



NEWMARKET ACADEMY

## **Dynamic Lockdown, firearms and Weapons Attack Policy**

<b>Policy Title</b>	<b>Dynamic Lockdown, Firearms and Weapons Attack Policy</b>
<b>Policy Created / Amended</b>	<b>Sept 2020</b>
<b>Policy Ratified</b>	<b>At the LGB meeting of 24<sup>th</sup> September 2020</b>
<b>Policy Review Date</b>	<b>Sept 2021</b>

## Lockdown Procedure, Firearms and Weapon Attacks

As part of a Department for Education directive we have a plan for "lockdowns" and "firearms and weapon attacks". These procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and students in the school.

Lockdown procedures may be activated in response to any number of situations, these may be:

1. A reported incident, disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous dog roaming close

Firearms and weapon attack procedures may be activated if such an event occurs.

## Lockdown Policy

All schools should consider the need for robust and tested **school lockdown procedures**. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. Lockdown procedures may be activated in response to any number of situations:

This policy will detail -

- Access to the school bell controls to raise an alarm in an emergency;
- Other means of internal communications - messenger, two-way radios, mobile phone, internal e-mail, texts etc;
- School site plan e.g. the layout of buildings and their proximity to one another.

Procedure

- Staff are alerted to the activation of the lockdown procedure plan by a recognised signal, audible throughout the school;
- Students who are outside of the school buildings are brought inside as quickly as possible;
- Those inside the school should remain in their classrooms;
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked).

Once in lockdown mode, staff should notify the office immediately of any students not accounted for (and instigate an immediate search for any missing)

- Staff should encourage the students to keep calm;
- As appropriate, the school should establish communication with the Emergency Services as soon as possible;
- Suffolk County Council and Unity Schools Partnership, the school's Health & Safety provider (Delegated Services) should be notified via the 'School Emergency' phone number;
- If necessary, parents/carers should be notified as soon as it is practicable to do so via the school's established communications system;
- Students will not be released to parents/carers during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded;
- Staff should await further instructions.

It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year. Students should also be aware of the plan. (Regular practices will increase their familiarity). Parents/carers too should know that the school has a lockdown plan, and a copy should be placed on the school's website.

It would also be good practice to:

- a) Conduct a number of table top exercises with the senior management team to test the procedures against various scenarios;
- b) Rehearse lockdown arrangements with all staff and students;

## **Lockdown Arrangements**

All Lockdowns will be treated as a full lockdown initially. Only on assessment from the Critical Incident Team will it be reduced to a partial lockdown.

### **1. Full Lockdown**

**Alert to staff:** 'Full lockdown'

This signifies an immediate threat to the school and may be a de-escalation to a partial lockdown.

**Immediate action:**

- All students return to base (classroom, tutor room or other agreed location e.g. sports/assembly/dining hall);
- External doors locked. Classroom doors locked (where a member of staff with key is present); Windows locked, blinds drawn, students sit quietly out of sight (e.g. under desk or around a corner);
- Register taken – any students absent will be reported to SBY;
- Staff and students remain in lock down until it has been lifted by a senior member of 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 agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication. Examples of discreet communication channels might be:

- Where staff have access to an internal e-mail system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet

## **2. Partial Lockdown**

### **Alert to staff: 'Partial lockdown'**

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 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, students and staff return to building;
- There needs to be a means of communicating the alert to duty staff at break times
- All staff and students remain in building and external doors and windows locked;
- Free movement may be permitted within the building dependent upon circumstances.

All situations are different. Once all staff and students are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the school's Health & Safety provider/emergency services. This can then be communicated to staff and students.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## **Communication between parents/carers and the school**

School lockdown procedures, especially arrangements for communicating with parents/carers, should be routinely shared with parents/carers either by newsletter or via the school website.

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

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

- Are reassured that the school 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 school. Calling the school could tie up telephone lines that are needed for contacting emergency providers;
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- Wait for the school to contact them about when it is safe for them to come and collect their children, and where this will be from.

The communication with parents/carers part of the plan needs to reassure parents/carers that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, **it may also be prudent to reinforce the message 'the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out'**

### **Emergency Services**

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 school 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 Head of School/ Deputy Head of School regarding the timing of communication to parents/carers. In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

## **Firearms and Weapons Attack**

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website:

[www.gov.uk/government/publications/recognising-the-terrorist-threat](http://www.gov.uk/government/publications/recognising-the-terrorist-threat).

### **Run**

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

### **Hide**

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.

- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

### **Tell**

Call 999 - What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

### **Armed Police Response**

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

### **Officers may**

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

New staff will be trained in this and students will be reminded of procedures in assemblies.