

**St. Joseph's Specialist Trust**  
**Amlets Lane, Cranleigh**  
**Surrey, GU6 7DH**

Website: [www.st-josephscranleigh.surrey.sch.uk](http://www.st-josephscranleigh.surrey.sch.uk)

# **Lockdown Procedure**



***Christ in our Lives***  
***'No limits ... just possibilities'***

***Reviewed: Summer 2022***  
***Next Review: Summer 2023***

***Cycle: Annual***

### Contents

Introduction .....	3
Part One: Lockdown procedure (Full Lockdown): Planning and Implementation .....	4
Part One: Lockdown procedure (Partial Lockdown): Planning and Implementation.....	9
Part Two: Lockdown Procedure: Roles .....	10
Part Three: Lockdown Procedure: Debrief & Review .....	11

## **Introduction**

This Procedure takes into account the NaCTSO (National Counter Terrorism Security Office) [Guidance Note 1/2015 - Developing Dynamic Lockdown Procedures](#) and should be read in conjunction with the School Security Policy. It covers the sort of threats that the school may potentially be subjected to e.g. aggressive or violent intruder, dangerous animals, chemical or environmental incident. However, where the school is subject to an aggressive terrorist incident (e.g. armed attackers) and it is not safe to initiate any or part of this plan the basic stay safe principles of the [\*\*Run>Hide>Tell\*\*](#) must be followed.

## **What is dynamic lockdown?**

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 or frustrating the attackers accessing a site (or part of). Lockdown procedures can also be known as 'sheltering in place' procedures.

# Part One: Lockdown procedure (Full Lockdown): Planning and Implementation

Procedures	Additional Notes
<p>1. Names of Staff who will perform specific duties;</p> <ul style="list-style-type: none"> <li>Executive Lockdown Leader (ELL): Executive Principal</li> <li>Back up ELL: Director of Residential Services or Director of Education</li> <li>Lockdown Leaders (LL): Core Senior Leadership Team</li> <li>Back up LL: Non Core SLT</li> </ul> <p>Control Room (CTR) Location: Executive Principal's office or Director of Residential Services' office</p> <p>Alternative CTR: Training room</p>	
<p>2. Circumstances in which the school will call a lockdown e.g.:</p> <ul style="list-style-type: none"> <li>Aggressive/violent intruder</li> <li>A reported incident/civil disturbance in the local community (with potential to pose a risk to students and staff)</li> <li>The close proximity of a dangerous dog roaming loose</li> <li>Environmental or chemical hazard – warning of a risk locally of air pollution (smoke plume, gas cloud etc) or chemical, biological or radiological contaminants.</li> <li>Other threat as identified by the ELL</li> </ul> <p><b>Terrorist incident i.e. armed attackers – see additional notes on Stay Safe principles: Run, Hide, Tell</b></p> <p>The nature of the threat needs to be established as early as possible and as many details as possible need to be obtained to pass onto external agencies.</p> <p>Monitor CCTV to track position of external threat.</p>	<p><b>STAY SAFE principles must take precedence (Run&gt;Hide&gt;Tell) if the nature of the threat is such that the school lockdown procedure cannot be implemented e.g. aggressive terrorist attack:</b></p> <p><b>Run</b></p> <p><i>Escape if you can without exposing yourself to great danger.</i></p> <p><i>Is there a safe route? RUN, if not HIDE.</i></p> <p><b>Hide</b></p> <p><i>If you can't RUN, HIDE.</i></p> <p><i>If you can see the attacker, they may be able to see you.</i></p> <p><i>Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.</i></p> <p><i>Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.</i></p> <p><i>Be aware of your exits.</i></p> <p><i>Try not to get trapped.</i></p> <p><i>Be quiet, silence your phone.</i></p> <p><i>Lock / barricade yourself in.</i></p> <p><i>Move away from the door.</i></p> <p><b>Tell</b></p> <p><i>Call 999 - What do the police need to know?</i></p> <p><i>Location - Where are the suspects?</i></p> <p><i>Direction - Where did you last see the suspects?</i></p> <p><i>Descriptions – Describe the attacker, numbers, features, clothing, weapons etc. Further information – Casualties, type</i></p>

