



Manchester
Communication
Primary
Academy

Manchester Communication Primary Academy

Dynamic Lockdown

Procedure

Introduction

All schools should consider the need for robust and tested School Lockdown Procedures. Lockdown 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. Procedures should 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.) or chemical, biological or radiological contaminants.

A major fire in the vicinity of the school.

An animal which poses a risk on the school site.

Definition.

Dynamic Lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of Lockdown is to prevent people moving into danger areas and preventing injury or harm on site (or part of).

It is recognised that due to their nature some sites may not be able to physically achieve complete lockdown.

Lockdown Procedure: MCPA

- Following receipt of Information / Intelligence regarding a threat to persons on site at the School
- HT and/or staff to assess information and source. Quickly assess if threat viable. **Sound dedicated Lockdown warning by shouting lockdown, lockdown, lockdown and/or continuously blowing a whistle. Ring 999**
- Secure Perimeter.
- Lock all doors and lower blinds
- Secure Main Entrances, locking doors and using shutters where possible.
- Set up Operations Room in HT's Office, and inform staff that school is going into lockdown.
- Identify team member to record all decisions taken. (Including list of numbers on site and locations at time of incident)
- Consider implementing a command and control strategy using the **STO** system. **Practice of roles essential for live incident.**

- **STRATEGIC** is in overall control of the organisation's resources at the incident and will formulate the strategy for dealing with the incident. (**Head, Deputy, SLT**)
- **TACTICAL** manages tactical implementation following the strategic direction given by Gold and makes it into sets of actions that are completed by Operational Team. (**Staff in Operations room / Main Office**)
- **OPERATIONAL** directly controls an organisation's resources at the incident and will be found with their staff working at the scene (**Teachers, T.A, all other staff on duty, Site Manager, Maintenance team**)

PLEASE NOTE THAT AN INCIDENT COULD OCCUR WHICH ALLOWS FOR NO FORWARD PLANNING. EVEN SO, THE FOLLOWING IS STILL ACHIEVABLE

Staff Areas of Responsibility.

On receipt of the command to 'Lockdown', the first priority for staff and students is to ensure they are out of harm's way as quickly as possible.

Individuals should remain in the part of the building in which they are situated, move to the closest secure area and where possible, lock or barricade the doors to that area. This should be the classroom they are presently in, or closest to.

The second priority is to assess whether anyone is injured and the severity of injuries. Take appropriate measures to assist the injured without compromising the safety of yourself or others.

Staff on duty, to sweep the immediate area instructing all persons to get into the nearest available safe rooms in that location. Doors at the end of corridors should be blocked in addition to classroom doors as this would slow an intruder.

Staff in those rooms should endeavour to keep students calm. Speed is paramount. Having done the sweep, staff should get in their classroom.

Lock the doors and windows into the room if possible. If it is not possible to lock them, place furniture and equipment in front of them to barricade them, wedges under them and equipment through handle loops where possible.

It should be noted that some doors may open into the corridor for fire regulations. In such situations use whatever means possible to try to restrict entry to the room including:

Placing furniture and equipment in front of the door.

Closing blinds in all rooms.

Lock internal doors where possible, or wedge shut.

Covering any glass panels in the doors and any windows if possible.

Move away from doors and windows. Get down and stay close to the floor. Conceal self and students in safest area of room, away from doors/windows under or behind furniture if possible.

Remain quiet so that any exterior threat will believe that the room is unoccupied.

Turn off any lights where possible. Staying still will help to keep the lights off where classrooms are equipped with motion sensors that activate lighting.

Turn off any audio/visual equipment that would indicate the room was in use.

USE Mnemonic - A L O C K D O W N

(see *Dynamic Lockdown Checklist*)

MANCHESTER COMMUNICATION PRIMARY ACADEMY

LOCKDOWN CHECKLIST

In the event of a lockdown, please follow the below nine steps.

