



Lockdown Policy Guidance

NaCTSO Guidance Note 1/2015 Developing Dynamic Lockdown Procedures

It will be necessary for schools to use this guidance to complete their own bespoke Policy and procedural document.

This Guidance document can be used as a Template.

Introduction

Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or restricting the attackers accessing a site (or part of).

It is recognised that due to their nature some sites may not be able to physically achieve full lockdown.

Those seeking to conduct attacks often undertake a level of planning including hostile reconnaissance. All opportunities to detect and deter threats at the attack planning phase must be taken. To mitigate threats a strong security posture through visible and effective activity is essential, for example by having robust staff awareness and reporting processes, efficient use of CCTV, deterrent communications, active security zones and being vigilant to those adults unfamiliar to school or acting strangely.

All schools should have a robust and tested school lockdown procedure. Lockdown procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of students and staff in the school.

If preventing an attack has not been possible, the ability to restrict and delay the attacker(s) during the course of the attack and reduce the number of potential casualties can be greatly increased through dynamic lockdown.

Lockdown procedures can be activated in response to any number of situations:

- An act of Terrorism;
- 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);
- An intruder in the school (with the potential to pose 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 animal roaming loose.

Policies and plans must consider:

- How to achieve effective full or partial lockdown
- How to let people know what's happening
- Staff Training
- STAY SAFE principles

“Stay Safe” is a short film capturing the actions that people should take in the event of a firearms or weapons attack. It contains the main messages of RUN > HIDE > TELL

- The run hide tell video is on the PCC Intranet in English and Welsh:
<http://pccintranet.pembrokeshire.gov.uk/content.asp?id=8720>



Using principles of “Stay Safe” Firearms and weapons attack.

‘Stay Safe’ principles (Run Hide Tell) gives some simple actions to consider at an incident and 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.](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

In the event of an Armed Police Response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

Be aware that Officers may

- Point guns at you.
- Treat you firmly.
- Question you.
- Be **unable** to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.
- What are the local plans? e.g. personal emergency evacuation plan.
- People know what is expected of them, their roles and responsibilities.



To achieve dynamic lockdown:

- Procedures must aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.
- Identify all access and egress points in both public and private areas of the site. Access points are more than just doors and gates.
(Annex A)
- Identify how to quickly and physically secure access/egress points.
(Annex B)
- Identify how your site can be sectored to allow specific areas to be locked down (Annex C)
- Staff roles and responsibilities must be included in the plans. (Annex D)
- Train staff to act effectively and be made aware of their responsibilities.
- Identify where possible how to stop people leaving or entering the site – and how to direct people away from danger. (Annex E)
- Consider how to disable lifts without returning them to the ground floor.
- Plans to be flexible enough to cope with and compliment invacuation and evacuation.
- On a community site, methods of communication between all areas must be considered and work with surrounding areas/organisations to benefit situational awareness and build effective lines of communication.
- Have detailed school site plans e.g. the layout of buildings and their proximity to one another.

Letting people know what's happening.

Various options exist depending on the nature and occupancy of the site, these include;

- Public Address (PA) system
- Existing internal messaging systems; text, email, staff phones etc.
- “Pop up” on employees computers / internal messaging systems
- Dedicated “Lockdown” alarm tone
- Word of mouth
- Direct panic buttons linked to Dyfed Powys Police.

Policy and Procedure.

- Policy, procedure and staff understanding to be reviewed annually.
- Regularly test and exercise plans with staff. **In testing scenarios it is advisable that departments and staff develop and test individual plans. In exercise scenarios for Lockdown or Escape it is advisable that schools do not carry out a full drill as this could potentially provide intelligence to those intent on hostile reconnaissance.**
- New and supply staff guidance / training to be made available.
- Staff must be alerted to the activation of the lockdown procedure plan by the recognised signal audible throughout the school;
(Fire alarms are discouraged as it is important NOT to mix or overlap FIRE SAFETY procedures).
A coded message on audible communication systems is good practice, (if schools have them) to the effect “Can Mrs/Mr Smith please contact Main Reception, or if partial lockdown, whatever section of the premises it pertains to. This is a well versed process for large organisations.
- **There needs to be an early 999 call to the police preferably from a mobile so they can contact you back or use a panic alarm.** As appropriate, the school should establish communication with the Emergency Services as soon as possible;
- Pupils who are outside of the school buildings are to brought inside as quickly as possible.
- Those inside the school should remain in their classrooms unless otherwise directed by staff or police.
- Where safe to do so all external doors and, as necessary windows will be locked (depending on the circumstances, internal classroom doors may also need to be locked).
- Once in lockdown mode, staff should notify the office/responsible staff immediately of any pupils not accounted for (**and if safe** instigate an immediate search for any missing).



- Staff should encourage the pupils to keep calm.
- Pembrokeshire County Council must be notified via the 'School Emergency' phone number; In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide assistance.
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system;
- Pupils will not be released to parents during a lockdown.
- Having had their message, each teacher must know exactly what is expected of them.

If it is necessary to evacuate the building, a fire alarm can be sounded:

It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown review must be undertaken at least once a year. Pupils should also be aware of the plan. (Regular practices will increase their familiarity). Parents too should know that the school has a lockdown plan, and a copy should be placed on the school's website. Display necessary lockdown information in every classroom alongside information relating to fire drills. **This information must not provide intelligence to those with hostile intent.**

Lockdown Arrangements

Partial Lockdown

Alert to staff to communicate. 'Partial lockdown'

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;
- (There is a planned means of communicating the alert to duty staff at break times)
- All staff and pupils remain in building and external doors and windows locked;
- Free movement may be permitted within the building dependent upon circumstances.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the school's Health & Safety provider/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.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: 'Full lockdown'

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

Immediate action:

- All pupils return to a base (classroom, tutor room or other agreed location eg sports/assembly/dining hall);
- External doors locked. Classroom doors locked (where a member of staff with key is present); Windows locked, blinds drawn, pupils sit quietly out of sight (eg under desk or around a corner);
- Registers taken - the office if possible will contact each class in turn for an attendance report;
- 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 which is a cue to evacuate the building.**
- The staff and pupils will follow the (ESCAPE)/HIDE/TELL principles at all times.



- During the lockdown, staff must keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

Examples of discreet communication channels:

- Where staff have access to an internal e-mail system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means eg laptop, smartphone or tablet;
- Groupcall - staff to be put into a defined user group. This to be used to communicate instructions via text message in an emergency.

Communication between parents and the school

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

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help.

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;
- **Not to contact the school.** Calling the school could tie up telephone lines that are needed for contacting emergency providers;
- **Not to come to the school.** They could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- **To wait for the school / LA or Police to contact them** about when it is safe for them to come and collect their children, and where this will be from.

The communication with parents part of the plan is designed to reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, it may also be prudent to reinforce the message

'..the school 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 regarding the timing of communication to parents.

<https://www.gov.uk/government/organisations/national-counter-terrorism-security-office>

For further advice and guidance please visit the NaCTSO website: www.nactso.gov.uk

(naCTSO(National Counter Terrorism Security Office)