	<p>of injury, building information, entrances, exits, hostages etc.</p> <p>Stop other people entering the building if it is safe to do so.</p>
<p>3. External agencies that will or may need to be contacted:</p> <p><b>Police/Emergency Services tel. 999</b></p> <p>Environment Agency tel; 0800 80 70 60</p>	
<p>4. Method of communication to be used in the event of a lockdown.</p> <p>Lockdown <b>alert signal</b> will be given in the following way:</p> <ul style="list-style-type: none"> <li>• Lockdown message to all extensions via telephone PA (public address)/page system</li> <li>• Message to Channel 4, 6, 2, 7 &amp; 3 on walkie talkies</li> <li>• Email to All staff as an additional communication</li> </ul> <p>In addition:</p> <p>Contact outside trips on mobiles noted in trips out book; it may not be safe for them to return</p> <p>Text message to SLT mobiles</p> <p>Text message to parents to inform them that lockdown is in progress <b>if deemed an appropriate course of action</b>; a decision will be taken on the day and will depend on the nature of the threat, time of day etc.</p> <p>Phone taxi companies to inform them that lockdown is in progress if deemed appropriate depending on time of day etc – reception has an electronic list of taxi companies contact details.</p> <p>Pre-recorded message to be entered onto phone system.</p> <p>SLT to communicate via Channel 6.</p> <p>Ensure all satellite buildings and staff in and around the grounds have got the message as they may need to move to another secure building or stay put depending on the risk:</p> <ul style="list-style-type: none"> <li>• Leavers 1 class</li> <li>• Horticultural workshop</li> <li>• Potting sheds/greenhouse</li> <li>• Tall trees class (behind HF)</li> <li>• Media suite</li> <li>• Artist in residence room</li> </ul> <p>Check kitchen have heard the message as they may be distant from the phone.</p>	<p><i>Prepare a message for internal communication that a lock down is in progress e.g. <b>'Go into Lockdown, Go into Lockdown' 'Await further instructions'</b></i></p> <p><i>Depending on the nature of the threat the following message may also be added based on the decision of the ELL:</i></p> <p><b>'Turn all mobile phones to silent and only use for communication to the Centre Control'.</b></p> <p><b>If radio/walkie talkies also need to be silenced, a message to this effect should be added.</b></p> <p><b>No continuous alarm signal will be given as this:</b></p> <ul style="list-style-type: none"> <li>• may be confused with the fire alarm</li> <li>• we need to limit distress for the students • the intruder may be alerted to the fact that the school is about to go into lock down</li> </ul> <p><b>The lockdown will therefore be communicated across various other channels as indicated.</b></p> <p><i>Prepare a voice message to go onto the phone system to alert callers that the school is in a lockdown situation so children will not be released until the lockdown has come to an end. Ask callers not to block the phone lines.</i></p> <p><i>Prepare a phone message/text message to inform callers/parents that a lockdown is in progress.</i></p>

<p>Lockdown message will be relayed by staff to students in order to avoid them being distressed.</p>	
<p>5. Movement plan for pupils and staff to follow if they are not in a class room:</p> <p>Students/staff to make their way to their classroom or their nearest secure building. If School classes are in main building they could go to the Chapel. Office staff should return to their offices within the same building.</p> <p>If nature of the threat warrants it pupils and staff should stay out of sight as much as possible e.g. sit on floor away from doors and windows, turn off lights, close windows, pull down blinds and lock doors. Everyone must stay quiet.</p> <p>Mobile phones must not be used to contact parents. All phones may need to be switched to silent and not on vibrate; instructions will be given by CTR. Phones should only be used when absolutely necessary.</p> <p>Radios/walkie talkies may be used for communication unless a message requesting radio silence has been issued.</p> <p>Keep communication lines free for essential communications only.</p> <p>Continue mobile phone silence for staff and pupils. Advise that no pupils can leave secure area for toilets, food etc.</p> <p>If toilet emergency for student (or staff), contact CTR for advice if safe to do so</p> <p>If emergency medication is required – contact CTR for advice, assessment of the situation and to discuss options if safe to do so</p> <p><b>Lockdown leaders should be the only staff moving around the school building, if safe to do so, other than those trying to move to a secure location.</b></p>	<p><i>All buildings can be included within the lockdown as they are either on fob access or the doors can be locked. Are there any areas that are not suitable for lockdown (as they can't be secured)? If there was a risk of a student running out of a door, they would be restrained.</i></p> <p><i>Include contractors and visitors to site in the plan.</i></p>

