



FOWEY RIVER ACADEMY

EMERGENCY LOCKDOWN POLICY

Fowey River Academy - Lockdown policy

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Introduction and Context

This policy is designed to ensure the safety of FRA staff, students and visitors when a quickly developing threat or incident either directly on the academy grounds, or in the vicinity, requires all persons on site to be locked in rooms within the building for their own safety. The policy will set clear guidance on who is responsible for the implementation of the different elements of this policy to make it successful should it ever need to be implemented. A practice lockdown will occur at least once annually so that all staff and students become familiar with how they are expected to respond in a lockdown situation.

Who this policy applies to

This policy applies to all staff, students and visitors on site at Fowey River Academy at any given time. The policy is also relevant to parents and carers who should have access to this policy via the FRA school website and are encouraged to read it.

This policy will also need to be followed by visitors to the school who should be made aware of their responsibilities with regards to the policy when signing in. Site team will be responsible for ensuring that all onsite maintenance contractors follow the procedures. Pre-school staff will be responsible for keeping children in their care safely locked in their room. Sports Hub staff on shift will be responsible for ensuring all sports hub users are locked down within the gym. All other visitors will be the responsibility of the member of staff that they are on site to see. It is important that the visitor is aware that during lockdown they will not be permitted to leave under any circumstances. If the visitor becomes the threat then the member of staff responsible for them should follow guidance set out in the “run, tell, hide” poster and full lockdown procedures as set out in this policy will ensue.

All employees should be alert to site security and follow procedures for maintaining site security, for example:

- Wearing a LEAP lanyard with ID badge.
- Challenging individuals who are not wearing LEAP or visitor lanyards
- Closing windows/blinds when leaving at the end of the day
- Having an awareness of surroundings / being vigilant at all times
- Ensuring that all external gates are closed and locked following access/egress
- Ensuring that padlock codes are known only to authorised personnel
- Ensuring security maintenance issues are reported and flagged as urgent. Eg. broken fire exits / mag-locks on doors.
- Reporting anything of concern

Guidelines

This policy is to be implemented in an emergency situation which requires people on site including staff and students to be locked inside rooms throughout the school for their own safety. Such incidents could include, but are not limited to:

- A dangerous person(s) reported in the local area, or a civil disturbance that could threaten the safety of staff/students/visitors at Fowey River Academy
- A called in bomb threat
- Threat of a terrorist attack
- A risk of extreme air pollution in the local area
- An intruder on site
- A major fire that has been reported in the local area. If the fire is on site, then fire evacuation procedures must take precedence
- The close proximity of a dangerous animal reported loose in the local area
- A serious accident that has happened on site which requires good access for the emergency services
- Any unknown reason that the police have informed us that we should use our lockdown policy

Lockdown Manager

In the event of an emergency requiring the lockdown policy to be implemented, the headteacher or, in the headteacher's absence, the following people in this order; Jo Yeates, Paul Smith, most senior member of staff on that day, will assume the role of lockdown manager. It will be up to the lockdown manager to make a decision as to whether a full or partial lockdown is required. If the police are already involved then the decision will be made in consultation with the police.

As soon as the emergency services are aware of the situation and the level of lockdown established, the lockdown manager must immediately inform LEAP head office and the local authority of the situation and the intention to carry out this policy.

Partial Lockdown

A partial lockdown should be considered to be a precautionary measure that when implemented puts Fowey River Academy into a state of readiness in preparation for a smooth transition into a full lockdown should the need arise. A partial lockdown should retain a certain degree of normality about the school day.

A partial lockdown should follow these steps:

1. Lockdown manager alerts all staff to partial lockdown implementation by a repeated on-off ringing of the school bell for 1 minute.
2. Lockdown manager will arrange for the normal school bell to be disabled for the lockdown period to avoid confusion.
3. All outdoor activity must cease and students should be immediately led by their teacher to a predetermined safe haven - from the back field/yr 7 area go to the cricket pavilion, from the front field go to the sports hub. If the alert happens during breaktime then duty staff must accompany students in place of the class teacher.
4. Pre-school staff should keep their children in their room, sports hub staff should close off the runway and guide gym users into the cardio or power zone. Exams officer and invigilators should ensure that students on supervised breaks are ushered back into the exam room and that doors are locked and have their bullet point plan to hand. All other members of staff that are hosting visitors on site during lockdown will be responsible for their visitor and must ensure that the visitor strictly follows this policy for their own safety and the safety of others in the building.
5. Once inside the rooms all external windows and doors should be locked if possible.
6. If doors are unable to be locked then they should be barricaded with items from within the classroom.
7. Lessons and activities should resume as normal as possible within the classrooms.
8. Teachers should keep their work email open on their computers to keep an eye on further instructions.
9. Lockdown manager and/or senior leadership team will continue to monitor the threat and will advise either a progression to a full lockdown implementation or lifting of the partial lockdown. This will be communicated by the lockdown manager by email.
10. It is important to understand that while the partial lockdown is in place, the threat is still apparent, and nobody should leave the classroom that they are in until the lockdown has been lifted by the lockdown manager. Ending of lesson times or end of the school day does not supersede this policy.
11. Lockdown manager will call an end to the lockdown by emailing all staff with the subject heading *ALL CLEAR*