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| <u>01</u> Assess threat and risk | <u>06</u> Down low and hide |
| <u>02</u> Lock doors | <u>07</u> On your phone - call 999 |
| <u>03</u> Operate lockdown alarm | <u>08</u> Wait in silence |
| <u>04</u> Computers and lights OFF | <u>09</u> Never reveal until safe (code or police) |
| <u>05</u> Keep windows and blinds closed | |



MCPA is part of Greater Manchester Academies Trust.



Throughout the lockdown, the following processes should be adhered to:

Follow the instruction of Staff and the Police or other emergency workers. Do not respond to requests to open the door unless you are sure that it is a senior colleague or emergency response personnel. (e.g. recognised codeword)

Do not contact the Operation Room unless you have information relating to the situation, or it is linked and felt useful.

Staff to keep their mobile phones on but switched to vibrate, if they are accessible

Disregard the fire alarm system during lockdown unless obvious evidence of fire.

Staff, students and any other occupants are to remain in the secure location until notified through the Communication System (Codeword) that the Lockdown has ended, and you are notified by appropriate personnel on what actions to take.

Outside a Building

Not all students and staff will be inside the building when an Incident occurs. If you are outside the building and receive the command to Lockdown through any element of the Communication System, follow the steps outlined below:

DO NOT ENTER ANY BUILDINGS ON THE SITE IF NOT SAFE TO DO SO

Move as far away from the site/buildings as possible and seek cover / shelter. If on the playground, this might mean moving to the MCA site through the interlinking gate.

Go to pre-determined RV Point

Co-operate with emergency response officials if required to do so.

Leave the site if possible, in a safe, calm and orderly manner from nearest / safest exit.

Do not congregate on street near gates, reception, etc. Keep moving out of area.

Update Main office re location, status, and numbers.

Actions during 'Lockdown'

During the incident, staff in the Main office (or any staff in a position to do so) should control the situation as professionally as possible, they will:

Stay on the line and continue to provide information as requested by the 999-emergency operator.

Describe to the emergency services the situation based on the information provided in the initial phone call received from the observer/reporter of the Incident.

Identify whether anyone is injured and the severity of the injuries.

Document of times and events relating to the incident presented to the Police on their arrival.

Arrival of Emergency Personnel

The Police are responsible for responding to and investigating major Incidents. During a major incident, the police will assume command and control of the response and investigation.

Once the Police or other emergency personnel arrive on the scene, they have ultimate command of the incident. Staff, students, and other occupants must provide full co-operation and follow Police direction. The Police will control access to and exit from the school site and its buildings.

Remember

Staff, students, and other occupants need to be aware that any part of the site may contain crime scene evidence. They should avoid unnecessary tampering with or disturbing evidence. All objects should be left exactly as they are in order to protect the crime scene for police investigations. Staff should discourage others from disturbing potential evidence and the area should be isolated.

Where necessary, make decision to notify the media regarding the building closure and its re-opening.

Lifting Lockdown

Lockdown will be lifted as soon as it is safe to do so. The lifting Lockdown will be sanctioned by the Police (if they have been in control) or by the Head Teacher / SLT Member (use codeword).

When all clear, a message will be sent as per Initial warning methods.

At an appropriate time, post incident, arrange Debrief. This should include all parties involved, including if relevant, Emergency Services and any other agencies affected.

Where necessary, make decision to notify the media regarding the building closure and its re-opening.

Once the police have confirmed Safe to do so.

Gather all pupils and staff to safety a full roll call should be conducted at appropriate location. Staff and visitors will be checked against the staff and visitors register as per a fire drill. The SLT should be alert to parents wanting to check their children and media attention.

The police will provide assistance in this area, but a system of alerting parents should be agreed after the incident by the SLT.

If all children are safe and accounted for a brief update can be prepared. If children are missing then a more sensitive approach will need to be adopted, and the police will assist with this.

All staff should be prepared to write statements of the event as soon as they are able.

