

De La Salle College



Lockdown Policy

Compiled by: The Head Master	Date: April 2018
Policy Holder: Dave Sharrock	Revision date: July 2019

College Lockdown Procedures

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 pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils 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 staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

The school's lockdown plan is as follows:

Signals	
Signal for Partial Lockdown	On screen notification box: 'Partial Lockdown: Please check email for further details.' Email to all staff – marked urgent- Heading 'Partial Lockdown'.
Signal for Full Lockdown	On screen notification box: 'FULL LOCKDOWN: Please check email for further details.' Email to all staff- marked urgent – heading 'Full Lockdown'.
Signal for all-clear	Verbally from Headteacher to designated person and then verbally from designated person to staff in buildings.

Full Lockdown Actions	
All buildings	Headteacher (or his designate) will inform the network manager of FULL LOCKDOWN. Network manager (or his assistant) to send on screen alert to all computer monitors and activate the electronic locks on the doors.
Brother Anthony building	Any staff member without responsibility for a class to secure external doors which are all on access only 'plip' cards if safe to do so All classes to remain in own classrooms which should be secured.
Entrance points (e.g. doors, windows) which should be secured	External doors Fire Doors Internal doors All windows
Communication arrangements	Internal telephones; Email; Mobile Phones of designated persons.
Brother Edward building	Any staff member without responsibility for a class to secure external doors which are all on access only 'plip' cards if safe to do so All classes to remain in own classrooms which should be secured.
Entrance points (e.g. doors, windows) which should be secured	External doors Fire Doors Internal doors All windows
Communication arrangements	Internal telephones; Email; Mobile Phones of designated persons.
Beeches House & caretakers building	Any staff member to secure external doors using keys if safe to do so. All staff to remain in own offices and secure their doors
Entrance points (e.g. doors, windows) which should be secured	External doors Fire Doors Internal doors All windows
Communication arrangements	Internal telephones; Email; Mobile Phones of designated persons.

<p>All other buildings on school site</p>	<p>All classes to remain in own classrooms which should be secured. Any staff member without responsibility for a class to secure external doors which are all on access only 'plip' cards if safe to do so.</p> <p>'Plip' card system to be remotely deactivated by technician once the Headteacher (or his designate) can see that students are in buildings. [Once deactivated the doors can still be opened manually from inside.]</p>
<p>Entrance points (e.g. doors, windows) which should be secured</p>	<p>External doors to classrooms</p> <p>Fire Doors</p> <p>Internal doors</p> <p>All windows</p>
<p>Communication arrangements</p>	<p>Internal telephones; Email; Mobile Phones of designated persons.</p>
<p>Notes If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.</p>	

Ref	Initial response – Full lockdown	Tick / sign / time
1	<p>Ensure all pupils are inside the school buildings and inside classrooms. Alternatively, ask pupils to hide or disperse around the building if this will improve their safety Class Teachers responsible for their own class. Pupils to seek cover under the tables in their room.</p>	
2	<p>Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building..- Headteacher will initiate the disabling of ‘plip card’ system.</p>	
3	<p>Dial 999.</p>	
4	<p>Ensure people take action to increase protection from attack: Block access points (e.g. move furniture to obstruct doorways) Sit on the floor, under tables or against a wall Keep out of sight Draw curtains / blinds Turn off lights Stay away from windows and doors Classroom Teachers responsible for own class</p>	
5	<p>Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. Classroom teachers & designated teacher for building</p>	
6	<p>If possible, check for missing / injured pupils, staff and visitors.</p>	
7	<p>Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.</p>	

- Staff will be alerted to the activation of the plan through on screen notification and email.
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. In the event that the lockdown signal occurs when the primary boys are on the yard they will be taken into the sports hall. Staff with the primary boys will secure the building.
 - Those inside the school should remain in their classrooms
 - All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked)
 - Once in lockdown mode, staff should notify the admin office immediately of any pupils not accounted for or any additional students in your classroom via email to absence@dls-jersey.co.uk. A designated person will undertake a search for any missing pupils if safe to do so.
 - Staff should encourage the pupils to keep calm.
 - As appropriate, the school office will establish communication with the Emergency Services and notify the Education Department via the 'School Emergency' phone number
 - Parents will be notified as soon as it is practicable to do so via email messaging and twitter
 - Pupils will not be released to parents during a lockdown
 - If it is necessary to evacuate a building, the fire alarm will be sounded and a verbal message to evacuate will be sent.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

Partial Lockdown

Alert to staff: 'Partial lockdown' via on screen notification and email.

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building. (Staff will be alerted)
- All staff and pupils remain in building and external doors and windows locked
- Movement may permitted within the building dependent upon circumstances but this must be supervised by a staff member in the building.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution air conditioning units must be switched off. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: 'Full lockdown' via on screen notification and email.

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- All pupils return to classroom
- External doors locked. Classroom doors blocked
- Windows locked, blinds drawn, pupils given quiet work to complete. (if firearms or weapon attack is suspected see Stay Safe advice in appendix)
- Once in lockdown mode, staff should notify the admin office immediately of any pupils not accounted for or any additional students in your classroom via email to absence@dls-jersey.co.uk
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- At any point during the lockdown, the fire alarm may sound, and message via on screen notification and email which is a cue to evacuate the building.
- During the lockdown, staff will keep agreed lines of communication open, via mobile/email, but will not make unnecessary calls to the admin office as this could delay more important communication.