Full Lockdown

A full lockdown procedure will be implemented when there is an immediate and significant threat to Fowey River Academy and the people within. A full lockdown may or may not be an escalation from a partial lockdown.

A full lockdown should follow these steps:

1. All staff alerted to full lockdown implementation by a continuous ringing of the school bell for 2 minutes. Lockdown Manager will also send an email with subject heading *LOCKDOWN*
2. Lockdown manager will arrange for the normal school bell to be disabled for the duration of the lockdown period to avoid confusion.
3. All students must stay within the classrooms that they are in or must be escorted by a member of staff to the nearest available classroom. Duty staff will be responsible for escorting students to the nearest, safe havens during break times.
4. All other staff will be responsible for escorting visitors to specific areas as outlined in the partial lockdown procedures.
5. External doors, gates and windows must be locked shut and classroom doors should also be locked if possible. If the classroom cannot be locked from the inside then the door should be barricaded with items within the classroom. IT support will use CCTV to track and monitor the threat.
6. Magnet locked doors within the building should provide an extra barrier if there is an intruder threat that can afford more time to secure safe spaces.
7. Blinds should be drawn in classrooms wherever possible.
8. Students must sit quietly and out of sight (round a corner behind or under a desk etc.)
9. All doors, whether locked or not, should be barricaded if safe to do so by using appropriate items within the classroom. Teachers should assess the risk and proceed to organise this but can enlist student help for efficiency.
10. Registration must be taken within the room and uploaded via SIMS. Any students unaccounted for will be reported to Claire Grist via email.
11. The teacher within the classroom will formulate an emergency exit plan from the classroom in case the situation develops into the need to evacuate and safely communicate this to the students within their room if it becomes necessary to enact.
12. The teacher within the classroom will keep their work emails open and await further instruction from the lockdown manager
13. The lockdown manager will continue to monitor the threat and when safe to resume normal operations, will send an email to all staff with *ALL CLEAR* in the subject heading

Expectation

Everyone in full lockdown must remain in the locked room, quiet and out of sight until the threat has passed and the lockdown manager has lifted the lockdown. The lockdown manager will endeavour to keep lines of communication open to all staff during the lockdown and will use email as the preferred method of communication. Email is quieter than telephones or walkie talkies and is also more accessible to all members of staff. Staff within locked rooms should try to keep everyone inside as calm and as quiet as possible until the threat has passed. Although lines of communication will be left open, staff must act responsibly and not use those lines of communication unnecessarily. Members of staff will turn off their radios and ensure that their mobile phones are switched off or turned to silent. Alternative lines of communication should only be used if email communication is not working.

Evacuation

Considering that this policy will only be implemented as an emergency situation, it may be required that a lockdown scenario escalates into the need for evacuation procedures to be quickly implemented. In this situation the fire alarm will be used as a signal that everybody should evacuate the building. Once secure in their rooms, the first thing staff should do is plan an escape route for their group/class. Upon hearing the fire alarm staff should initially assume that it has been set off intentionally by an aggressor to encourage people out of hiding, and stay in their safe rooms. It is imperative that staff pay close attention to their emails in this situation. If evacuation is advisable the lockdown manager will promptly email necessary staff with ***EVACUATE*** as a subject heading and advise where the school should evacuate to in the email, depending on the situation and in line with advice from the police. The lockdown manager must make a prompt decision on the need for evacuation so that this can be communicated clearly and in good time.

Available forms of communication

Email will be the preferred form of communication during lockdown as it is accessible to all staff and relatively quiet. The lockdown manager will send out instructions to staff throughout the lockdown process and so it is vitally important that staff have their emails open and keep a close eye on them as events unfold.