There now follows specific site advice should Lockdown be activated at MCPA

External School Pedestrian/Vehicular Access

Ensure outer doors/gates are locked (time/situation permitting)

Reception area

- Secure external access door.
- Close and lock reception counter window.
- Ensure internal access door is barricaded.

Reception Office

- Secure door and windows.
- Close blinds.
- Turn off Computers / Lights.

Dining Hall

- Secure external doors and windows.
- Secure/barricade 1 x internal double leaf fire doors.
- Close blinds .
- If during lunch, consider hiding children in the storage areas, numbers permitting.
- Turn off Lights.

Kitchen

- Secure doors and windows.
- Close serving hatch sliding shutters.
- Cover glass on external door to prevent internal view.

Pear, Beech, Hazel and Cherry

- *This an open plan area so therefore treat as one safe zone*
- Secure external doors and windows. Close blinds.
- Secure/barricade door leading to the dining hall, and, door leading to staff room therefore creating one lockdown safe zone.
- Turn Off Computers / Lights.

The Hive

- Secure door.
- Cover glass in door to prevent view into room.

The Cove

- Secure door.
- Cover glass on internal windows to prevent view into room.

Staff Room

- Consider sweep of toilet area and move children into staff room (time and situation dependent).
- Secure door / Close Blinds.
- Turn off computer/lights.

The Den

- Secure door/close blinds.
- Cover glass on door to prevent view into the room.
- Turn off computer/lights.

The Nest

- Consider sweep of toilet area and move children into staff room (time and situation dependent).
- Secure doors / Close Blinds.
- Turn off lights.

The Nursery

- *This an open plan area so therefore treat as one safe zone*
- Secure external shutters to outdoor space (time and situation dependent).
- Secure external doors and windows. Close blinds.
- Secure/barricade door leading to staff room and door leading to stairwell to create a nursery lockdown safe zone.(As an alternative staff and children could relocate to The Nest/Silver Birch for Lockdown purposes).
- Turn Off Computers / Lights.

Silver Birch

- Secure doors and windows. Close blinds.
- Cover glass in doors to prevent view into room.
- Turn Off Computers / Lights.

Elm, Willow, Oak & Juniper

- Secure doors and windows. Close blinds.
- Cover internal windows as appropriate.
- Turn Off Computers / Lights.
- Block corridor doors

Intervention Room

- Secure door.
- Cover glass in door to prevent view into room.
- Turn Off Computers / Lights

Ash

- Secure door and windows. Close blinds.
- Cover internal door windows as appropriate.
- Turn Off Computers / Lights.

Aspen, Elder, Maple & Hawthorn

- Secure door and windows. Close blinds.
- Cover internal door windows as appropriate.
- Turn Off Computers / Lights.
- Block corridor doors

Chestnut

- Secure door and windows. Close blinds.
- Cover internal door windows as appropriate.
- Turn Off Computers / Lights.

Conference Room

- Secure door.
- Cover internal door windows as appropriate.
- Turn Off Computers / Lights.

Principal's Office

- Secure door.
- Turn Off Computers / Lights.

Staff Area

- Staff to move into Conference room for lockdown purposes.

Outside Area

- Time and situation permitting, all staff and children return to building via the nearest access point and lockdown in the nearest safe space.
- If it felt unsafe to go back to the school building exit via the gate to the Academy car park and seek sanctuary within the MCA. If the risk extends to the MCA then the best course of action maybe to leave site and go to a designated safe haven (RV Point).

Off-site staff and pupils

- Stay away from site. On receiving instruction, go to the designated RV Point (Collyhurst Nursery School) and await update.

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.
- Ensure all staff are familiar with principles of "Stay Safe"
<https://www.gov.uk/government/publications/stay-safe-film>
- Ensure staff know what is expected of them, their roles and responsibilities.
- Check staff understanding.
- Regularly test and exercise plans with staff.
- Regularly refresh training.
- Debrief all inputs/training and exercises which provides an excellent learning tool for future scenarios.