

LOCKDOWN PROCEDURES - St Albans Road Site

Lockdown Arrangements

1 Partial Lockdown - Flying Low

Alert to staff: Operation Ant

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 and students in the academy. It may also be as a result of a warning being received regarding the risk of air pollution, etc. These arrangements should only be used when it is not necessary to protect staff and students from intruders.

Immediate action:

- All outside activity ceases immediately, students and staff return to the building.
- All staff and students remain in building and external doors and windows locked
- Free movement may be permitted within but not between buildings dependent upon circumstances.

All situations are different, once all staff and students are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and students. 'Partial lockdown' is a precautionary measure but puts the academy in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

2 Full Lockdown - Flying High

Alert to staff: Operation Bumblebee

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

Immediate action:

- All students return to the building and their own classrooms.
- Children in the dining hall, whether they are eating lunch or not, should also return to their classrooms.
- Fire register removed from door
- External doors locked
- Classroom doors locked (where a member of staff with a key is present)
- Windows locked
- Blinds drawn
- Students sit quietly out of sight
- Register taken using fire register
- The academy office will contact each class, via email, using their Chromebooks or GoogleChat, in turn for an attendance report. Staff are to have their Chromebooks with them in the classroom. If they are locked down somewhere without a Chromebook, they need to use a mobile to tell another member of staff where they are and who is with them.
- It would be sensible to place mobile phones on silent mode.

Staff and students remain in lock down until it has been lifted by a senior member of Estates or Academy staff/emergency services.

At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building; however, this will only happen if it is safe to do so.

During the lockdown, staff will keep lines of communication, using emails, open but not make unnecessary calls to the academy office as this could delay more important communications.

Examples of discrete communication channels are:

- Use of an internal email system.
- Instructions will also be passed on via text message in an emergency.

Communication between parents and the academy

Academy lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the academy website.

In the event of an actual lockdown, the incident or development must be communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents should be given enough information about what will happen so that they:

- Are reassured that the academy understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the academy. Calling the academy could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the academy. They could interfere with emergency provider's access to the academy and may even put themselves and others in danger
- Wait for the academy to contact them about when it is safe for you to come get your children, and where this will be from.

Emergency Services

The code word **"Operation Chalkboard"** has been allocated as a code word for schools in Kent and Medway to indicate that an immediate, emergency response is required. This code word should not be used for non-urgent requests for Police assistance.

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The academy site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Principal regarding the timing of communication to parents.

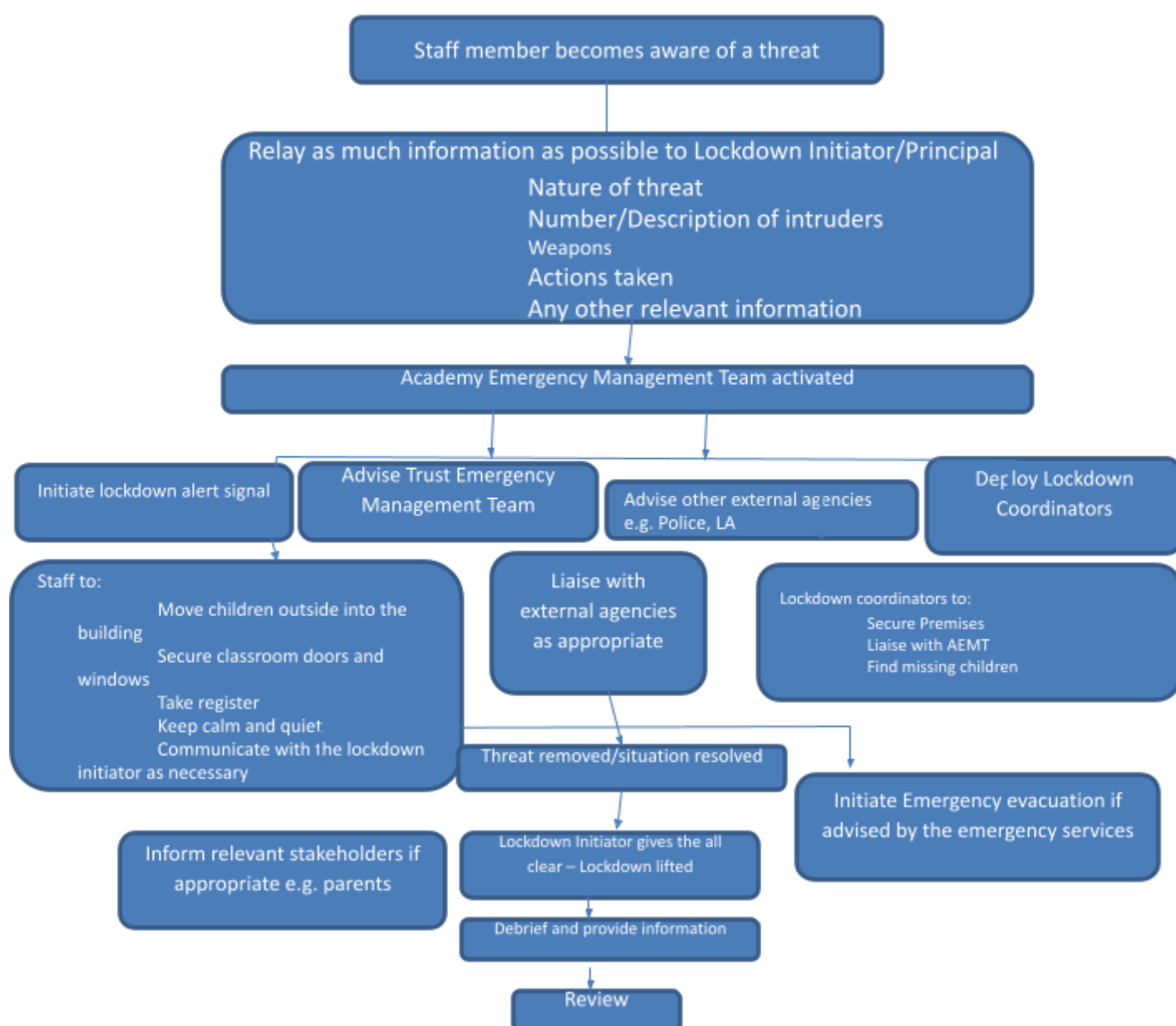
If you are with children it is important to:

- Remain Calm
- Reassure
- Ask children to be quiet and to follow your instructions

Full Lockdown Procedure: Planning	
Procedures	Responsibilities
Lockdown Initiator	Principal
Back up Lockdown Initiator	SLT
Lockdown Coordinators	Office Manager
Back up Lockdown Coordinators	Site team/Facilities Manager (If present)
Contact Emergency Services	Principal or Office Manager
Lock doors and gates	Site Team/ Facilities Manager (If present)
Find missing children	SLT
Unlock doors and gates	Site Team/Facilities Manager (if present)
Communicate with staff and parents if necessary	Principal/Office manager, SLT
Contact Estates Director	Estates Manager(s) Following the Line management
External agencies that will or may need to be contacted:	Police/Emergency Services - 999
Lockdown alert signal will be given in the following way: <ul style="list-style-type: none"> • All radios should be on channel 7. • You will be informed via an All staff email heading that reads Full Lockdown and via radios. • Radio call sign from Office Manager: <ul style="list-style-type: none"> o Operation Bumblebee o Repeated three times. o Year leaders send immediate messages to other 2 classes. 	
All clear signal will be given in the following way:	In person by Academy SLT Staff and children should remain in their classrooms until they are notified that it is safe to leave, at which time you will be given any further relevant instructions.
Method of communication to be used in the event of a lockdown:	
Communication to St Albans	Office manager to inform St Albans Rd site via a simple email containing a Subject heading that reads: FULL LOCKDOWN St Albans Road.
Between the AEMT	Internal phone & email system and portable radios (All turned to channel 7 in the event of a lockdown)
Teaching Staff in classrooms	Internal phone & email system and portable radios (All turned to channel 7)
Teaching Staff outside classrooms in playground	Via radio communication, as a last resort verbally.
Duty Staff at break/lunch	Via radio communication, as a last resort verbally.
Staff off-site	Email, from Office Manager, upon instructions from AEMT
Parents if necessary	Text messaging and Class Dojo
Movement plan for students and staff to follow if they are not in a classroom:	All students and staff are directed to enter the Main Academy building as quickly as possible and return to their classrooms.

How will the registration be taken?	Utilising the fire registers on the back of classroom doors and communicated to Office by email
Lockdown coordinator to check designated areas of the academy	Staff will check their designated areas of the building
Lockdown procedures practices	Lockdown procedures will be practised at least once a year and drills recorded.

The flowchart shows a general sequence of events in a lockdown.



Academy Events Lockdown - events outside of the school day and clubs

Radios should be taken out onto the field and be held by all adults running clubs and attending academy events.

Alert to staff: Operation Bumblebee

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

Immediate action: All students return to the building and the nearest classroom, e.g. during an academy Friends activity afternoon

A member of academy staff will be allocated to be in each classroom.

External doors locked

Classroom doors locked (where a member of staff with a key is present)

Windows locked

Blinds drawn

Students sit quietly out of sight

Register taken using sign-in

The most senior member of staff will contact each class, via text message or radio, in turn for an attendance report.

It would be sensible to place mobile phones on silent mode.

Staff, students and volunteers remain in lock down until it has been lifted by a senior member of Academy staff/ emergency services.

At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep lines of communication, using text messages, open but not make unnecessary calls to the academy office as this could delay more important communications.

Communication between parents and the academy - as above for a lockdown

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Call 999. The code word "Operation Chalkboard" has been allocated as a code word for schools in Kent and Medway to indicate that an immediate, emergency response is required. This code word should not be used for non-urgent requests for Police assistance.

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