

Thursday 26th January 2023



Dear Parents/Carers

I have reviewed our 'Emergency Invacuation Procedure'. This is the procedure that is followed if we need to initiate a lockdown of our premises due to a serious threat (e.g. a vicious dog or an armed intruder on the grounds or in the premises etc.).

The review of this procedure was prompted as a result of a dog being loose in the vicinity of our school late last night and so, whilst I appreciate this may be a scary situation to think about and I can assure you, it is an unlikely scenario to be in, it is important that we consider what actions would need to be taken and that you are confident that we are well prepared if such an event were to take place during normal school hours.

We plan to practise these procedures with our children at some point next week. This will be done in a way that will not scare the children. It will be delivered in the context of a hungry fox being on our grounds who has just given birth (and therefore, may be more prone to protect her cubs from threats than a fox usually would be and be on the lookout for food that she can find within our school building!). I will make it clear to the children that foxes don't eat humans 😊 but that she may hurt us if we are near her as she thinks we might hurt her or her cubs!

I thought it prudent to let you know that this is what we intended to do in the near future so that if your child did come home and speak about it, you would know what had happened and would know that there is nothing to worry about.

A copy of our Invacuation Procedure can be seen on the following pages:



Stanley St Peter's CE Primary School Emergency Lockdown Procedure



What is a lockdown?

A lockdown is implemented when there is a serious security risk (e.g., violent or armed intruder) to school. The initiating threat can be either internal or external to the building. (e.g., an intruder, civil unrest, dangerous dog).

Partial lockdown (invacuation)

This is when all staff and pupils should remain in the school building and all external doors should be locked. No one is allowed to enter or leave the building; however, teaching and work can continue as usual.

Full lockdown

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

How will I know a lockdown is occurring and whether it is a partial lockdown or full lockdown?

The alarm (linked to the CCTV system) will play continuously over the tannoy in outdoor areas regardless of which type of lockdown is happening.

Inside the building, two short blasts of the fire alarm will signal a partial lockdown. Three short blasts of the fire alarm will signal a full lockdown. If you are unsure which type of lockdown it is, assume it is a full one.

The type of lockdown will also be confirmed via email so log on to your emails as soon as you can.

If the situation changes and a partial lockdown becomes a full lockdown, three further short blasts of the fire alarm will signal this.

Partial lockdown (invacuation) steps:

- All outdoor activity is to cease immediately, and pupils and staff are to return to the school buildings. (The last people to enter through an external door should lock it.) Do NOT attempt to collect any resources you have with you outside – just get everyone in the building as quickly as possible.

- If in the dining hall, lock the door from the inside (there is a spare key hanging in the cook's office area and the cook also has a key) and seek advice via radio communication;
- All pupils and staff are to remain in the school buildings, all external doors are to be kept locked and all windows closed.
- Office staff are to remain in the office if it is safe to do so.
- Free movement within the building is permitted depending on circumstances although all children should be supervised if leaving the classroom.
- The air conditioning system in the ICT suite should be closed and turned off (Shaun Cundall to do this as the nearest member of staff), this is in case the threat is from air pollution, chemical, biological or radiological contaminants.
- Staff should await further instructions via email or in person.

Full Lockdown Steps:

- Move immediately to the nearest classroom you feel is safe with as many people as possible including visitors; office staff to remain in the office if possible and safe to do so;
- If in the dining hall, lock the door from the inside (there is a spare key hanging in the cook's office area and the cook also has a key) and seek advice via radio communication;
- Lock and barricade the doors and consider covering windows (including windows in any doors);
- Turn off the lights, smart boards and monitors;
- Take the register and report via email to the SBM if there is anyone unaccounted for (the SBM and HT/DHT have a radio system for communication);
- Move away from windows and doors;
- Lie flat on the floor or take cover out of sight;
- Turn mobile phones off or to silent (if they aren't already);
- Mute your laptop and log on to your emails to watch for updates;
- Keep calm and quiet, and await further instructions;
- Stay in the room until a known member of staff comes to give the all-clear personally. **(The instruction that it is safe and you are free to leave the room you are in will NEVER be given by email in a full lockdown situation.)**

What if someone is injured?

Follow these steps when safe to do so:

Call 999 from a landline if possible. If using a mobile please switch it to silent mode.

NB: Do not expose yourself to additional danger in the process of helping others.

What to report?

When contacting authorities, report the following:

1. Your specific location, building name and office/room number;
2. The number of people at your specific location;
3. If there are injuries, the number and types of injuries;
4. Do you have CCTV and can this be accessed by the emergency services; and
5. If you have seen an assailant or identified a threat:
 - location and number of suspects;
 - direction of travel;
 - their clothing and description;
 - their identity if known;
 - any weapons or accessories (e.g., backpack);
 - any unusual or threatening sounds (eg., gunfire or explosion)

Communication with parents

If necessary parents will be notified as soon as practical to do so via text message.

Depending on the type and severity of the incident, parents may be asked not to collect their children from school as it may put them and their children at risk.

Pupils will not be released to parents during a lockdown.

Parents are asked not to call the school as this may tie up emergency lines.

If the end of the day is extended during the lockdown, parents will be notified and will receive information about the time and place the pupils can be picked up either by the school or emergency services.

A letter to parents will be sent home as soon as possible to inform parents of the context of the lockdown.

What if fire alarm sounds during a lockdown?

- DO NOT respond normally as a fire alarm during a lockdown may be a ploy by an armed intruder.
- Remain calm in your lockdown secure area, if safe to do so and attempt to verify fire alarm activation with the on-site contact (SBM) or emergency services.
- If the fire is verified, follow Fire/Evacuation procedures.

Lockdown drills

Lockdown practices will take place once a year.

These procedures will be reviewed annually.

Yours sincerely,

Michelle Wiggins

Headteacher



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Our School Values are: Perseverance, Courage, Forgiveness, Friendship, Honesty and Acceptance