<p>6. Main gate – decision needs to be taken on whether the main gate should be locked given the nature of the threat/risk.</p> <p>Considerations:</p> <ul style="list-style-type: none"> <li>• Can the police and emergency services gain access?</li> <li>• If the threat is already on site, does it need to be contained by locking the gate?</li> <li>• Locking the gate prevents e.g. parents/visitors/deliveries accessing the site and reducing the risk to themselves.</li> <li>• Take direction from the Police as to whether to lock the gate.</li> </ul>	<p><i>The gate can be locked from any phone or mobile on site:</i></p> <p><b>To lock the automated gate from the main building:</b></p> <ol style="list-style-type: none"> <li>1. Dial the gate number i.e. 01483 276958</li> <li>2. Then press 5</li> <li>3. Then press # <b>To unlock:</b> <ol style="list-style-type: none"> <li>1. Dial the gate number i.e. 01483 276958</li> <li>2. Then press 4</li> <li>3. Then press #</li> </ol> </li> </ol>
<p>7. How will register be taken and communicated to the CTR?</p> <p>Staff to account for children in their Care and radio/phone to CTR any missing persons.</p>	
<p>8. LLs to check by radio or phone designated areas of the school. For example:</p> <p><b>Incident during Education Day</b></p> <p><b>Area 1</b> Main building – ground floor classrooms, educational areas and Chapel: LL – to be designated on the day</p> <p><b>Area 2</b> Main building – upper floor classrooms, offices and dining room: LL – to be designated on the day</p> <p><b>Area 3</b> School building: LL – to be designated on the day</p> <p><b>Area 4</b> Therapies: LL – to be designated on the day</p> <p><b>Area 5</b> Horticultural workshop, Potting sheds/greenhouse, Tall trees class (behind HF)</p> <p>Media suite, Artists in residence room. St peter's Cottage: LL – to be designated on the day</p> <p><b>Incident during Residential/Care time</b></p> <p><b>Area 1</b> Main building – House groups: - On Call member of staff or LL designated person</p> <p><b>Area 2</b> JPH: LL – On Call member of staff or designated person</p> <p><b>Area 3</b> Pavilion: LL – On Call member of staff or designated person</p> <p><b>Area 4</b> Loretto Lodge: LL – On Call member of staff or designated person</p> <p><b>A dynamic risk assessment must be performed to determine if it is safe for ELL and LL to move around the site.</b></p>	<p><i>To facilitate the lockdown procedure, it is advisable to split the school into designated areas (areas will depend on the size and layout of the school and may correspond to fire warden areas). A plan showing areas may be necessary for complex sites.</i></p> <p><i>Where possible Lockdown leaders should be assigned areas as part of this plan, if this is not practical the ELL can designate LL to areas on the day.</i></p>

<p>10. Lockdown procedures will be communicated to all staff and it is recommended that they are practised with staff at least, it may be too distressing for the students, and drills recorded in Fire log book or safeguarding records.</p>	<p><i>Document how often training is to take place and where it is to be recorded e.g. in Fire Log Book or safeguarding records.</i></p> <p><i>Who is responsible for this?</i></p> <p><i>Prepare a one-page document for staff explaining when a lockdown procedure would be used, what signal would be given and what action staff should take.</i></p> <p><i>Detail how this will be practised so that staff/students become familiar with the procedure. First practice would be held on an Inset day i.e. a student free day.</i></p>
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## **Part One: Lockdown Procedure (Partial Lockdown): Planning and Implementation**

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however teaching and work can continue as usual. 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 pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

### **Immediate action**

- All outside activity to cease immediately, pupils and staff return to the buildings.
- All staff and pupils remain in building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants. □ Staff should await further instructions.

