

**North Islington  
Nursery School &  
Children's Centre**



**School Emergency Plan (SEP)  
Lockdown Procedures**

**Signed on behalf of Governing Body: Sally Franklin**

**Date: June 2024  
Review Date: June 2026**

## When should lockdown procedures be instigated?

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, pupils or members of the public.
- An intruder on a school or council site with the potential to pose a risk to staff, pupils or members of the public
- A warning received regarding a risk locally, or air pollution (smoke, plume, gas cloud etc.)
- A major fire in the vicinity

## Who should make the decision to instigate a lockdown?

Where the lockdown is in response to a planned event or from intelligence received from the Islington police the Emergency Planning officer will co-ordinate any lockdown, however where the lockdown is due to an immediate external or internal threat then the person who is responsible for the front of house/reception should be empowered to activate lockdown procedures.

In our school this will be a member of the senior leadership team. All members of the senior leadership team will be trained.

## HOW TO ACHIEVE DYNAMIC LOCKDOWN

Ingress and egress points and how to secure them:

Ingress/ egress points	How to secure	Who is responsible/ deputy
1. Main front door and gate	Ensure main door and gate is locked. Lock snib on main door.	Business Manager/ office staff
2. Shutter in reception	Close shutter down	Office staff
3. Doors including sliding doors in classrooms leading to outdoors	Close and lock	Room leader or deputy
4. Side fire exit	Locked if possible	Business manager/ premises manager/ office staff
5. Side fire exit gate from baby room garden	Close and lock	Baby room leader

- Once lockdown is alerted if staff are by a door they should close those doors and not leave the room unless instructed to do so by the responsible person
- If children need to leave the room then they should be accompanied by an adult once approved by the Emergency Plan Co-ordinator or responsible person
- Children with special needs will be accompanied at all times by their nominated person as set out in their PEEP
- There is access to toilets and drinking water on each floor

## **HOW TO LET PEOPLE KNOW WHAT IS HAPPENING**

Staff and people occupying the building will be notified by one or more of the following:

- Emergency lockdown siren – similar to fire alarm but different tone
- Existing internal messaging systems, text, email, walkie talkies etc
- Pop up on employees computers/internal messaging systems
- Word of mouth – using key staff to spread the word e.g. senior leadership
- The word evacuation will be used to call people inside in the instance a lockdown occurs at a time when the outside area is in use
- Staff out on training or school trips will be advised of the lockdown and given an alternative school or location to return to
- Where possible have personal mobiles accessible to enable contact to and from the main office
- Alert to staff:
  - **Partial lockdown**
  - **Full lockdown**

## **TRAINING YOUR STAFF**

Due to the fast moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively when they are notified that there is a lockdown in process.

- Staff will be trained in the principles of 'Stay Safe' and a copy available (see appendix 1)
- Roles and responsibilities will be made clear – see appendix 2
- Staff understand the lockdown procedures and what they need to do
- Lockdown information is displayed in areas not visible to members of the public such as the staff room and policy folders

## **LOCKDOWN ARRANGEMENTS**

Lockdown arrangements should be determined on an individual basis, as they will be dependent to a large extent on local circumstances such as premises design and layout, resources available etc. However, an example of a lock down procedure could be:

### **1. Partial lockdown**

#### **Alert to staff:** Partial Lockdown

This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff, pupils or members of the public. It may also be as a result of a warning being received regarding the risk of air pollution etc.

#### **Immediate action:**

- All outside activity to cease immediately, pupils and staff return to building
- All staff, pupils or members of the public remain in the building
- All external doors and windows are locked
- Free movement may be permitted within the building dependent upon circumstances.

All situations are different, once everyone is safely inside the building, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Plan Co-ordinator or Emergency Services. This advice should be communicated to everyone on a regular basis.

A partial lockdown is a precautionary measure but puts the building in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents / intake / air handling units can be closed (where possible) as an additional precaution. Emergency services will advise as to the best course of action in respect of the prevailing threat.

### **2. Full Lockdown**

#### **Alert to staff:** Full Lockdown

This signifies an immediate threat to the building and may be an escalation of a partial lockdown.

