

Gloria Filiorum Patres

Each day, discovery.



ELTHAM COLLEGE

**Lockdown Protocol**

**February 2020**



## Version Control Information

Reason For Amendment	Name	Date	Main changes
First draft	SR	Jan 2018	Developed for first use.
Finalised with feedback from staff	SR	Mar 2018	Additional signposting for calling of emergency services; note that drill will usually be late September; links to Met Police and crisis management plan; overspill from Library into Old Library.
Annual review	SR	April 2019	Important note about interim arrangements, caveats about Turberville and Foxbury buildings and reference to iSAMS changed to ElthamPost
Changes to system	SR	Nov 2019	Updated to reflect the new system now in place, with new information on how the protocol will be initiated and de-activated, the new sound and the visual beacons, and the integration with the Access Control system in place on external doors.
Changes to system	SR	Feb 2020	Updated to add computer alert

## Other Related Documents

- Crisis management plan



## Introduction

The purpose of this protocol is to ensure that members of the school community know how to respond in a situation where there is a hazard within or in close proximity to the school site that requires staff and students to be locked within the buildings for their own safety.

It has not been prepared in response to any specific threat to the school, but in accordance with guidance from the authorities placing an expectation on all schools that they should consider the possibility of a threat and have appropriate procedures in place.

Threats may include the following:

- An intruder on the school site with the potential to pose a risk to staff and/or students
- A person from within the school becoming violent, posing a grave or significant risk to staff and/or student
- A request from police to initiate the protocol because, for example, they are pursuing an armed individual
- A reported incident or civil disturbance in the local community with the potential to pose risk to staff or students within the school

The College has taken into account advice from the Metropolitan Police and the “Run, Hide, Tell” campaign in preparing this protocol. [Run Hide Tell campaign website](#)

The actions required by the protocol will be practised at least once a year, usually in the first half of the Michaelmas term. Such drills will be scheduled and initiated by the Headmaster or his nominee. It will be made clear to everyone that the exercise is a drill to avoid unnecessary anxiety.

Information about the lockdown protocol will be explained to staff, students and parents during induction sessions and further addressed through assemblies, form tutor meetings and letters to parents where appropriate.

It must be emphasised to both students and parents that students will be asked not to try and contact parents during a lockdown. Use of mobile phones by students during a lockdown will be strictly forbidden to avoid drawing an intruder’s attention to the occupation of a room.

The intention of developing and rehearsing this protocol is not to create an atmosphere of fear, but simply to be ready to respond in a way that maximises the safety of all members of the school community should such a situation ever arise.

## Lockdown initiation

Lockdown may be initiated by a member of staff following credible identification of a serious threat on or near the school premises, or by a member of the Senior Leadership Team<sup>1</sup> following a direct warning, contact from a member of staff, or a request from the emergency services.

Anyone identifying a threat should call the Lockdown number on ext. 159 – a diagonal line across your phone. The external version of this number is 020 8857 1670, which you are encouraged to put in to your mobile phone under “Lockdown”. Either of these numbers will ring the following people, in this order:

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<sup>1</sup> The whole school Senior Leadership Team (SLT) in this context constitutes the Headmaster, Bursar, Senior School Deputy Heads, Senior School Director of Studies, the Head of the Junior School, the Junior School Deputy Head and Junior School Director of Studies



- The Bursar
- The Head of Facilities
- The Head School Keeper

Tell the person who answers why you want Lockdown initiated, and they will use their red Lockdown Initiation Card to trigger the alarm. They will ask you for some basic information about the situation in order to alert SLT and support their planning and response. They will then call 999 for assistance.

If for some reason your call is not connected to any of these people, cards which can be touched to any access control reader to activate the system to initiate lockdown (which are marked as red "Lockdown Initiation" cards) are also available in the following locations:

- Senior School Reception (nearest readers – Front door or door near Room 3)
- Westfield (nearest reader – Westfield entrance door)
- Junior School Ground Floor Reception desk (nearest readers – ground floor front door or playground door)

The alarm is initiated by presenting the red card to any access control reader. Please contact a member of SLT as soon as you can to tell them why you have triggered the alarm.

