



FIRST STEPS TOGETHER
SKILLS FOR LIFE

FULL LOCKDOWN PROCEDURE

Last Update: September 2024

Next Update: September 2027

Incident control officers and response team	
Role	
Incident control officer – Leadership Team	
Deputy incident control officer – Leadership Team	
Communications officer – Pastoral Assistant	
Signals	
Full lockdown signal	Can we have the Red Folder in “Insert location”
Signals	<p>All staff “we are now initiating the Red Folder” Radio Check Staff.</p> <p>Red Folder incident clear</p>
Full Intruder or Threat Lockdown	<p>Can we have the Green Folder in “Insert location”</p> <p>All radios to be turned off</p> <p>Staff and students evacuate by the nearest safe exit if safe to do so, if unable to evacuate remain in the classroom away from windows and doors and block any doors and windows. Stay in place until clearance has been given from the authorities or the most senior member of SLT.</p>

Other arrangements	
Safe areas	Car Park to the left of centre (Adult Education Centre)
Outdoor safe area	Centre grounds can be used if appropriate
Evacuation point	Front Door, Side Exit , Back Door Exit
Communication arrangements	All staff to ensure they have access to their radios.

The Headteacher or Senior Leader makes the decision to implement the full lockdown procedure.
The full lockdown signal is given.
The SLT uses an internal messaging system to ensure all staff members are aware of the incident that has occurred and the type of lockdown procedure to be implemented, and that the lockdown is not a practice.
The Executive Headteacher is contacted to ensure they are aware of the implementation of the full lockdown. Should the lockdown be due to a Intruder or Threat then the most senior member of staff must then call the emergency services followed by the Crisis Management Leader Deena Ledger to advise who will initiate the crisis management plan.
The Crisis Management Leader contacts the relevant services to alert them of the incident and they are kept up-to-date, as necessary.
Immediate action

All outdoor activity is ceased immediately; pupils, staff and visitors return inside the centre building, unless it is unsafe to do so, and staff ensure all doors are securely locked.

If it is not safe for people outside to return indoors, they will be directed to a safe evacuation point.

Staff, pupils and visitors that remain outside during the lockdown hide in the designated outdoor safe area until the emergency services arrive.

Staff escort pupils and visitors to the nearest safe area.

The **Headteacher or Senior Leader** check outdoor areas and ensure all pupils, staff and visitors are inside the centre building.

When everyone is inside, all external doors and windows are locked, and blinds and/or curtains closed; doors and windows remain locked until the 'all-clear' signal is given or unless otherwise instructed by the **Headteacher, Senior Leader** or emergency services.

All internal doors to safe areas are locked and any windows on doors are covered.

Access points to safe areas are blocked off by moving furniture to obstruct doorways.

Lights in all safe areas are turned off.

Once the building and safe rooms are secure, **one** staff member per safe area conducts a register or headcount. Staff notify the **Headteacher or Senior Leader** if any pupils, members of staff or visitors are not accounted for via **two-way radio** or **mobile phone**, and an immediate search is instigated by the **Headteacher or Senior Leader** where appropriate and safe to do so.

During the full lockdown

Verbal communication is kept to essential communication. All mobile phones are turned onto silent and communication devices are not used if it would be unsafe to do so, e.g. if usage would lead to the safe area location being revealed.

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 Senior Leader** 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 a safe area.

If possible, the **SLT team** will check for missing or injured pupils, staff or visitors.

Pupils and visitors are kept calm during the lockdown.

No pupil is released to their parents during the lockdown.

The **Headteacher or Senior Leader** keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.

The **Headteacher or Senior Leader** sounds the evacuation signal if it is necessary to evacuate the building.

The rest of the building is evacuated to the designated evacuation point if someone is taken hostage on the centre site.

The full lockdown only ends once the all-clear signal has been delivered.

Further action after the lockdown

Parents are informed of the incident via a **letter in the event:**

- **Child on Child assault with weapon**
- **Staff Injuries**
- **Criminal Behaviour from a member of the public**
- **Local or national concerns.**

The **SLT** reviews the full lockdown procedure for its effectiveness and make changes as necessary.

Emergency Lockdown Procedure