## Part Two: Lockdown Procedure: Roles

<p><b>1. CTR/ELL role:</b></p> <ul style="list-style-type: none"> <li>• Give alert signal as in Section 4 above</li> <li>• Co-ordinate LLs</li> <li>• Contact Emergency services/external agencies</li> <li>• Begin roll call process approx. 15 minutes after lockdown was initiated.</li> <li>• Gather information and liaise with all staff</li> <li>• Take records</li> <li>• Initiate all clear</li> <li>• Lead the debrief with all parties and any communications</li> </ul>	<p><i>You may specify what staff are likely to be part of the CTR and allocate specific roles. However if this is not practical this can be determined on the day by the ELL.</i></p> <p><i>Ensure accurate records are taken of all actions in an incident log.</i></p>
<p><b>2. LL role:</b></p> <ul style="list-style-type: none"> <li>• Report to CTR</li> <li>• Secure designated area (windows &amp; doors)</li> <li>• Gather information and liaise with staff/CTR</li> <li>• Search for missing children if required</li> <li>• Undertake dynamic RA at all times and not move about school if not safe to do so</li> </ul>	<p><i>Consider how you will secure fire exits as these should remain accessible in case occupants need to escape in an emergency. Most outer doors are on fobs to exit and therefore secure. The main back door of College is free exit. How would we stop a child from running out? If necessary a child would be restrained.</i></p>
<p><b>3. Non LL Staff must:</b></p> <ul style="list-style-type: none"> <li>• Escort pupils to a lockdown area</li> <li>• Take a register if possible</li> <li>• Communicate with CTR any missing pupils or additional pupils</li> <li>• Check doors and windows in immediate vicinity are secure</li> <li>• Keep pupils calm and quiet</li> <li>• Where appropriate (due to nature of the threat) sit on floor away from windows, pull down blinds</li> <li>• Keep mobile phones on silent. If in class, stay in current classroom.</li> </ul> <p>If outdoors, move to closest, securable room or to designated area and stay there unless advised otherwise or the threat causes you to look for alternative place of safety.</p> <p>If nature of the threat warrants it students and staff should stay out of sight as much as possible e.g. sit on floor away from doors and windows, turn off lights, close windows, pull down blinds and lock doors. Everyone must stay quiet.</p> <p>Mobile phones must not be used to contact parents, all phones may need to be switched to silent and not on vibrate. Phones should only be used when absolutely necessary.</p> <p>Keep communication lines free for essential communications only.</p> <p>Continue mobile phone silence for staff and pupils. Advise that no pupils can leave secure area for toilets, food etc.</p> <p>If toilet emergency for young child – contact CTR for advice.</p> <p>If emergency medication is required – contact CTR for advice, assessment of the situation and to discuss options.</p>	

## Part Three: Lockdown Procedure: Debrief & Review

1. Debrief for staff/pupils to be taken by ELL as soon as possible after the incident.	
<p>2. Parents to be informed via a meeting and /or letter as soon as practical after incident.</p> <p>Further information to be provided on website, etc.</p> <p>Media statement to be agreed before any communications are released.</p>	<p><i>Consider any other suitable methods of communication e.g. website, social media.</i></p> <p><i>Who will need to be consulted before communications are released e.g. Police, Trustees?</i></p>
3. Incident report to be completed by ELL	<p><i>Where provided the Police Incident report/number and Police Liaison Officer details should form part the incident report.</i></p> <ul style="list-style-type: none"> <li>• <i>Review procedures, how did they work – what needs to be changed?</i></li> <li>• <i>Ask for feedback from staff about what worked well and what did not.</i></li> <li>• <i>Update procedures as required, re-distribute and ensure all staff and others trained in new procedure.</i></li> <li>• <i>Practice again with new procedures.</i></li> </ul>

<b>Lockdown Procedure created by: Carol Davey – July 2018</b>	<b>Review by: Head of Facilities</b>
<b>Review Date: Summer 2022</b>	<b>Next Review Date: Summer 2023</b>

### Date Procedure Reviewed

Date	Changes	Reviewed by	Version
July 18	Policy Created	Carol Davey	V1
Feb 20	Interim Review to reclassify from policy to procedure and cycle changed to annual	Admin	n/a
October 2020	No Changes	Adrian Maxey	V1.1
Summer 2021	No Changes	Adrian Maxey	V1.2
Summer 2022	No changes	Marius McGarr	V1.3