

## Lockdown Policy

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In the event of lockdown or serious or imminent danger, the safety of all persons is the first priority followed by the security of the building.

All persons will be instructed in the lockdown procedure.

The process will be laid down within the Academy's Emergency Procedure Plan and stated at the induction training stage.

### Emergency Lockdown Procedure Plan for dealing with serious and imminent danger

The serious and imminent dangers identified as being likely to befall the Academy is a threatening person in and around the Rocester area.

#### LOCKDOWN

In the event of lockdown the following arrangements and procedures apply:

- **Procedure 1- Lesson times with no students 'out and about'**

If the academy receives instructions to 'lockdown' the reception area will immediately pull the barriers down and JCO to put the front sliding doors onto permanent closure, a member of the admin team to permanently lock the courtyard sliding doors, and the panic button is triggered.

JWA/JGA are notified immediately.

The admin team from main reception will work from the ground floor up and tell all staff 'lockdown' calm and quiet, no one leaves the room until further notice. Classroom doors are locked with a member of staff and students in the room. (any students using any facilities, toilets, printers are escorted back to their teaching rooms)

The ground floor rooms are escorted up the back stairwell into the activity studio.

- **Procedure 2- Lesson times with social times in place.**

If the academy receives instructions to 'lockdown' the reception area will immediately pull the barriers down and JCO to put the front sliding doors onto permanent closure, a member of the admin team to radio to the MUGA to bring everyone in, and the panic button is triggered from the admin team. Starting from the MUGA, staff members escort all students back across the bridge ensuring the bridge gate is closed on lock. From the bridge through to the courtyard and in the lobby doors to the restaurant/activity studio as if it was a 'wet lunch'

JWA/JGA are notified immediately.

- **Procedure**

Any person receiving the call or lockdown command should:

1. Alert JWA/JGA, press the panic button.
2. Alert JCO/Admin to lock front sliding doors and pull barriers down in reception, lock double doors in lobby if procedure 1, contact the staff on the MUGA if procedure 2.
3. Contact to CFL/PST to the lodge and to DBE/JBA apprentice centre to 'lockdown' road side gate locked, front door locked and procedure continues through the lodge/apprentice centre as if it were in the main building.
4. From the ground floor up, notify classroom staff 'lockdown'
5. From the MUGA in to the bridge, courtyard, locking all entrances and into a wet weather arrangement.
6. Close and lock all doors behind you.

Staff responsible for students or visitors must escort them in the building to the safety point where a roll call will be taken. (Activity studio)

Do not take risks.

Do not return to any areas for any reason until authorised to do so.

- **Escape routes (if required as a fire drill/evacuation procedure) the threat has accessed the site.**

All doorways and passageways must be kept clear at all times. It is the responsibility of every member of staff, including students, not to block these areas and to report any blockage in order that it may be cleared. Doors designed specifically as fire exits are identified as such by an appropriate sign.

- **Refuge points**

Anyone who is unable to use the stairs to evacuate the building will be escorted by a member of staff to a refuge point to await the fire brigade.

- **Muster point**

The designated location of the fire muster point is the outdoor Multi Use Games Area (MUGA) which is located adjacent to the staff car park.

- **Fire wardens**

The Academy has designated fire wardens who upon hearing the alarm will ensure that an assigned area of the building is clear of all persons, but without putting themselves in danger.

- **Bomb threat**

On receipt of a bomb threat, or on discovery of a suspect package, it must be assumed that the threat communication or the suspicion aroused has real foundation and that there is no hoax involved.

If a message containing a threat is received (usually by telephone), the following should be done:

- Note the exact time of receipt of the message
- Write the message down exactly as given
- Notify the police immediately, repeating the message exactly as received

- Immediately alert the Principal or in his absence the Director of Finance and Operations who will decide on the appropriate course of action.

If it is decided that evacuation is necessary, this should be done in accordance with the normal fire drill procedures. **However the alarm system should not be activated.** The site team and admin team will go round the building asking staff and students to calmly evacuate the building and make their way to the muster point (the MUGA). Staff and students should take their personal belongings with them if practicable.

The Principal after consulting with the police will decide whether it is safe for the Academy to be reoccupied.

- **Evacuation practice**

A building evacuation practice will be carried out at random times, but at least once every term. A roll call will be undertaken to ensure all persons are present. Any shortcomings identified during these practices will be corrected immediately. A record of such evacuations will be maintained.

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**Signatures:**

Principal: .....

Chair of Governors: .....

Date of approval by Governing Body: 01 September 2017  
Reviewed and reapproved: 19 April 2019  
Date of next review: March 2020