#### **Immediate action:**

- All outside activity to cease immediately, pupils and staff return to building
- External doors locked
- Office/classroom doors locked if possible. Where doors can't be locked barricades are to be used – tables/ storage cupboards
- Windows locked, blinds drawn
- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (Bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls)

- Be thoughtful about your positioning – do not lock yourself in a room with only one entrance/exit. Position yourself low down and behind furniture where you have an option to escape in front and behind you
- Lights, whiteboards and monitors turned off
- Mobile phones should be switched to silent so they cannot give away your location
- A register to be taken of all pupils where possible
- Await further instruction

Staff, pupils and members of the public should be updated on a regular basis however everyone should stay where they are until the lockdown has been lifted by the Emergency Plan Co-ordinator or Head teacher/ Deputy on-call.

If during the lockdown the fire alarm is sounded this will signal that the building is to be evacuated and the normal evacuation procedure should take place.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls. The school will communicate via:

- Email
- Text messages
- SIMs alert
- Walkie talkies

### **Emergency Services**

It is important that during any lockdown, lines of communication are kept open with the Emergency Plan Co-ordinator and Emergency Services as they are best placed to offer advice as a situation unfolds. The site may or may not be cordoned off by emergency services depending on the severity of the incident that has triggered the lockdown.

## Appendix 1

### Stay Safe

#### Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

#### Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN; if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

#### Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

#### Tell

- Call 999 - What do the police need to know?
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

#### Armed Police Response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

**Officers may**

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

**You must STAY SAFE**

- What are your plans if there were an incident?
- What are the local plans? e.g. personal emergency evacuation plan

## Appendix 2

### Roles and Responsibilities

Role No.	ROLE	RESPONSIBILITIES
1	<b>Head Teacher (or SLT in absence)</b>	<ol style="list-style-type: none"> <li>1. Agree/authorise implementation of the SEP.</li> <li>2. Once implemented, to maintain liaison with Local Authority, civil emergency services (at senior level) and School Governors.</li> <li>3. Ensure senior oversight of the SEP is maintained in line with the strategic aims.</li> <li>4. Agree with LA Communications Staff/Governors a series of press holding statements and appoint a media officer</li> <li>5. Give press briefings (as required).</li> <li>6. Appoint member of school admin as personal loggist/record keeper.</li> <li>7. Monitor all staff and persons involved in SEP are coping with pressure/tasks</li> </ol>
2	<b>School Emergency Plan Coordinator  SBM: Laura Finch</b>	<ol style="list-style-type: none"> <li>1) To undertake coordination of the SEP in accordance with Headteacher/SLT.</li> <li>2) Coordinate call-out/appointment of designated staff.</li> <li>3) Liaise with LA regarding support required.</li> <li>4) Notify civil emergency services, as required, that the SEP has been implemented (and why).</li> <li>5) Ensure a member of admin staff is appointed to maintain formal log of decisions made and rationale (including issues considered and rejected and why).</li> </ol>
3	<b>Media /Communications Officer Appointed by Headteacher at time of the emergency (member of SLT)</b>	<ol style="list-style-type: none"> <li>1) Agree with Headteacher appropriate media strategy/media briefing schedule.</li> <li>2) As incident/emergency progresses, agree press releases with Headteacher and LA/emergency services (where appropriate).</li> <li>3) Ensure Headteacher is properly briefed in advance of each scheduled press briefing.</li> <li>4) Maintain control release of press statements as per briefing schedule</li> </ol>
4	<b>Parents/Pupils Liaison Officer – school office staff</b>	<ol style="list-style-type: none"> <li>1) Maintain contact with parents and pupils throughout the incident/emergency.</li> <li>2) Ensure parents and pupils receive appropriate briefings (<b>before</b> scheduled media briefings).</li> <li>3) Ensure parents and pupils are made aware of closure/reopening timings.</li> <li>4) Post incident, consider return to normality issues, memorial services, where appropriate.</li> <li>5) Maintain liaison with transport providers re: school bus timetables etc.</li> </ol>
5	<b>Premises Manager</b>	<ol style="list-style-type: none"> <li>1) As directed by SEP Coordinator, open school premises/specific areas within the school as required.</li> <li>2) Ensure school premises remain fit for purpose.</li> <li>3) Maintain utilities throughout the incident/emergency.</li> </ol>
7	<b>Admin/Support</b>	<ol style="list-style-type: none"> <li>1) Provide admin support/loggist to Headteacher.</li> <li>2) As directed by SEP Coordinator, to undertake support functions, e.g. loggist/record keeper.</li> <li>3) Ensure telephones are properly staffed.</li> <li>4) Control access to school premises of all visitors.</li> </ol>