

# Lockdown Procedure Policy



Redbridge Community School

<b>Person responsible -</b>	Clare Wall-Bradfield (Business Manager)
<b>Last review date -</b>	May 2017
<b>Next review period -</b>	May 2018

## Lockdown procedure

Staff will ALWAYS have advance notification of a lockdown drill, therefore if the signal occurs without warning staff must assume IT IS NOT A DRILL.

### Staff responsibility

It is every member of staff's responsibility to ensure that they have a key for each classroom that they teach in – so that in the event of a lockdown they are able to lock the door. If you do not have a key for your room request one from Clare Wall-Bradfield or Kate Crisell.

It is also the responsibility of every member of staff to look at the rooms in which they teach and plan where would be the best place to position everyone in the case of lockdown.

The main form of communication during lockdown will be Gmail and therefore it is suggested that all members of staff ensure that they have access to Gmail on their phone.

### Important things to remember

Once lockdown has begun do not move around the school

You should only leave your room if you are told "The Police....."

What do you do if you see a situation which requires lockdown?	<ul style="list-style-type: none"><li>•Phone office or reception</li><li>•State who you are</li><li>•State"Lockdown, raise the alarm"</li></ul>
What happens when the alarm is raised?	<ul style="list-style-type: none"><li>•You will hear 5 blasts on the school alarm</li></ul>
If you are in a classroom when the alarm sounds	<ul style="list-style-type: none"><li>•Lock the door</li><li>•Draw the blinds</li><li>•Turn off the lights</li><li>•Get everyone to sit down, away from the doors and windows</li><li>•Make everyone in the room aware of all possible exit points</li><li>•Take your mobile phone with you</li></ul>
If you are in the corridor when the alarm sounds	<ul style="list-style-type: none"><li>•Make your way to the nearest classroom and follow the instructions above</li></ul>
If you are on the field or astroturf when the alarm sounds	<ul style="list-style-type: none"><li>•Instruct all of the students to move to the farthest point of the field, next to the fence</li></ul>
If you are in the hall when the alarm sounds	<ul style="list-style-type: none"><li>•Instruct all students to move to the stage</li><li>•Lock all doors</li><li>•Close curtains</li></ul>
If you are in the Sports Hall or Gym when the alarm sounds	<ul style="list-style-type: none"><li>•Instruct all students to move into the sports hall (from the gym students can move via the internal doors) and move to the farthest wall</li><li>•Lock all doors</li></ul>
If you are in isolation when the alarm sounds	<ul style="list-style-type: none"><li>•Follow the same instructions as classrooms</li></ul>
If you are in the library when the alarm sounds	<ul style="list-style-type: none"><li>•Follow the same instructions as classrooms</li></ul>

Once lockdown has begun do not move from the room that you are in. Do not phone down to the office or reception as this will block lines of communication

#### Caretakers

Move to the nearest classroom and follow the lockdown procedures	
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#### Catering staff

Move to the kitchens and follow the lockdown procedures	
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#### Library

Follow same procedures as every other classroom	
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#### If the alarm is sounded outside of class time (before/after school, break time)

Anyone in the lower part of the school near the halls should move to the Gym and Sports Hall All duty staff to move to Gym and Sports Hall and to co-ordinate students	
Lock all doors	
Anyone in the rest of the school should make their way to the nearest classrooms and follow the lock down instructions	

#### How will you know that it is safe to end lockdown?

All staff will be notified by Gmail of the end of the lockdown	The email will always start with the phrase "The Police....." If the message does not start with this then this does not signify the end of lockdown
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#### What happens next?

SMT will move through the school checking that everyone has received the message and is now safe	
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