their children, and where this will be from.

The communication with parents part of the plan needs to reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, it may also be prudent to reinforce the message '..the school 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...'

9. Terminating a Lockdown

Plans to conclude a lockdown will be indicated by a member of staff or a police officer wearing an official badge, visiting each room to indicate this. There is no signal for termination as it is crucial that lockdown termination is indicated by an authenticated person.

10. School Recovery following a Lockdown

A debriefing will occur in all situations following a lockdown. The nature and severity of the incident will dictate who should be included in the debriefing. In all cases, communication with parents will be a priority.

11. Review

This policy will be reviewed at least biennially by Governors, however it will be reviewed sooner should any new guidance be released from the Government or any particular possible threats become apparent.



PROCEDURES IN THE EVENT OF A PREMISES EVACUATION OR LOCKDOWN SITUATION

Instructions for Premises Evacuation

The signal for evacuation will be the same as for fire emergencies, a continuous blast of the school bell.

At the hearing of the signal, staff should implement fire evacuation procedures and proceed to the playground.

Further instructions will be given at this point and if premises evacuation is necessary, all staff, children and visitors will walk sensible and calmly along Central Park Drive to the roundabout, turning left at the roundabout and meeting at the Premiere Inn which is our agreed Emergency Evacuation Place.

Parents will be contacted to collect their children from here.

Instructions for a Full Lockdown

The signal for full lockdown is 5 x 5 second blasts of the school bell or 5 x 5 second blasts of a whistle should the school bell control panel not be accessible for any reason. Staff can also be alerted through a member of staff calling 'Full Lockdown'

At the hearing of the signal, staff should implement 'full lockdown' procedures immediately and await further instructions.

If you hear the full lockdown signal:

- Gather all children in the centre of the classroom on the carpet
- Turn out lights, Turn off Interactive Whiteboard and draw the blinds
- Keep children as quiet as possible.
- Staff should have their laptop or iPad accessible with school e mails open for communication purposes. The internal telephone should also be answered but no information given unless it is a member of school staff.
- A table should be moved to in front of the door to secure it. If a senior leader needs this to be removed, they will indicate this via e mail or via 5 double knocks on the door and announcement of their name, at which point the table should be removed to allow access
- If children are outside or in an open space such as the library, they should be guided to the nearest classroom and full lockdown procedures implemented. An e mail should be sent to office@rugbyfreeprimary.co.uk to indicate the number of children who are safely in lockdown in an unusual location.
- Support staff and visitors should move to the nearest designated safe place – if possible – or stay in the area they are in, secure the doors, and turn out the lights.

Everybody should stay in lockdown and remain in their safe spaces until directed by the emergency services or members of staff to move or evacuate. Door should never be opened during a lockdown, unless instructed to do so by a member of staff in the agreed way, even in the event of a fire alarm.

Instructions for a Partial Lockdown

A partial lockdown will be indicated by a member of staff calling 'Partial Lockdown'.

On receipt of this signal, all staff and children should walk quietly and sensibly to the school hall.

On arrival in the school hall staff should ensure:

- Children sit quietly in assembly lines
- The blinds are closed and doors locked
- Attendance is confirmed by each class teacher with senior leaders informed of any children not accounted for.
- One member of staff logs on to the school laptop and logs in to their school e mail for communication purposes.

Everybody should stay in partial lockdown and remain in the hall until directed by the emergency services or members of staff to move or evacuate. Doors should never be opened during a lockdown, unless instructed to do so by a member of staff in the agreed way, even in the event of a fire alarm.