Lock down initiated outside of lesson time

If partial or full lockdown were initiated when primary are on the yard either before School, at break or lunch the boys would be escorted to the sports hall and wait there until released. If partial or full lockdown is initiated while primary parents are on the yard waiting for dismissal they would be escorted to the sports hall by the primary Head while the caretakers secured the blue gates. The caretakers would then move to the admin building until the all clear was given.

In the event of a full lockdown during secondary lunch or break students would be sent off the yard to the SPORTS HALL and supervised there by SMT and duty staff. House areas should be secured by HEADS OF HOUSE and any other staff in the building should move students out of corridors and into a classroom and then secure the room they are in and log on to the computer to receive emails. Students in the lunch or canteen area will be kept in these areas and they will be secured by senior staff on duty. Staff in the Beeches House should stay where they are and should secure that building.

Students off site on Games lessons or other events should seek secure shelter at the venue, or if traveling go to their nearest Parish hall. They should not return to School while the lockdown was in operation. A member of SMT would reinforce the lockdown email for those

off site with a mobile phone call. The member of staff off site should call a member of SMT to alert them and dial 999 to let the police know their situation.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

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

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 you to come get their children, and where this will be from

Parents will be told

'..the College 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...'

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 school 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 Headteacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, The States of Jersey have the capacity to provide humanitarian assistance by establishing a Reception Centre for friend and family outside of the cordoned area.

Appendix

Draft Email for Partial Lockdown

To be sent with High Importance and read receipted.

“NOTICE OF PARTIAL LOCKDOWN-

The College is now in partial lockdown. All external doors that are electronically operated have now been locked.

No one should be allowed to leave your building until this alert is lifted. Please shut the windows of your classroom and switch off the air conditioning. At the end of your lesson do not dismiss your class, keep them with you in your classroom. Please keep your students calm, explain we are in partial lockdown and they should be given quiet work to complete. Do not allow students to use their personal devices to access social media or send emails. Please avoid sending unnecessary emails yourself, we will keep you informed via emails from the Headmaster’s office.

If you are able to do so please stand at the door of your classroom so that you can supervise your class, see the corridor and still watch for emails. If any students are in the corridor please bring them into your classroom and email Reception and their teacher informing us that you have additional students with you.

If you do not have a class please move to the building entrances to ensure that they are locked but also to allow any students or staff seeking shelter to enter the building.

Please wait for a further email with more information and instructions as we have it.

Kind regards,

Draft Email for Full Lockdown

To be sent with High Importance and read receipted.

“NOTICE OF FULL LOCKDOWN-

The College is now in FULL lockdown. All external doors that are electronically operated have now been locked.

No one should be allowed to leave YOUR CLASSROOM until this alert is lifted. Stop your lesson and let the boys know that we are in full lockdown- they are to remain calm and quiet. Please shut all windows, switch off the air conditioning and close all blinds. Any students in the corridor, whether they are in your class or not should be brought into your classroom. Then LOCK AND SECURE the door to your classroom and cover any internal windows or doors. NO ONE MUST LEAVE THE CLASSROOM UNTIL THE FULL LOCKDOWN IS OVER.

Please keep your students calm, explain we are in FULL lockdown, once the classroom is secured students should be given quiet work to complete. Do not allow students to use their personal devices to access social media or send emails. Please send an email to RECEPTION if you have any students who should be with you and are not. Equally if you have extra students with you send an email to RECEPTION and to their class teacher detailing the name of the extra student/s in your room. Please do not send other emails yourself, we will keep you informed via emails from the Headmaster's office.

If you do not have a class please move to the building entrances to ensure that they are LOCKED AND SECURED but also allow any students or staff seeking shelter to enter the building.

Please wait for a further email with more information and instructions as we have it. A FULL LOCKDOWN may remain in force for a period of time but when safe to do so we will move to a partial lockdown and inform you of this via email.

Kind regards,

INFORMATION REQUIRED TO RESPOND EFFECTIVELY TO AN INCIDENT

Responding to an incident

The following mnemonic “Methane” is useful when responding to an incident:

Major incident declared

Exact location

Type of incident

Hazards – present and potential

Access – routes, and Rendezvous Point

Numbers – approximate

Emergency services present and required

Step 1, 2, 3 – Casualty Hazard Awareness

STEP 1

One casualty collapsed, with no logical explanation or cause.

- Approach with normal First Aid procedures.

STEP 2

Two casualties collapsed, with no logical explanation or cause.

- Approach with extra caution, reporting your arrival and giving regular updates.
- Consider the CBRN (Chemical, Biological, Radiological, and Nuclear) possibility.

STEP 3

Three or more casualties collapsed, with no logical explanation or obvious cause.

- DO NOT approach. Assume it is a CBRN incident.
- Set-up an RVP (Rendezvous Point), upwind and at a safe distance.
- Request specialist CBRN officers’ assistance.

Secondary Hazards

Consider if the device has been planted near a secondary hazard, which might increase the effect of its detonation, such as:

- Potentially explosive locations.
- Large amounts of shrapnel.
- Potentially flammable sources, e.g. petrol stations or gas canisters.
- Cordons must always be implemented to take account of the potential danger from any secondary hazards and the size of the original device.

Stay Safe: Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website <https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

Run

- **Escape if you can.**
- **Consider the safest options.**
- **Is there a safe route? RUN if not HIDE.**
- **Can you get there without exposing yourself to greater danger?**
- **Insist others leave with you.**
- **Leave belongings behind.**

Hide

- **If you can't RUN, HIDE.**
- **Find cover from gunfire.**
- **If you can see the attacker, they may be able to see you.**
- **Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.**
- **Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.**
- **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 did you last see the suspects?**
- **Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.**
- **Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.**
- **Stop other people entering the building if it is safe to do so.**