



Co-op Academy  
Bebington

# **Lockdown Policy 2019**

Agreed/Review by Governors March 2019

## Dealing with a Firearms or Weapon attack

### Lockdown & Stay Safe Procedures

#### **Information:**

Lockdown is the ability to quickly restrict access and egress to a site or building (or part of it) through physical measures in response predominantly an external threat.

Whilst in the event that the threat is within the school the Stay Safe procedures will apply.

This is normally as a result of an alert from the Police, a member of the public or someone in the school.

#### **Aim:**

The aim of 'lockdown' is to prevent or frustrate attackers from accessing a site (or part of).

The aim of Stay Safe is either to evacuate the building or conceal oneself in safe areas as quickly and safely as possible.

#### **Scope:**

Schools should consider going into 'lockdown' when in response to a fast moving incident such as firearms or weapons attack, either directly or indirectly within the site or in the vicinity. Care should be taken to ensure occupants are able to both inevacuate and evacuate the building.

Advance planning is required to lockdown the site and develop the following procedures:

- Identify roles and responsibilities to take charge and direct staff and pupils to safe areas.
- Notify the Police and be guided by their advice.
- Raise the alarm, taking into account of every scenario (e.g. breaks, sports, etc) and without the use of the fire alarm, which will require occupants to evacuate to an outside location.
- Secure the access and egress points in order to prevent external unauthorised access into the school by locking/closing doors, foyers, shutters and other areas.
- Identify refuge areas for staff and pupils to congregate.
- Take into account both internal and external communications including staff, pupils, parents and other stakeholders both during and post incidents.

Various options for raising the alarm could include

- Existing internal messaging systems, specific alarm, text, email, staff phones etc
- Pop up on computers
- Word of mouth

#### Procedures at Bebington High Sports College: Person in Charge

- 1) The Head teacher and SLT will be notified and, together with the Premises Manager, they will meet in the Head teachers office.
- 2) The most senior person in the school will take charge.
- 3) This person will contact and be guided by the Police.
- 4) If a decision is to move into lockdown, they will send a message to staff. This will be via tannoy. Staff will be instructed by a code known to them indicating a school security/lockdown this code is "Staff, please check your email".
- 5) They will communicate the reason/s why via email. However; care should be taken so as not to cause undue concern.
- 6) They will remain in contact with everyone at the locations in order to provide updated information and instructions. This will be via tannoy and email.
- 7) They will take account of welfare considerations including medical needs, food and drinks, toileting, etc. If lockdown is more than 1 hour, SLT will visit each classroom and release staff and students for toileting.
- 8) If there is no longer a threat they will send a message, 'please stand down'.

#### Staff

- 1) If safe to do so, the premises staff will lock external gates and doors if able to do so.
- 2) Staff will keep students in classrooms/Sports Hall/Assembly Hall. Students outside will be brought immediately into school to the Sports Hall via internal doors – not on outside via the car park.  
Reception/Finance and Admin staff will move into the Assembly Hall. All classrooms with external facing windows (front of school) will move to a classroom where windows are internal. (see Appendix 1)
- 3) Before moving to safe locations staff will close windows, doors and blinds.
- 4) At all times and where possible they will stay away from external windows.
- 5) Care should be taken so as not to obstruct evacuation.

- 6) Only staff should use mobile phones.

### Stay Safe Procedures:

In the event that there is an internal threat, the Stay Safe Procedures will take primacy, i.e.

#### **RUN**

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Insist others leave with you
- Leave all belongings behind.

#### **HIDE**

- If you can't RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they can see you
- 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 were the suspects last seen?
- Descriptions – Describe attackers, numbers features clothing etc.
- Further Information – Casualties, types of injury, building info, hostages

#### **ARMED POLICE RESPONSE**

- Follow officers' instructions

- Remain calm

**Post Event:**

The person in charge will decide on who to notify conveying a corporate message that, 'safety was always paramount'.

The Head teacher will organise a debrief with relevant parties.

## Appendix 1

In the event of an internal lock down of the school because of an external threat staff working or teaching in classrooms or offices listed below will move students to the nearest internal facing classroom with windows that do not face the front of the school where staff/students cannot be seen from the road or to the assembly hall.

- Farm
- Astro
- MUGA
- Girls Gym
- Library
- Reprographics
- D. Jennings – office
- Meeting room
- Main office
- Reception
- SP9
- G6, 7, 8, 9 and 10