

LIPA
SIXTH FORM
COLLEGE

Lock Down Policy and Procedures

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Document Owner:	Charles Bartholomew, Headteacher
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Approving Committee	Governing Board

Document Version History

Version	Date	Ref	Change Summary
1.0	September 2018		New Policy.

Lock Down Policy and Procedures

Rationale

As part of our Health and Safety policies and procedures LIPA Sixth Form College has a Lockdown Policy. On very rare occasions it may be necessary to seal off the college 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 college grounds or outside the college in the near vicinity. A lockdown is implemented when there is serious security risks of the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs or animals, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

NaCTSO (National Counter Terrorism Security Office)

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” college will Dial 999 and await a police response. LSFC will always consider their advice before a decision is taken to close or evacuate.

Notification of Lockdown

Staff will be notified lock down procedures are to immediately take place on hearing air horns from halls and internal coms. The internal phone system will also be used by office staff who will inform other staff in staff rooms and offices by stating ‘**ATTENTION RED LOCKDOWN**’ or ‘**ATTENTION AMBER LOCKDOWN**’.

Lockdown is categorised as **RED = full lockdown**, or **AMBER = partial lockdown**.

Full (Red) lockdown is when all staff and students are to lock themselves within a classroom/office and move away from all windows and doors. This may be because the threat is within the building itself.

Partial (Amber) lockdown may occur when it is deemed safer to keep students and staff indoors with external doors and windows locked but minimal freedom of internal movement is allowed.

This situation will be constantly and vigilantly monitored and can be escalated to full (red) lockdown when required.

Procedures:

Airhorn signals will activate the following processes:

1. Students ushered into the building if outside as quickly as possible and the locking of the offices, fob connecting doors and all outside doors where it is possible to remain safe.

2. Students will be instructed to remain in the room they are in and staff are to ensure the windows and doors are closed and locked, students are to be positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.
3. Students or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher informing the EMT of their whereabouts as soon as is safe and practical. (EMT = Emergency Management Team.)
4. Students or staff on the corridor are to look for the nearest room available and lock the door and find the safest place within the room and lay low out of sight. Look for the **'Safe Corner'**.

NO ONE SHOULD MOVE ABOUT THE COLLEGE

5. Staff to support students in keeping calm and quiet (ICE CATS training September 2018). Place students against the walls / under tables / in toilet areas, so that the intruder cannot see them looking in the door. Look for the **'Safe Corner'** within the room they are in. Front desk will lock doors and secure all main areas. All students to be kept low and in a 'safe area'
6. Staff to remain in lockdown positions until informed by CHARLES BARTHOLOMEW (Director) or Duty Director that the site is now safe and **'NO LONGER IN LOCKDOWN'**.
7. As soon as possible after the lockdown teachers return to their base classrooms and register students again.

Staff Roles:

1. Front office staff ensure that their office(s) are locked and police called if necessary (Charles or Duty Director to check this has been done).
2. Front office staff member or Director/Duty Director (if available) locks the college entrance and front desk to shut the main door.
3. Staff to make sure that outdoors is locked.
4. Individual teachers and support staff to lock/close their own classroom door(s) and windows. Nearest adult to check exit doors in the building and outdoor classroom doors are locked all blinds to be drawn closed if applicable.

INDIVIDUAL STAFF OR STUDENTS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE DIRECTOR (CHARLES BARTHOLOMEW or Duty Director in his absence) BEFORE LEAVING

Communication with parents

If necessary parents will be notified as soon as it is practical to do so via the COLLEGE established communication network – website / telephone.

Depending on the type and severity of the incident, parents may be asked NOT to collect students from college as it may put themselves and their child at risk.

Students will not be released during a lock down. Parents will be asked not to call college as this may tie up emergency lines. Under emergency circumstances parents will be asked to ensure that their own emergency contact line is free in case LSFC need to contact them with relevant information (usually via text message). It is important to note that for logistic purposes the emergency services may restrict access to the area, for everyone's safety, we ask that all students, staff and parents respect this guidance. If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place students can be picked up from office staff or emergency services.

A letter to parents will be sent home at the earliest opportunity following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

If a full evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take account for (register) all students present in class. Administrators will divide and keep in communication with radios or phones.

Lockdown drills

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Review

This policy and procedures will be reviewed annually.

Signals

Signal for lockdown	SHORT INTERMITTENT AIR HORN BLASTS = 'PARTIAL LOCKDOWN' (Amber) LONG AIR HORN BLAST = 'FULL LOCKDOWN' (Red)
Signal to escalation evacuation	Air horn as well as fire alarm = FULL EVACUATION
Signal for all-clear	Verbal communication – NO LONGER IN LOCKDOWN (Green)

Lockdown

Rooms most suitable for lockdown	All rooms have lockable doors
Entrance points (e.g. doors, windows) which should be secured	All rooms
Communication arrangements	<ul style="list-style-type: none"> ▪ Classroom/staff base telephones ▪ Mobile phones ▪ Instant messaging / email (WAMEdu) ▪ Other.
Notes	

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the COLLEGE should seek to evacuate the rest of the site.

Initial response – Lockdown

Tick / sign / time

Ensure all pupils are inside the college building. Alternatively, ask students to hide or disperse if this will improve their safety.	
Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
Dial 999. Dial once for each emergency service that you require.	
Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> ▪ Block access points (e.g. move furniture to obstruct doorways) ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight ▪ Draw curtains / blinds if applicable* ▪ Turn off lights ▪ Stay away from windows and doors. 	
Ensure that staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
If possible, check for missing / injured students, staff and visitors.	
Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	