Other forms of communication such as classroom telephones, walkie talkies, and mobile phones should not be used in the first instance. These forms of communication are noisy and could alert an aggressor to the location of a group. If the situation develops where email cannot be used for any reason then these lines of communication may be reinstated but should be used only when absolutely necessary.

Fowey River Academy Full Lockdown Procedure

Management and control

Lockdown manager - 1st Ben Eddy, 2nd Jo Yeates, 3rd Paul Smith, 4th Exec team appointed school leader

Parent liaison - Ms Hick and Mr Grist

Media liaison - LEAP trust CEO/COO

Staff liaison - Lockdown manager and Exec team

CCTV monitoring - Steve Lemin, or Dan Wilkins FRA IT technician

Ben Eddy will assume the role of Lockdown manager.

If Ben is absent then the responsibility of this role will be assumed by the following in this order:

Jo Yeates

Paul Smith

Exec team appointed school leader

All other staff members are responsible for the care and ensuring compliance of this policy within the core group that they are responsible for.

Signals

Signal for partial lockdown - A repeated on-off ringing of the school bell for 1 minute & email from lockdown manager

Signal for full lockdown - Continuous ringing of the school bell for 2 minutes & email from Lockdown manager

Signal to evacuate - email from Lockdown manager and fire alarm trigger

Signal for all clear - email from Lockdown manager

Specified lockdown rooms

Students - nearest available classrooms. Escorted to safe havens by teachers if outside

SLT - offices - only lockdown with other SLT staff if safe to do so

Sports hub - The cardio or power gym

Pre-school - Pre-school classroom

Exams (invigilators/inspectors/helpers etc) - Room they are in

Site and contractors - Site office or most convenient available room

Visitors - must stay with staff that are responsible for them

Lockdown areas during breaks

Back field - Cricket pavilion / Fowey Hall Hotel

Top courts - Science classrooms

Village green - Village classrooms

Tennis courts - Primary School / Squires field community centre

Front field - Primary School / Squires field community centre

Canteen - Kitchen / Canteen

Sports Hub - Changing rooms

College - IT room (key to lock door in top drawer of teachers desk)

FULL LOCKDOWN ACTION PLAN

Full Lockdown Directions for Staff

If a significant threat is reported or discovered:

1. You must immediately tell a member of staff with a walkie talkie who will shout "LOCKDOWN" into the radio or call Ben Eddy on 228 to raise the alarm.
2. Lockdown manager will instruct the school bell operator to activate the bell on a continuous ring for 2 minutes and disable the normal school bell schedule to avoid confusion. The continuous ringing of the school bell will signify full lockdown procedures should be followed. Lockdown manager will also email all staff with the subject title *LOCKDOWN*
3. Lockdown manager will inform LEAP CEO and COO and the local authority that FRA is under lockdown by email.
4. Staff must ensure all persons that they are responsible for at that time are present in a safe space (nearest lockable room). Staff responsible for vulnerable students should be sensitive to their needs and requirements in such situations and do their utmost to ensure calmness.
5. Staff in outside areas should get students to the nearest safe haven, to the primary school or squires field community centre if on the front field and to the cricket pavilion or Fowey hall through the gate on the back field if on the back field
6. Lockdown manager will communicate to all staff members via email as to the nature of the lockdown (chemical release, aggressive intruder onsite etc.) and will continue to communicate updates and instructions as events unfold.
7. Any missing students should be reported to Claire Grist and registers should be uploaded to SIMS
8. You must secure all entrance points to your safe room by locking all windows and doors if possible and barricading windows and doors with items within the classroom. Close all blinds and block views through windows with other items if necessary.
9. Encourage your students to be quiet and stay hidden while the lockdown is in place. Shelter behind items, under tables or against the wall and turn off the lights.
10. Instruct everyone to turn off their mobile phones and electronic devices. Students must be explicitly told not to have their phones/ipads switched on
11. Quickly make a plan for evacuation and be ready to implement it in case the lockdown situation evolves into a need to evacuate
12. Ensure any students that are outside are escorted to their safe haven as quickly as possible if it is safe to do so. If it is not safe, instruct them to hide in a nearby place.
13. Stay inside your locked room unless the lockdown manager lifts the lockdown or the fire alarm sounds whereby the evacuation process as described above will ensue.
14. If somebody is taken hostage on site then the lockdown manager will seek to evacuate the rest of the site under police guidance.
15. Lockdown manager will email all staff with *ALL CLEAR* as a subject heading to call an end to the lockdown

