

Lockdown and Evacuation Procedures

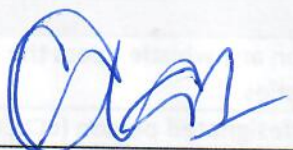
Wateringbury CE Primary School

Procedures reviewed: May 2018

Next review date: May 2020

Committee responsible: Headteacher/Full Governing Body

Signed:



Date:

21/5/18

(Chair of Governors)

Action	Notes
Ensure all pupils are inside the main building	Alternatively ask pupils to dispose and use it this improves safety
Lock entrance points	FRONT DOOR : GC STAFF ROOM : UT
GREEN - adult check/lock external corridor door	KITCHEN AND CARETAKER'S ICT SUITE : CE
PINK - adult check/lock external corridor door	CORIDOR PHONE 292 : CCU
ORANGE - adult check/lock external corridor door	
OFFICE - lock front door, kitchen and caretaker's	
Ensure check staffroom and close blinds	
OFFICE - Ring 999 and give details of threat	Code Word: OPERATION CHALKBOARD
	(Alert police if a school)

Lockdown and Evacuation Procedures

Lockdown procedures are a reasonable response to an internal or external incident which may pose a threat to the safety of children or staff in school. Procedures might be activated due to a number of situations which may include:

- Reported incident in the local area
- Intruder on school site
- Warning received regarding a risk of air pollution
- Close proximity of a dangerous animal

The school is located adjacent to a public park where dogs are exercised, parallel to a railway line and within 50m of River Medway. These factors influence the type of incident which may arise.

Potential access points to the school ground:

- Main drive gate and pedestrian access
- Railway gate pedestrian entrance
- Top gate from road and Phoenix Drive
- School also backs on to playing fields and recreation park separated by 6ft fence
- Phoenix Drive houses have gardens which back on to the school field separated by fencing

Wateringbury's policy is based on advice from NaCTSO Guidance Notes containing the 'Stay safe principles of RUN>HIDE>TELL

The school's lockdown policy is as follows:

Signals	
Signal for lockdown	3 short blasts on any whistle, 'pass the blast' on classroom whistles
Signal for all-clear	Verbal from a designated person (CCU, GE, LH,GC)
Signal to evacuate	Fire alarm
Signal to run	Designated person shouts "RUN" (CCU)

Lockdown – Initial Response	
Action	Notes
Ensure all pupils are inside the main building.	Alternatively ask pupils to disperse and hide if this improves safety.
Lock entrance points GREEN – adult check/lock external corridor door PINK – adult check/lock external corridor door ORANGE – adult check/lock external corridor door OFFICE – lock front door, kitchen and caretaker's entrance; check staffroom and close blinds	FRONT DOOR : GC STAFF ROOM: LH KITCHEN AND CARETAKER'S, ICT SUITE: GE CORDLESS PHONE, 999: CCU
OFFICE – Ring 999 and give details of threat	Code Word: OPERATION CHALKBOARD (Alerts police it's a school)

CLASSROOMS –shut windows, close blinds, bolt doors. Children under desks or out of sight Turn off lights	Children MUST be quiet. They need to know they are hiding. Identified children will need headphones/dark space.
If appropriate, HT and one other to walk premises. It may be appropriate to use PANIC button	Located in HT office and school office
If possible, check for missing pupils and staff and any injuries	Head count. Grab playground First Aid bags
Remain inside until all-clear signal or told to evacuate by emergency services	Staff - use mobiles via text or email to communicate with each other. They must not use mobiles to phone each other. Phones and computers must be on silent.

Communications

Procedures will be shared with all pupils, all staff.

In the event of a lockdown, any incident will be communicated to parents as soon as possible, via HomeConnect messages, in order to:

- Reassure
- Inform them not to contact the school in case they tie up communication lines
- Instruct them not to come to school. They will interfere with emergency response access. They may put themselves in danger
- Wait for the school to contact them about when it is safe to collect and where this will be from

Parents will be told:

The school is in full lockdown situation. During this period, the switchboard and entrances will be unmanned, external doors locked and nobody will be allowed in or out. Please do not try to ring the school as this will tie up our phone lines. We will contact all parents as soon as we are able to.