



# EPSOM

## COLLEGE

### LOCKDOWN POLICY AND PROCEDURES

#### 1. Introduction.

This Lockdown Policy and Procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. These procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);
- An intruder on the school site (with the potential to pose a risk to staff and pupils);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose.

#### 2. Scope

This policy applies to employees, volunteers, parents/carers/pupils, and people visiting the school site. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

Copies of this policy will be disseminated via the Common Room and Support Staff Handbooks, and via the Bursar's Office.

In the event of an emergency, the Head will make the decision, in consultation with police when deemed necessary, with regard to whether the campus needs to be locked down. In his absence, the Second Master, or another member of the Senior Leadership Team (SLT), will take this decision.

The Head will appoint a Lockdown Manager to initiate, manage and conclude the lockdown, and to be the main point of contact with the emergency services. This will usually be the Second Master, or in his absence the Assistant Head: Total Curriculum or Bursar.

#### 3. Procedures

| Signals              |   |
|----------------------|---|
| Signal for lockdown  | The Lockdown Manager will alert to staff and pupils: The lockdown siren (an air raid siren sound) will ring continuously. |
| Signal for all clear | Signal for all clear will be the cessation of the lockdown siren.   |

| Lockdown                 |   |
|--------------------------|---|
| Areas/rooms for lockdown | It is mandatory that all pupils, staff and visitors remain in the building / classroom / office they are in at the time. Pupils, staff and visitors who are in the corridors or outside are to move into the closest occupied classroom, house or office. They should then: <ul style="list-style-type: none"> <li>• Lock the door</li> </ul> |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• Lock windows</li> <li>• Draw blinds and turn off lights, smartboards and computers, leaving one computer on for communication purposes</li> <li>• Take a head count</li> <li>• If possible cover up the glass on the door/s</li> <li>• Keep pupils quiet, calm and reassured and out of sight if possible</li> <li>• Remind pupils that they are not allowed to use any phones or electronic devices, and that these should all be switched off or put into silent mode</li> <li>• Be alert for further communication</li> <li>• Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.</li> <li>• If possible, check for missing / injured pupils, staff and visitors</li> <li>• Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services</li> </ul> |
| Entrance points (e.g. doors, windows) which should be secured | <ul style="list-style-type: none"> <li>• Main External doors</li> <li>• Fire Doors</li> <li>• Internal doors</li> <li>• All windows</li> </ul>  |
| Communication arrangements                                    | <ul style="list-style-type: none"> <li>• Mobile phone or iPad if accessible</li> </ul>  |
| Notes   | If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site  |

| <b>Initial Response to Lockdown</b>            |  |
|--|--|
| All available staff<br>SLT                     | <ul style="list-style-type: none"> <li>• Ensure all pupils are inside the school buildings;</li> <li>• Lone pupils, e.g. those who may be going to the toilet etc. are advised to make their way to the nearest lockable area, i.e., office/s toilet cubicle or if safe to do so return to their classroom or House;</li> <li>• Pupils, staff and visitors who are outside the buildings when a lockdown occurs are to move inside the nearest building as quickly as possible, unless this endangers them and others;</li> <li>• Should check hallways for pupils and direct them to the nearest classroom or office. Visitors not matching the intruder description should also be directed to the nearest classroom or office. The Lockdown Manager will notify all staff as to the description of the suspected intruder;</li> <li>• Once in lockdown mode, staff should notify the Lockdown Manager immediately of any pupils not accounted for by mobile phone (if reasonably possible);</li> <li>• If it is necessary to evacuate the building, the fire alarm will be sounded</li> </ul> |
| Office Staff<br>SLT                            | <ul style="list-style-type: none"> <li>• Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building</li> </ul>  |
| Lockdown Manager                               | <ul style="list-style-type: none"> <li>• Contact the Emergency Services as soon as possible</li> <li>• Contact SLT via mobile phones</li> </ul>  |
| Director of Marketing/<br>Second Master/Bursar | <ul style="list-style-type: none"> <li>• If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system (iSAMS). Pupils will not be released to parents during a lockdown.</li> </ul>   |

Staff, pupils and visitors should remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls as this could delay more important communication.

Due to the fast-moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively. Staff should have clear roles and responsibilities and it is of vital importance that the school's lockdown procedures are familiar to members of the Senior Leadership Team, Housemasters/mistresses, teaching staff and support staff. Staff understanding will be regularly checked with regular training refreshers and a lockdown drill will be undertaken at least once a year and thoroughly debriefed to monitor the effectiveness of the arrangements. Heads of Department are responsible for ensuring that all staff within their department understand their individual responsibilities and the actions that should be taken in the event of the alarm sounding. In the same way Housemasters/mistresses/Matrons are responsible for their houses and Support Staff Managers for their departments.

Housemasters and Housemistresses will remind pupils of the lock-down procedure during the first roll call each term. Parents too will be made aware that the school has a lockdown plan and that it will be regularly tested.

#### **4. Fire Alarm Sounding During a Lockdown**

In the event the school is in lockdown and the fire alarm sounds (not as the result of the school's aim of evacuating a building), the school should contact the emergency services as in a normal fire alarm activation.

A nominated member of staff who has a means of remote communication (e.g. a walkie talkie) should go to the fire alarm panel to establish what zone has been activated. Once the zone has been identified, the alarm should be silenced and another person sent to the area to investigate. They will need to approach with caution as there may be a fire or an intruder may have activated the alarm. If a fire is discovered this information should be communicated back to the person at the fire alarm panel, who should resound the alarm, update the emergency services and evacuate the school.

#### **5. Communication with Parents**

An overview of the College's lockdown procedures will be disseminated to all parents via the policy section on the website.

Usually a lock-down situation will be declared on the recommendation of police or emergency personnel. In the event of an actual lockdown, any incident or development would be communicated to parents as soon as is practicable. It is understandable that parents will be concerned and therefore regular communication of accurate information will help to alleviate undue anxiety.

Where possible, parents will be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety;
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers;
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- Wait for the school to contact them about when it is safe for them to come and collect their children, and where this will be from.

Any communication with parents needs to reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done.

In the event of a lockdown parents will be informed that:

*Epsom College is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out.*

Should parents present at the school during a lockdown under no circumstances will members of staff leave the building to communicate directly with them.

## **6. Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds.

The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Headmaster regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family may be set-up outside of the cordoned area.