

LAMBOURNE END LTD PROCEDURE

LOCK DOWN PROCEDURE

APPENDIX K

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident, which has the potential to pose a threat to the safety of staff and users at the Centre. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all users and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to people at the Centre)
- An intruder on the site (with the potential to pose a risk to people at the Centre)
- A warning being received regarding a risk locally of air pollution
- A major fire in the vicinity of the Centre
- The close proximity of a dangerous dog roaming loose

The Centre's lockdown plan is as follows:

Signal for lockdown: Verbally via radio.

Signal for all clear: Verbally via radio and/or walk round

Action on lockdown: All groups to head to the nearest room and lock the doors and windows. Communication to be conducted via radios. If necessary further shelter can be found by hiding under desks.

When the radio call is heard staff must take the following action;

- Groups that are outside are brought inside as quickly as possible.
- Groups head for the nearest lockable room.
- All external doors and windows are closed.
- Blinds should be drawn and people sit quietly
- Staff should radio immediately if anybody is unaccounted for and instigate an immediate search.
- Everybody should remain calm.
- If appropriate, contact will be made with the Emergency Services.
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place
- Parents will be notified as soon as it is practicable via the Centre mobile but users will not be released to parents.

Staff and users will be directed via radio during any lock down.

Once everybody is safely inside, senior staff will conduct an on-going risk assessment based on advice from the Emergency Services.

All clear:

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Once the incident has been assessed as safe all areas will be contacted by radio and told the situation is under control and normal activities can be resumed.

Communication between parents and the school:

In the event of a lockdown, any incident or development will be communicated to parents as soon as is practicable.

Emergency Services:

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the CEO regarding the timing of communication to parents.

Lockdown Drill:

Staff will ALWAYS have advance notice of a Lockdown drill, therefore if the signal occurs without warning staff must assume it is NOT A DRILL.