Emergency Services

It is important for the lockdown manager to be in continual contact with the emergency services while any threat situation occurs. The expert advice that the emergency services can give in such situations could be vital for everybody's survival. It is of paramount

importance that this line of communication is kept open and so it is reasonable for the lockdown manager to delegate other members of SLT to communicate with staff in classrooms via email, and for LEAP trust members to communicate with concerned parents, media etc. However, it must be the lockdown manager only that can authorise an evacuation by emailing *EVACUATE* or to call an end to the lockdown by emailing *ALL CLEAR* when they are confident it is safe to do so. Depending on the severity of the situation, it may be necessary to arrange for the police to cordon off an area on site for concerned parents/family members that may arrive and for the police to liaise with them directly. The police will advise the lockdown manager if this is necessary and arrange the cordon themselves.

Outward Communication

It is important that during a full lockdown parents and carers are kept well informed of any developments and incidents as they occur. Parents will be understandably concerned but regular communication of accurate events should help to alleviate any undue anxiety.

Parents should be made aware that the Academy understands their concern for their child's wellbeing at this time and be reassured that Fowey River Academy staff are doing all they can to ensure their child's safety. Mr Grist and Ms Hick will take the responsibility for keeping parents informed and up to date as staff on site will be preoccupied with the lockdown situation. Parents should be discouraged from phoning the Academy as this will be very likely to make the telephone lines busy and it may be important that regular communication lines with the police are maintained. Parents must also be discouraged from turning up at the Academy as the emergency services may need access at a moments notice. Parents should wait for messages through parentmail to inform them when and where they can safely collect their child once the situation has passed. Parent mail will be the preferred way of communication with parents at this time.

Lockdown away from FRA

Fowey River Academy staff must also plan for what would happen if a lockdown situation should arise when a group is away from the academy, whether this be on a short visit, day trip or longer trip that involves a party staying away, possibly even in a foreign country.

FRA will always carry out a risk assessment prior to such visits and will consider what would happen if an emergency situation arose that was out of the control of the staff who are supervising the students on the trip.

Appropriate guidance will be given to students prior to the trip and will be reinforced during the trip itself. Parents and carers will also be provided with information about the procedures that would be followed.

It is almost impossible to predict the circumstances where an emergency situation might arise in a way that specific planning can be undertaken. As a minimum it will be prudent to show students an emergency meeting point if the party gets separated and remind them to follow instructions from the Emergency Services.

If the trip involves staying in a hotel or hostel the staff leading the trip should identify areas of the building where they are most likely to be able to protect the children in their care.

Students will be asked to disperse or hide if this will aid their safety.



**COUNTER
TERRORISM
POLICING**

ACT

**ACTION
COUNTERS
TERRORISM**

IN THE RARE EVENT OF
a firearms or weapons attack

RUN HIDE TELL



RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999.

LOCKDOWN ACTION FOR STUDENTS

PARTIAL LOCKDOWN SIGNAL – ON-OFF RINGING OF SCHOOL BELL - 1 MINUTE

FULL LOCKDOWN SIGNAL – CONTINUOUS SCHOOL BELL - 2 MINUTES

1. SHELTER SOMEWHERE SAFE

- IF YOU ARE ALREADY IN A CLASSROOM STAY THERE
- IF YOU ARE OUTSIDE FOLLOW YOUR TEACHER TO A SAFE SPACE
- IF YOU ARE IN A TOILET OR CORRIDOR GO TO THE NEAREST CLASSROOM WITH A TEACHER IN

2. HIDE OUT OF VIEW

- LOCK & BLOCK DOORS WITH CLASSROOM EQUIPMENT
- CLOSE WINDOWS AND BLINDS
- TURN OFF YOUR PHONE – DON'T EVEN HAVE IT ON VIBRATE
- TURN OFF LIGHTS
- MOVE TO A SAFE SPACE & HIDE

3. WAIT FOR FURTHER INSTRUCTIONS

- STAY CALM, QUIET & HIDDEN
- DO EXACTLY WHAT YOUR TEACHER TELLS YOU
- DO NOT OPEN DOORS IF FIRE ALARM SOUNDS UNLESS SCHOOL STAFF TELL YOU TO

YOUR TEACHER WILL TELL YOU ONCE IT'S SAFE AGAIN