SLT will be in contact with each other and will share all known information, liaise with the police as required, and manage the situation remotely from their various locations.

Should a situation arise during breaktime or lunchtime it will be important to consider the relative safety of the students outside the school buildings. If it seems prudent to initiate the protocol during these times, senior staff must ensure there is communication with, and support for those on duty, to ensure that students stay well away from any danger and do not return to the buildings until the all-clear has been given or there are specific instructions from the emergency services.

### **Lockdown signal**

The lockdown signal is in three parts:

- **Voice message:** A recorded voice saying "Lockdown alert – please follow our lockdown procedures"
- **Red beacon:** There is a beacon in every classroom that will flash red if the alarm has been initiated
- **Computer alert:** a message will flash up on all computer screens

The protocol must be followed across the whole site (both Junior and Senior schools and nearby grounds) to minimise the danger to staff and students moving between site areas.

Initiation of the signal also automatically locks all external doors on the access control. Three key doors will remain accessible: The **Junior School Playground door**, the **entrance to the Maths Lobby in Turberville** from the Quad in the Senior School, and the **front door of Westfield**. You will not be able to open any other doors with your card, or use the green release buttons. If you need to enter a building in order to hide somewhere safe, you will need to use a non card-controlled door.

### **Lockdown procedures**

The following procedures should then be adopted. The main principle is to **get out of sight and stay out of sight**.



- a. On hearing and/or receiving the signal, all staff and students should **remain within the building/classroom/office where they are**. Visitors should be encouraged inside the nearest room by whoever is accompanying them or can see them.
- Receptionists and visitors in Reception should go quickly to a closed room – the Head’s outer office or Mission Control are nearest, but use of these may depend on whether the intruder is present in the area. If it is safer to do so, go out of the front door, then re-enter the school building by another door as soon as possible and get out of sight. If it is safe and possible to do so, the Receptionist should close and lock the front door to prevent arrivals inadvertently disturbing any intruder or exposing themselves to risk.
  - Students and adults who are in the corridors should move to the closest classroom.
  - Students and adults on the playing fields who become aware of the signal should stay away, moving quickly to the fringes of the site under the instructions of the most senior member of staff or adult present. If nearby and quickly accessible, they may also enter the nearest sports pavilion or school building. The same instructions apply during break and lunchtimes.
  - Students or staff in the dining hall should go quickly to the library and move upstairs away from doors and windows, or through into the Old Library if it becomes very crowded.
  - Staff in the kitchen should make equipment safe then retreat to the back kitchen and the offices out of sight.
  - Students and adults using the Sports Centre should go immediately to the Dance Studio and secure the doors. Staff upstairs in the office should close all doors and remain out of sight.
  - Students taking examinations must remain within the examination room in silence. Invigilators will note the time of the alarm, secure the doors, move students away from windows and wait for the all-clear. Students leaving their desks to go to a safer part of the room must leave any examination paperwork on the desk and all must remain silent. The Examinations Officer is responsible for confirming the procedure for invigilators once the lockdown is lifted, and will also communicate with awarding bodies as appropriate.
  - If students are in the swimming pool, they should climb out, move quickly to a changing area and remain there.
  - Students and staff in chapel, the ABH or the Gallery should remain inside, out of sight and lock the door.
  - Staff in service/maintenance areas should go quickly inside the nearest building.
  - If teachers or students are in the toilets when they hear the signal, they should move to a cubicle, lock it and stand on the toilet if necessary to avoid being seen.
  - If students or staff are out of doors travelling between two places, they should enter the nearest building and hide in the nearest classroom. If possible, students should not hide in a room where no adult is present.
- b. Responsible adults must then:
- Quickly glance outside the room to direct any students or staff members into the nearest room immediately. Be aware that students or staff travelling between parts of the school may be slower in reaching a place of safety and be ready for possible latecomers.
  - Lock the door where possible, or place a wedge or furniture across the door
  - Close windows and lower or close any blinds/curtains



