



**Lockdown Procedure**

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Prepared: Veronica Giaquinto March 2018  
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## **Thomas Deacon Academy**

### **Lockdown Procedure**

#### **1 Introduction**

**1.1.** As part of our work to support the Governments Prevent Agenda, the Academy has prepared procedures to follow in the event of a terrorist or dangerous incident at the Academy or the surrounding area.

**1.2** The lockdown procedure enables the Academy to close down and protect itself effectively and those within it from an identified and urgent risk as identified below:

- An intruder on the Academy site or nearby
- A local incident, such as a civil disturbance or risk of air pollution
- A fire adjacent to the Academy
- A dangerous dog or animal nearby
- A firearms or weapon attack

**1.3** This procedure is intended to provide guidance for staff should a partial or full lockdown be required.

#### **2. Partial lockdown procedures.**

**2.1** A partial lockdown will be required when there is a threat from outside of the Academy as identified by the Police, Fire Brigade, Local Authority or member of Senior Leadership Team.

**2.2** The Principal or Vice Principal will make the decision to partially lockdown the Academy once information has been received via the Police, Fire Brigade or Local Authority and will then link with Senior Leadership Team, Facilities Team, a representative from the Reception Team and ICT Team to support the implementation of the lockdown procedure.

**2.3** The Principal or Vice Principal will aim to convene the Head of Facilities, Head of ICT,(if not on site, their deputies), a representative from Reception and Senior Leadership Team in the Board Room during a partial lockdown to ensure communications lines remain open. If for any reasons it is not possible to convene all in one space, all relevant parties should use radios to communicate and turn them to the Fire Channel.

**2.4** All staff will be alerted to a partial lockdown via the following:

- An instant message appearing on computer/digital screens which reads - code blue stay inside the building and no movement outside of the building until further notice
- An email which reads – code blue stay inside the building and no movement outside of the building until further notice
- A radio message – code blue stay inside the building and no movement outside of the building until further notice
- A group call/SMS which will read- code blue stay inside the building and no movement outside of the building until further notice

**2.5** For staff/students outside the main building two members of the Senior Leadership Team and a member of the Facilities Team will sweep the outside areas and bring all students/staff back into the main building and into an appropriate teaching space. Visitors/staff wishing to access the site during a partial lockdown will be reviewed during the dynamic risk assessment and the Principal or Vice Principal will make the decision whether to allow access on site.

**2.6** For staff/students undertaking exams a member of the Senior Leadership Team and a member of the Facilities Team will sweep all areas where exams are taking place and inform them that a partial lock down is occurring and access in and out of the Academy has been restricted. See appendix for further details.

**2.7** The Head of Facilities will task remaining members of the Facility Team to lock all external gates, doors, windows, air vents where appropriate and disable all ID cards to prevent entry/exit from the Academy site. They will then man all internal entry/exit points on site to ensure that no one enters or exits the building.

**2.8** Staff should remain calm and those staff with students should keep them calm and occupied. They should inform students that for the time being they are not allowed to leave the main building or go outside for their wellbeing/safety and that they will update them as soon as they have any more information. Staff should then await further information that will come via computer screens, email, SMS and radio message.

**2.9** If necessary parents will be notified of a partial lockdown via the Academies social media platforms by the Marketing or ICT Team. They will be informed that students will not be released during a lockdown, not to ring TDA, or their child and to not arrive on site as this could cause further issues. They will, however, be encouraged to monitor the social media platforms for further updates.

**2.10** The Principal or Vice Principal will conduct an ongoing dynamic risk assessment throughout a partial lockdown and will seek advice from emergency services and updates will be communicated to all staff via computer screens, email, SMS and radio message.

**2.11** Once the decision has been made to end the partial lockdown the Principal or Vice Principal will communicate this to all staff via computer screens, email, SMS and radio message which will read:

**Code blue has ended please resume normal activities**

**2.12** The Principal or Vice Principal will also inform parents/carers that the decision has been made to end the partial lockdown via TDA social media platforms.

### **3. Full lockdown procedures**

**3.1** This signifies an **immediate** threat to staff/students from within TDA and may be an escalation of a partial lockdown.

**3.2** The Principal or Vice Principal will make the decision to lockdown the Academy and will then link with the Senior Leadership Team, Facilities Team, a representative from Reception Team, and ICT Team to support the implementation of the lockdown procedure and contact the appropriate emergency services and the Local Authority.

For Peterborough the following contact would be:

Sharon Bishop, School Infrastructure 01733 863997/07920 160 149

Brian Howard, Head of Schools Infrastructure 01733 863976/07920 160 300

**3.3** The Principal or Vice Principal will aim to convene the Senior Leadership Team, Head of Facilities, a representative from Reception Team and Head of ICT, (if not on site, their deputies) in the Board Room during a full lockdown to ensure communications lines remain open. If for any reasons it is not possible to convene all in one space, all relevant parties should use radios to communicate and turn them to the Fire Channel.

**3.4** All staff will be alerted to a full lockdown via the following:

- An instance message appearing on computer/digital screens which reads - code red stay inside classroom/offices and lock doors/prevent entry into the room immediately until further notice
- An email which reads – code red stay inside classrooms/offices and lock doors/prevent entry to the room or move to a sheltered and secure area immediately until further notice
- A radio message – code red stay inside classrooms/offices and lock doors/prevent entry into the room or move to a sheltered and secure area immediately until further notice
- A group call/SMS which will read- code red stay inside classrooms/offices and lock doors/prevent entry into the room or move to a sheltered and secure area immediately until further notice

**3.5** For staff/students outside the main building or wandering in corridors/break out areas, two members of the Senior Leadership Team and a member of the Facilities Team will sweep the areas and bring all students/staff back into the main building and/or into a secure and sheltered area.

