Lockdown Policy

2021-22

ABBEY COLLEGE CAMBRIDGE

Lockdown Policy

Abbey College Cambridge

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This policy is reviewed on an annual basis		
Annual Policy reviewed by:	**Mike Corbett**	**June 2021**
Approved by SLT and Published:		**June 2021**
Next Review:	Mike Corbett	**June 2022**

This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the school's portal. It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the school.

LOCKDOWN PROCEDURE

Introduction

The aim of this lockdown plan is to ensure that staff know actions and communication channels in the event of an emergency. Anyone who receives information on any matter which is likely to affect the running of the school, must communicate this immediately to the Principal or any other SLT member.

Staff/Student Training on this Policy

- Annual training and walk-through for all-staff in annual September INSET session.
- New staff and all contractors based on-site as their main place of work have training as part of their induction program.
- New students have full training as part of induction week (September and January intakes)
- Returning students to have a refresher course in September assembly or tutor sessions.

Lockdown Procedures

If an evacuation is not possible, a lockdown may be necessary for a reason such as:
- Terrorist alert;
- Criminal activity;
- Other threat of violence making it unsafe to leave the school premises;
- Major fire or air pollution nearby;
- Severe weather event

If the emergency services call to advise of an incident, the person receiving the call should:
- Immediately alert Principal (or SLT member in his absence);
- Principal should inform SLT, Site Manager and Reception.

In the event of a lockdown, then the following procedure should take place:

Reception, Site Manager or member of SLT will activate the lockdown alarm by pressing the activation button at Reception, the Reception office or the Site Management Office. This is connected to the fire alarm sounders and will activate as a pulse tone which will sound different to the fire alarm.

All Staff - PHASE A – Where to Go

- Any staff in a classroom or office on the 1st floor or above, remain there.
- Any staff on the ground floor move to the nearer of: the Hall, the Dining Room in Block A, or the Common Room in Block B, guiding students and visitors with them.
- All students on the 1st floor or above stay in classrooms.
- All students on the ground floor, or in the courtyard or smoking area must be guided to the Dining Room in Block A, or Library in Block B.
- In the event that getting to the area listed above would mean going through a more dangerous area, then move to the nearest lockable room (note – the hall and all offices are lockable but the common room isn't)
- If the lockdown occurs during an exam, remain in the hall and follow the 'What to Do' instructions below in line with the Exams Policy.

All Staff - PHASE B – What to Do

Staff in a classroom/office with students:

- Pull any blinds down on all windows and doors so intruders cannot see in;
- Move pupils away from windows and doors, sitting on the floor and out of sight as much as possible;
- Check corridors outside of classrooms for any students who are not in a class room, and bring them into the room;
- Lock doors and windows, where possible;
- Tell pupils that there is an emergency and pupils should stay out of sight and wait in silence;
- Tell pupils that they are not allowed to use their mobile phones whilst the lockdown is in place;
- Teachers should not continue to teach classes but try and keep pupils calm and quiet;
- Teachers should do a headcount and, if possible and safe to do so, email Reception and SLT with details of any pupils known to be missing from their class, or if they have students with them from any other class;
- Teachers should stay by their computer, if there is one in the room, awaiting further communication. Turn on and login to the computer if safe to do so;

- o Teachers should only unlock the door if a student or member of staff is locked out of their room and needs to enter;
- o Teachers should not unlock the door or allow any pupils to leave the room until advised that the Lockdown is over

Staff in the Dining Room in Block A:

As above, but in addition:
- o If the threat is visible, or if instructed by a member of SLT/Site Manager, move the students up to the 1st floor student common room and corridors via the staircase through the Ground Floor accommodation or staircase next to the dining room.

Staff in the Library in Block B:

As above, but in addition:

If the threat is visible, or if instructed by a member of SLT/Site Manager, move the students upstairs to classrooms and lock the classroom door behind, following the guidance above on how to keep safe in the classroom.

OUTSIDE OF COLLEGE HOURS – before curfew

Boarding/Security decide the issue warrants a lockdown;
Senior Boarding/Security call emergency services then SLT;
All staff call students to move inside to Dining Room;
Students upstairs remain upstairs. Boarding staff head to Dining Room;
If the Dining Room is not safe, then the Hall or 1st Floor Common Room;
Follow the above steps until Lockdown has ended;

Partial Lockdown

If the Crisis Management Team agree that the building should remain locked down, but students and staff can move freely within the building, then this will be communicated verbally and via email. This may apply during events such as extreme weather conditions, or an incident nearby that would cause the lockdown, but not represent any danger within the building itself.

Ending the Lockdown

Site Manager and/or member of SLT to inform teachers verbally and email to be sent by a member of SLT confirming Lockdown is no longer in place.

Note – the alarm stopping does not mean the lockdown has ended.

Crisis Management Team Actions:

- Principal (or SLT member in his absence, for this and all bullet points in this section) to contact emergency services if they are not already aware.
- If possible, Reception to inform any members of staff who are known to be off-site to remain where they are, and keep students with them if together;
- SLT to meet in the Principal's office;
- Principal to decide who (if anyone) should search for any known missing pupils;
- Principal to keep in contact with emergency services and follow advice;
- Principal to contact CEO;
  Principal to instruct Reception (if available) or 4th-floor office staff to send appropriate InTouch message to parents if required.
- Principal to instruct Reception or 4th floor office staff to send a message to all students explaining that if they are off-campus they must not return until instructed to do so, and must confirm their location.
- If there is an incident outside of the college which requires students to return to a college in lockdown then Principal to instruct Reception to contact accordingly and advise students to return immediately.