- Where there are viewing panels in the door, or ground floor windows, place students against the wall and/or under tables so that an intruder cannot easily see them by looking in
  - Turn out lights (except in rooms with no windows: Old Library, Sports Hall), and switch off projectors and computer monitors/TV screens.
  - Keep quiet, ensuring phones are silent or off, and there is no talking
  - Make a handwritten note of everyone present in the room for submission to the school office once lockdown has been lifted, in case of queries about missing individuals following post-lockdown registration.
- c. Members of the Senior Leadership team and other colleagues as set out in the Crisis Management Plan will establish and remain in contact via WhatsApp. They should not attempt to gather in one place as this may place individuals at risk. In all other respects, they will follow the procedures set out in the school's Crisis Management Plan (held in Sharepoint in the Policies site).
- d. When a lockdown is initiated as a planned drill, the Head of Facilities, School Keeping Team and Senior Leadership Team members will walk the site to confirm that the appropriate response has been made by staff and students, and will note any points for clarification and improvement. Where the alarm is triggered and a drill has not been scheduled, full compliance with the protocol must be maintained.
- e. Everyone must stay where they are until the all clear signal is given. Never open doors or move around the site during a lockdown, even in the event of a fire alarm (which may be a ploy by the intruder).

Please note that if the fire alarm is triggered during a Lockdown this will release all the doors. However, everyone must remain in hiding until the all clear has been given.

If a real fire is discovered during a Lockdown, a member of SLT will initiate an alternative voice message over the Lockdown System to confirm that lockdown has been lifted and that fire evacuation arrangements should be followed.

### **Turning off the signals and giving the all-clear**

- a. A member of the Senior Leadership Team will initiate the de-activation with a "GREEN CARD".
- b. All clear will be signified by
- A change in the repeating voice message to: "Lockdown has been lifted. Please go to your form rooms for registration". This will sound for two minutes.
  - The beacons will stop flashing
- c. Immediately following a lockdown, all students (except those in examination rooms) will be directed to return to their form rooms where a register will be taken. The importance of doing so must be reinforced to all students by staff, to avoid creating unnecessary concern about missing persons. Students will be kept in form rooms until the start of the next lesson or break.
- d. Line managers must also check that the staff for whom they are responsible are all present. Any absences must be notified to the School Office by email and a member of the senior leadership team will follow up.



- e. A full incident report will be prepared by the Headmaster and members of the Senior Leadership Team following the initiation of a site lockdown, including any lessons learned or recommendations for the future.

### **Out of hours incidents**

This protocol is designed primarily to respond to a threat during the school day, when the highest number of people are present on the site.

Should a threat become apparent outside core school hours, the protocol may be used if, in the opinion of the member of staff becoming aware of the threat, there is reason to believe that occupants of the building may be at serious risk of harm.

Remember that members of the public will not necessarily be aware of the procedure and may need assistance with following the protocol. Staff present will need to be particularly vigilant in such circumstances.

### **Personal safety**

This protocol is not designed for use in situations where one individual feels at risk from the actions of another (e.g. a parent becomes confrontational during a meeting/encounter, or a visitor speaks inappropriately to reception staff). In such circumstances staff should attract the attention of colleagues, call the duty school keeper, or in an emergency, call the police directly. Lockdown does not call for help. It simply warns everyone on site to take precautions for their own safety, and should only be initiated in circumstances when it is suspected that other site occupants might be placed at risk.

### **Communications during a lockdown**

No contact will be made with parents or external stakeholders until the Senior Leadership Team has confirmed the situation, key messages and next steps, following the Crisis Management Plan, in discussion with the emergency services as appropriate. Communications to parents will be sent using ElthamPost text and email facilities. The SLT will seek to avoid a situation in which parents come to the school or try and call the school, as both may hinder the emergency services in their work and/or expose parents to the threat.

Students will not be released to parents during a lockdown. A lockdown requires silence and all students will be asked not to use their phones and to place them on silent.

If there is any change to the normal collection/travel arrangements for students, parents and the coach companies will be notified.