**3.6** For students undertaking exams a member of the Senior Leadership Team and a member of Facilities Team will sweep all areas where exams are taking place and inform them that a full lock down is occurring. See appendix for further details.

**3.7** The Head of Facilities will task remaining members of the Facility Team to lock all external gates, doors, windows and air vents where appropriate and disable all ID cards to prevent entry/exit from the Academy site.

**3.8** If necessary parents will be notified of a full lockdown via the Academies social media platforms by the Marketing or ICT Team. They will be informed that students will not be released during a lockdown, not to ring TDA or their child, and not to arrive on site as this could cause further issues. They will however, be encouraged to monitor the social media platforms for further updates.

**3.9** Staff should remain calm and those staff with students should keep them calm and occupied. They should inform students that for the time being they are not allowed to leave the room for their wellbeing/safety and that they will update them as soon as they have any more information. Staff should then await further information that will come via computer screens, email and radio message.

**3.10** It is vital that staff restrict access to classroom/office area by locking doors from the inside and if this is not possible by preventing access to the door by using table/chairs to block entry. During a full lockdown once entry/exit points and windows have been secured in all areas, staff/students should

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move away from windows and turn over remaining tables or hide behind tables to avoid detection. Lights in classroom/office areas should be turned off and staff/students should remain out of sight.

**3.11** All staff/students should turn mobile phones onto silent so that their location cannot be given away by their mobile phone ringing.

**3.12** Staff should then await further information that will come via computer/digital screens, email, SMS and radio message.

**3.13** The Principal or Vice Principal will conduct an ongoing dynamic risk assessment with the support of the appropriate emergency services throughout a full lockdown and updates will be communicated to all staff via computer/digital screens, email, SMS and radio message

**3.14** Once the decision has been made to end a full lockdown the Principal or Vice Principal with the support of the appropriate emergency service will communicate this to all staff via computer screens, email and radio message which will read:

**Code red has ended; the building is now secure. Please remain in your rooms until a member of the Senior Leadership or Facilities Team arrives to direct you to a safe location.**

**3.15** The Principal or Vice Principal will also inform parents that the decision has been made to end the full lockdown via TDA social media platforms.

**3.16** Staff/students will then be escorted out of the building by a member of the Senior Leadership Team or Facilities Team to a designated space outside where they will be assessed and moved onto to another location which will be confirmed at the time.

## Appendix

### 1. Before an examination

1.1 If a full lockdown is required as candidates are entering/waiting to enter the exam room, the following procedure will be employed:

- a. A member of SLT will be present around exam room areas
- b. Candidates will be instructed to enter the exam room immediately
- c. Candidates will be instructed to remain silent., and away from doors/windows.
- d. Where safe/possible, the SLT member will communicate the situation to the exams officer as per 2.4 and 3.4.
- e. The exams officer will collate the information from all exam rooms and forward this to the head of centre immediately
- f. Invigilators will
  - o lock all windows and close all curtains/blinds
  - o switch off all lights
  - o lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
  - o take an attendance register/head count if possible
  - o (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room

### 2. During an examination

2.1 If a lockdown is required during the exam/when candidates are in the exam room, the following procedure will be employed:

#### 2.2 Partial Lockdown (Code Blue)

- a. Invigilators will:
  - o If there is no obvious disruption to the exam room, continue the exam as usual.
  - o Do not allow any students or invigilators to leave the exam room
  - o Make a note of the time when the lockdown was initiated.
  - o Ensure a copy of all attendance paperwork is close to hand
  - o In the event the threat is a chemical or toxic release or there is disruption to the exam, the exam should be stopped immediately (see 6. – 14).

### 2.3 Full Lockdown (Code Red)

- a. Invigilators will:
  - Tell candidates to stop writing immediately and turn their papers over.
  - Make a note of time when the examination was suspended
  - Instruct candidates to remain silent, leave all examination materials on their desks
  - Collect the attendance register
  - Where safe/possible, communicate the situation to the exams officer
  - Lock all windows and close all curtains/blinds
  - Switch off all lights
  - Lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
  - (If the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
  
- b. In all instances
  - If appropriate, where safe/possible, and following instruction from SLT, the exams officer (or invigilators in the absence of the exams officer) will initiate the emergency evacuation procedure
  - The exams officer/lead invigilator will collect all examination papers and materials for return to the exams office for safe/secure storage.

### 3. After an examination

3.1 If a lockdown is required after the exam/as candidates are leaving the exam room, the following procedure will be employed:

- a. Invigilators will:
    - Stop dismissing candidates from the exam room
    - Immediately stop any exam still taking place (6-8 above)
    - Instruct candidates who have left the room to re-enter the exam room
    - Follow points 9-14
  
  - b. Where safe/possible, the exams offices will collate the information from all exam rooms and forward this to the head of centre immediately
- 3.2 Following the end of a lockdown, SLT will make a decision whether any suspended examinations can be resumed. In all instances, the exams office will liaise with the necessary awarding bodies for guidance and advice. Students and parents will be advised of any action taken.