



“Jesus light our way on our faith journey. Be our guide, our joy and our hope, as we learn, live, love and pray together..”

## Full lockdown and Evacuation Procedure – Updated January 2018

### Introduction

At St Joseph's the Governing Body are committed to keeping all staff and children safe. In implementing developing this procedure, we recognise that whilst the chances of ever needing to implement a 'full lockdown procedure' in a real life emergency are slim, it is better to be prepared. Implementing a full lockdown signifies there is an immediate threat to the school, such as an intruder, or an incident in the vicinity of the school building.

This document outlines the procedure that we will follow when implementing a full lockdown of the school site.

<b>*Emergency Management and control team</b>	
<b>Responsibility</b>	<b>Nominated person</b>
Safety of staff and children	<b>Alison Treadwell (Headteacher)</b>
Site security	<b>Paul Smith (Site Manager)</b>
Initial contact with the emergency services Liaison with parents	<b>Vivien Watchorn (Office) Sarah Farnan (Office)</b>
First Aid	<b>Helena Painting</b>
First Aid	<b>Julie Pattinson</b>

<b>Signals</b>	
Full lockdown signal	<b>3 Intermittent rings of the school bell</b>
All-clear signal	<b>Bell stops</b>

<b>Other arrangements</b>	
'Safe areas'	<b>Classrooms</b>
Outdoor safe area	<b>Prayer Garden or Back of Caretakers Bungalow</b>
Communication arrangements	<b>Email / Walkie Talkies</b>

Full lockdown procedure	
<b>Initial implementation</b>	✓
Types of incidents that warrant a full lockdown include, but are not limited to, the following: <ul style="list-style-type: none"> <li>• An intruder on the school site</li> <li>• A major fire/incident in the vicinity of the school</li> <li>• The close proximity of a dangerous dog, or other animal, roaming loose</li> </ul>	
The Headteacher (Deputy in her absence) makes the decision to implement the full lockdown procedure.	
A full lockdown signal is given: 3 Intermittent rings of school bell.	
The site manager is contacted to ensure he is aware of the implementation of the full lockdown. Should he be off site at the time <b>he will not enter the building until it is safe to do so.</b>	
The office will contact the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.	
<b>Immediate action</b>	✓
All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building, unless it is unsafe to do so, and staff ensure all external and internal doors are securely locked. Windows which have blinds will be closed and covered.	
Staff, pupils and visitors that remain outside during the lockdown will return to the school building immediately if it is safe to do so. If not, they will hide in the designated outdoor safe area until the emergency services arrive.	
Staff escort pupils and visitors to the nearest safe area.	
When all personnel and pupils are inside, all external doors and windows are locked and blinds or curtains closed; doors and windows remain locked until the 'all-clear' signal is given or unless otherwise instructed by the headteacher or emergency services.	
Each member of staff and site manager check all external doors and windows are locked.	
All internal doors to safe areas are locked and blinds are down on windows and doors are covered.	
Staff ensure all locks are on in their room / rooms.	
Lights in all safe areas are turned off.	
Classroom teachers to conduct a headcount of children in their classroom or group. Staff notify the headteacher if any pupils, members of staff or visitors are not accounted for via email, and an immediate search is instigated where appropriate and if it is safe to do so.	
Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight, e.g. under a desk.	
All staff, pupils and visitors remain in their safe area unless otherwise stated by the headteacher or emergency services.	

All pupils, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to the safe area.	
Pupils and visitors are kept calm during the lockdown.	
No pupil is released to their parents during the lockdown.	
The office staff answer telephone calls from parents and inform them pupils will not be released while the lockdown is in place.	
The Headteacher or office staff keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.	
The rest of the building is evacuated to the designated evacuation point if someone is taken hostage on the school site at Cromwell Primary School.	
<b>Further action after the lockdown</b>	✓
Parents are fully informed of the incident via letter.	
The senior leadership team reviews the full lockdown procedure for its effectiveness and make changes as necessary.	
<b>Evacuation procedure</b>	
Should there be a need to evacuate the premises, the Headteacher will inform staff of her decision via text message	
The Emergency Management team will inform staff of the safe exit and co-ordinate the evacuation. (AT / LP / CC / MTo)	
Where possible, children and staff will exit the school at the nearest and safest available exit leaving the grounds through double gates. A register will be taken by individual staff members.	
If the emergency team feel that it is safe to do so and emergency services allow, children will walk to Cromwell Primary School, Cromwell Street. An alternative is St. Joseph's Catholic Church on Thimblemill Lane.	
Parents will be informed via text message using the schools, online text service.	