



## Lockdown Procedure



*Our Lady's Catholic Primary School*

COMMITTEE: LAC Committee  
DATE APPROVED: March 2022  
POLICY REVIEW DATE: March 2023

## Lockdown Procedure

A lockdown of a building or group of buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. By controlling entry/exit and movement within a facility, emergency personnel are better able to contain and handle any threats.

## Lockdown Procedures

A notification to occupants to lockdown will alert staff through an intermittent bell or if this would pose further risk, an urgent email from the Headteacher.

We are currently investigating a way that all systems linked to the school server could display an emergency message.

It is essential for the safety of occupants and emergency responders that individuals comply with instructions, provided by emergency personnel at all times.

If there is a threat or additional risk that has been planned in the local area, the Headteacher will send out a plan/risk assessment following advice from the Police. This procedure is only in response to serious threats to safety and life.

## Upon alert to lockdown:

- If you are in a classroom, room or office, stay there, secure the door and windows and await further instructions (or an escort from emergency personnel (HT/SLT))
- If the door does not lock, barricade the door with tables and chairs.
- If you are in a corridor, go into the closest room not already secured and lock or barricade the door and windows.
- Close curtains or blinds where possible.
- Stay away from windows and doors.
- Stay low and quiet
- Mobile phones should be put on quiet or vibrate mode. Do NOT make non-essential calls.
- Follow instructions from emergency personnel only.
- If the emergency alarm is activated, remain where you are and await further instructions from emergency personnel.
- Always follow instructions from police to avoid harm and ensure the best possible response. For their own safety, emergency personnel will initially consider all individuals as potential threats.

## Staff Alert:

Senior Leaders will provide emergency information by SMS notifications (text messages) to your mobile phone and work email.

\*NOTE: Ensure your contact information is accurate in record system.

## Actions to avoid:

- **DO NOT** open the door once it has been secured until you are officially advised "all clear" or are certain it is emergency response personnel at the door.
- **DO NOT** use or hide in washrooms.
- **DO NOT** travel down long corridors.
- **DO NOT** assemble in large open areas (e.g. Assembly hall).
- **DO NOT** call 999 unless you have immediate concern for your safety, the safety of others, or feel you have critical information that will assist emergency personnel in the response

### Considerations:

- Follow instructions from emergency personnel only
- Teachers must ensure that there is a key available in their classroom for use, if required, and ensure that all staff and pupils are aware of where this is kept (out of reach of students)
- During a lockdown, if the fire alarm is activated, remain where you are and await further instructions on your mobile or work email.
- If possible, monitor you Mobile phone for updates. Media reports may be unreliable.
- For their own safety, emergency personnel will initially consider all individuals as potential threats. It is important to follow instructions from police at all times to avoid harm and ensure the best possible response.

### Following the lockdown:

- Cooperate with emergency personnel to assist in an orderly evacuation.
- Proceed to the playground adhering to Fire Drill Procedure unless otherwise advised.
- The police may require individuals to remain available for questioning following a lockdown.
- Staff may be present as you exit the building to provide additional information.

### Emergency Personnel

Name	Role	Contact Number	Contact Email
Elise Gribble	Acting Head of School	07886 046175	<a href="mailto:egribble@ourladyscatholic.northants.sch.uk">egribble@ourladyscatholic.northants.sch.uk</a>
Sarah Connor	Key Stage 2 Lead	07765 224686	<a href="mailto:sconnor@ourladyscatholic.northants.sch.uk">sconnor@ourladyscatholic.northants.sch.uk</a>
Alison Pakenham	EYFS/Key Stage 1 Lead	07939 578829	<a href="mailto:apakenham@ourladyscatholic.northants.sch.uk">apakenham@ourladyscatholic.northants.sch.uk</a>
Zarina Farmer	Office Administrator	07415 258181	<a href="mailto:zfarmer@ourladyscatholic.northants.sch.uk">zfarmer@ourladyscatholic.northants.sch.uk</a>
Zuzanna Ward	Office Manager	07905 188809	<a href="mailto:zward@ourladyscatholic.northants.sch.uk">zward@ourladyscatholic.northants.sch.uk</a>
Sally Tobin	Office Administrator	07578 322895	<a href="mailto:stobin@ourladyscatholic.northants.sch.uk">stobin@ourladyscatholic.northants.sch.uk</a>