

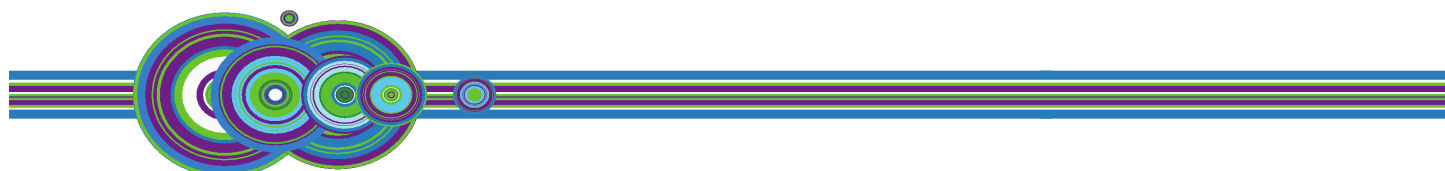


Shafton
Primary Academy
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Emergency Action Policy and Procedures

Created: March 2017

Updated September 2024



Lock Down Policy and Procedures

Rationale

As part of our Health and Safety policies and procedures the school has an Emergency Action Policy.

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

We will secure the school and implement the policy when there are serious security risks of the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions, intoxicated persons or attempted access by any persons intent on causing harm/damage.

NaCTSO (National Counter Terrorism Security Office Guidance

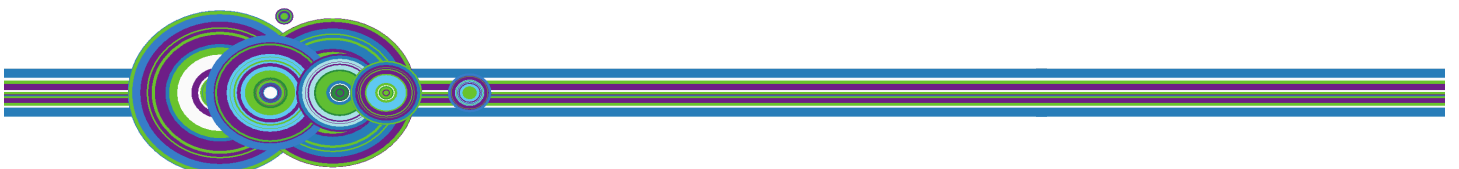
In January 2016, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

Bomb Threats: Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a “bomb threat” – Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.



Notification of Lock Down

Staff will be notified that lock down procedures are to immediately take place on hearing five short bursts of the horn, this will be carried by the office staff. A member of the office staff will also shout “Attention! Lockdown! Lockdown!”

If there is a serious security risk or threat approaching from another area of school other than the main office, it is that member of staff's responsibility to instigate a lockdown, by using their air horn and shouting, “Attention! Lockdown! Lockdown!”

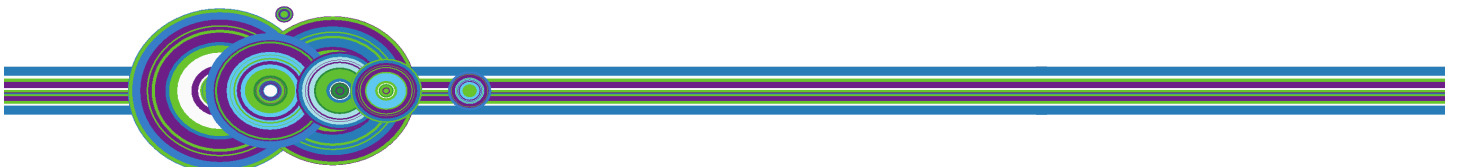
When you hear the horn, sound your own horn out of your classroom door twice and through the window to alert others in school. There will be two horns in each classroom. If there is more than one adult in your classroom, both adults to sound the horn.

Procedures:

1. These signals will activate a process of children being ushered into the school building and into the nearest room, if on the playgrounds, as quickly as possible. Office staff must lock the office internal doors.
2. Classrooms that are located near an outside door (eg. the double doors in the shared area) will be responsible for closing and ensuring that these doors are locked.
3. At the given signal, children are to remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible. Children are to be positioned away from possible sightlines of windows and doors. Lights, boards and monitors are to be turned off. Children/staff sit quietly out of sight and where possible in a location that would protect them from gunfire. This would be under the desks in a classroom. Individuals with mobility problems should be seated out of view from the windows.
4. Children or staff not in class for any reason (for example, in the library or dining room) will proceed to the nearest occupied classroom and remain with that class and class teacher. Children using toilets when the horns are sounded are to go to the nearest classroom and stay with the children and staff within it.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

5. Staff to support children in keeping calm and quiet. Call 999. This is everyone's responsibility. It is your responsibility to ensure that your class stay silent.



6. Staff must remain in lock down positions until informed by key staff e.g. Senior Management Team or emergency services in person that there is an all clear.
(In the case of a drill, this will be five short bursts of the school bell)
7. As soon as possible after the lock down, teachers conduct a roll call and notify the office immediately of any pupils not accounted for.

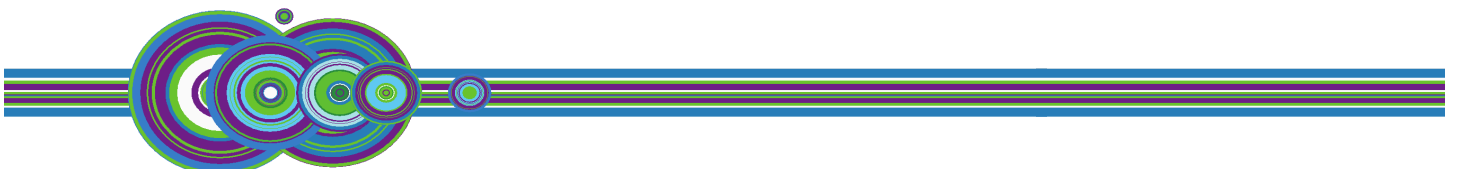
Staff Roles:

1. Office staff ensure that the office is locked. Call 999
2. Head and office staff to lock internal office doors. Call 999
3. Individual teachers/TAs close/lock classroom doors and windows. Call 999
4. Staff in the staff room to lock down within that room. Call 999
5. Catering staff to lock the door to the kitchen and turn off the lights. Call 999
6. On the occasion of visitors or parents in the school building during a lockdown drill, they must lockdown in the nearest room.

NOBODY CAN LEAVE THE PREMISES DURING LOCK DOWN

Communication with Parents

- parents will be notified as soon as it is practical to do so via the school's established communication network – email and text message.
- parents must wait to hear from school about when and where the children will be dismissed
- Parents should not call school as this will tie up the phone lines
- A letter to parents will be sent home as soon as possible following any serious incident to inform parents of the lock down and to encourage parents to reassure their children and praise them for following the lock down procedures.
- After a drill, a letter will be sent to parents to notify them.



Emergency Action Drills

Emergency Action practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation.

Additional Information

Guidance on receipt of a bomb threat

<http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>

Bomb threat checklist

<http://www.cpni.gov.uk/documents/posters%20and%20checklists/bomb-threat-checklist.pdf?epslanguage=en-gb>