Crisis Management Team:

Principal	Team Leader and Incident Commander
	Liaison with Media
Senior Leadership Team	Team Leader and Incident Commander in the absence of the Principal
	To assist and advise the Team Leader
Site Manager	Assist and advise the Team Leader
Principal's PA	Assist and advise the Team Leader

Liaise with parents if requested by SLT

Reception Staff   Assist and advise the Team Leader. Liaise
                                       with parents if requested by SLT

Communications

The office of the Principal is to be the central point for all communications,
information and decision-making.

Emergency phone numbers

Emergency Services   999 / 112

Julian Davies, Principal   07920 802389
Carolyn Dunn, Vice Principal (Pastoral)   07557 391498
Andrew Humphris, Vice Principal (Academic)   07469 851674
Mike Corbett, Director of Operations   07467 955779
Helen Walker (Director of Boarding)   07467955782

Jenny Maskell, Site Manager   07467 955780
Main Reception   01223 578280

Mark Hanley-Brown, CEO   020 7487 6010
Tim Haynes: Director of Senior Schools
and Colleges   07738 236899
Liz Francis: Director of Education   020 7487 6036
Richard Jones: Director of Property   020 7487 6038
Jim Bowden: Chief Financial Officer   07968 826161
Russell Seaman, Group IT Director   020 7487 6000
Bhavin Patel: Group IT Manager   07808 768324

Procedure for Handling Bomb Threats.

Most bomb threats are made over the phone and the overwhelming majority
are hoaxes, often the work of malicious jokers, although terrorists do make
hoax calls with the intent of causing alarm and disruption. Any hoax is a
crime and, no matter how ridiculous or unconvincing, must be reported to the
police.

Calls may be of two kinds:

- Hoax threats designed to disrupt, test reactions or divert attention
- Threats warning of a genuine device – These may be attempts to avoid casualties or enable the terrorist to blame others if there are casualties. However genuine threats can provide inaccurate information about where and when a device might explode.

Procedure:

Reception staff are trained in handling procedures and have ready access to instructions.

Staff should follow the check list of actions as per the procedure below:

1. Stay calm and listen.
2. Obtain as much information as possible – try to get the caller to be precise about the location and timing of the alleged bomb and whom they represent. If possible, keep the caller talking.
3. Ensure that any recording facility is switched on.
4. When the caller rings off, select the 'Directories' button then select 2 to identify numbers that have called.
5. Immediately report the incident to a member of SLT to decide on the best course of action and notify the police. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly. Give your impressions of the caller and an exact account of what was said.
6. SLT to decide whether to initiate a fire drill to evacuate the premises, or to use a vocal evacuation in order not to activate an explosion via the fire alarm
7. If you have not been able to record the call, make notes for the security staff or police. Do not leave your post – unless ordered to evacuate – until the police or security arrive.

Lockdown Procedure
Checklist[1]

Differentiate where necessary between <u>partial</u> and <u>full</u> lockdown

Who is specifically responsible for liaising with the Police and other authorities, and for covering training, inductions, rehearsals and drills (minimum annually)?	SLT
Who has the authority to trigger a lockdown?	SLT, Site Manager, Reception Staff, Security
How and by whom are staff alerted to a lockdown (is it a different signal from an evacuation alert)?	Alarm – different to fire evacuation alarm
How and by whom will children outside school buildings and in remote locations be brought inside quickly?	Ground floor staff to sweep the outside areas. All students to be messaged via InTouch to say to remain off-site if they are offsite already
Is it clear whether staff and children should stay in classrooms, or gather somewhere else? Within rooms, where should they sit?	Clear – if in a classroom then remain there. If on the Ground Floor then go to the Dining Room (Block A), Common room (Block B)
Who will take care of the necessary physical procedures: locking doors and windows, closing blinds and vents (where	Teachers in classrooms. Staff in any other locations.
How will communication be organised, internally, and externally (messengers, 2-way radios, mobile phones, email, texts	Mobile phone, email and college two-way radio.
Where is your list of essential contact details?	Published in this policy on the portal

[1] Word file available on the group portal

How and by whom will children be accounted for?	Master checklist held in Director of Operations office. 4 other versions – Block B staff room, Block B Accommodation office, Dining room, Reception. SLT collate information from all 4 versions to produce master checklist, and identify where students/staff are unaccounted for. SLT to decide course of action in each scenario.
What to do if a medical (or toilet) emergency arises	Staff to use discretion. In-House medical centre to be used if accessible.
For long periods of lockdown, what provisions do you have for food, water, blankets, torches…etc?	Fully-provisioned dining room and storage. 130 bedrooms and back-up linen supply. Torches in Site Managers Office, Caretakers Office
How will parents be notified? Do you have a draft script?	SLT to determine if required. Sent by Reception – wording to be determined by SLT at that point.
Who has the authority to end a lockdown?	SLT, Site Manager, Emergency Services
What is the signal for 'all-clear', or a move from full to partial lockdown?	Verbal and email from SLT or Site Manager.
Does each classroom have details of lockdown procedures (e.g. in the teacher's drawer, or posted on the wall alongside fire drill	Each classroom has details posted on the wall.
How often do you review your procedure for updates or improvements?	Annually and after every situation

IN THE EVENT OF CHILDREN NOT BEING ABLE TO LEAVE THE SCHOOL FOR A PERIOD OF UP TO 24 HRS

Adequate supplies of dry food products are kept on site. This includes water and biscuits.

DISASTER RECOVERY

In the event of the school being inaccessible or unsuitable for normal lessons, students will be moved to another site for learning to continue. This will come into effect following consultations between Head Office and the Principal.

Please refer to Business Continuity Plan on the Policies Portal:

https://egiportal.alphaplusgroup.co.uk/college/acc/Pages/all-documents.aspx

Media Protocol
Alpha Plus Group:

https://egiportal.alphaplusgroup.co.uk/apg-info/Pages/marketing-pr.aspx