



The Mosslands School
A TECHNOLOGY COLLEGE



School Lockdown Policy

Adopted by the Governing Body on 30th November 2019

Signed by Chair of Governors:

Review Date: November 2019

Dealing with a Firearms or Weapon attack

Lockdown & Stay Safe Procedures

Information:

Lockdown is the ability to quickly restrict access and egress to a site or building (or part of it) through physical measures in response to predominantly an external threat.

Whilst in the event that the threat is within the school the Stay Safe procedures will apply.

This is normally as a result of an alert from the Police, a member of the public or someone in the school.

Aim:

The aim of 'lockdown' is to prevent or frustrate attackers from accessing a site (or part of).

Whilst the aim of Stay Safe is either to evacuate the building or conceal oneself in safe areas as quickly and safely as possible.

Scope:

Schools should consider going into 'lockdown' when in response to a fast moving incident such as firearms or weapons attack, either directly or indirectly within the site or in the vicinity. Care should be taken to ensure occupants are able to both inevacuate and evacuate the building.

Advance planning is required to lockdown the site and develop the following procedures:

- Identify roles and responsibilities to take charge and direct staff and pupils to safe areas.
- Notify the Police and be guided by their advice.
- Raise the alarm, taking into account of every scenario (e.g. breaks, sports, etc) and without the use of the fire alarm, which will require occupants to evacuate to an outside location.
- Secure the access and egress points in order to prevent external unauthorised access into the school by locking/closing doors, foyers, shutters and other areas.
- Identify refuge areas for staff and pupils to congregate.

- Take into account both internal and external communications including staff, pupils, parents and other stakeholders both during and post incidents.

Various options for raising the alarm could include

- Existing internal messaging systems, text, email, staff phones etc
- Pop up on computers
- Word of mouth

Procedures at Mosslands School:

Person in Charge

- 1) The Head teacher and SLT will be notified and, together with the Operations Manager, they will meet in the Head teachers office.
- 2) The most senior person in the school will take charge.
- 3) This person will contact and be guided by the Police.
- 4) If a decision is to move into lockdown, they will send a message to staff at different locations, 'to move into your safe areas'.
- 5) This will be either by internal phone or by detailing someone to communicate by word of mouth.
- 6) They will communicate the reason/s why, however; care should be taken so as not to cause undue concern.
- 7) They will remain in contact with everyone at the locations in order to provide updated information and instructions.
- 8) They will take account of welfare considerations including medical needs, food and drinks, toileting, etc.
- 9) If there is no longer a threat they will send a message, 'please standdown'.

Staff

- 1) If safe to do so, the site team will lock external gates and doors.
- 2) Staff will move pupils to predetermined locations, i.e.,
 - **6th Form** – to the central corridor (phone)
 - **Kitchen / Canteen** – to the hall through the kitchen or the JDR (word of mouth or phone)
 - **Sports Halls** –
 - **OSH** - through juniors or back into the school (word of mouth)
 - **NSH** – through staff car park and the PE staff should unlock the gate to the field to evacuate through there (word of mouth or phone)
 - **Ax Block** – as it has 3 exits, remain in the classrooms with blinds and windows shut (word of mouth)
 - **Finance** - into the staff room (phone)
 - **Admin** - to the central corridor (phone)
 - **A, B, C and D Block** – to the first floor (word of mouth)

- **SEND and Isolation unit** - into the SEND meeting room (phone)
- 3) Before moving to safe locations they will close windows, doors and blinds.
- 4) At all times and where possible they will stay away from external windows.
- 5) Care should be taken so as not to obstruct evacuation.
- 6) Staff at the locations should ensure that they remain in contact with the person in charge for updates and further instructions.
- 7) Only staff should use mobile phones.

Stay Safe Procedures:

In the event that there is an internal threat, the Stay Safe Procedures will take primacy, i.e.,

RUN

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Insist others leave with you
- Leave all belongings behind.

HIDE

- If you can't RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they can see you
- 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 – What do the police need to know?
- Location – Where are the suspects?
- Direction – Where were the suspects last seen?
- Descriptions – Describe attackers, numbers features clothing etc.
- Further Information – Casualties, types of injury, building info, hostages

ARMED POLICE RESPONSE

- Follow officers instructions
- Remain calm

Post Event:

The person in charge will decide on who to notify conveying a corporate message that, 'safety was always paramount'.

The Head teacher will organise a debrief with relevant parties.