

Lockdown Procedure

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Job title: Facilities Manager

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Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

Introduction

This lockdown procedure is a sensible and proportionate response to an external or internal incident which may cause a threat to the safety of students and staff. The aim of such a procedure is to maximize the safety of occupants whilst minimizing student anxiety and causing as little disruption as possible to the learning environment.

The lockdown procedure may be triggered by one of the following (non-exhaustive) list of events:

- An incident or civil disturbance in the local area which poses a risk to the college
- A local risk of air pollution, such as that from smoke or a gas cloud
- A major fire near the college
- A dangerous dog or pack of dogs nearby
- A severe weather event
- Intruders entering the college with intent to harm students and/or staff

There are two variants of the lockdown procedure – partial and full. Appendix 1 lists the basic aspects of a partial lockdown, and additional measures for a full lockdown, where the aim is for the college to appear empty.

The integrity and effectiveness of the college lockdown procedure will primarily be determined by its reliability in practice, including an emphasis on agility in responding to situations. Therefore, in addition to maintaining a written procedure, the following activities will occur with appropriate frequency:

- liaison with the police and other local authority resources to discuss most likely risks and appropriate responses, and to review and refresh procedures as appropriate
- ‘table-top’ exercises with the executive leadership team to test the procedures against various scenarios
- rehearsal of lockdown arrangements with all staff and students (at least once a year)
- display lockdown drill information on noticeboards around the college, alongside fire evacuation information

SUMMARY OF ACTIONS – WHERE TO GO

During teaching hours

Partial Lockdown - Stop people entering the college (unless safe to do so) and advise staff/students against leaving, if insistent, Facilities Manager/Premises Manager/Security to escort them through the Global Kitchen and out of the side gate.

- Teachers and students in lessons / exams carry on as usual.
- Teachers and students not in lessons / exams can still move freely inside College.
- Facilities Manager / Security / Premises Manager at College turnstiles.

Full Lockdown - We pretend the college is empty and we hide. Advise staff/students **MOST STRONGLY** against leaving, if insistent Facilities Manager/Premises manager/Security to escort them through the Global Kitchen and out of the side gate.

- Switch off computer screens, phones off or on silent. If in a room with blinds, close them.
- Students, whether in lessons or not, stay in / move to inner rooms or the corridors on the first and second floors.
- Teachers with classes, take your class into the nearest inner class or the corridors on the first and second floors. If not teaching, go to the mezzanine to act as “runners”.
- Students and invigilators in exams – stop the exam, noting the time, get students to sit on the floor and await the instruction to move to the Theatre .
- Reception and office staff go to the Mezzanine and will act as “runners”.
- ELT go to the Principal’s office.
- Facilities Manager / Security / Premises manager inside atrium entrance double door.

During boarding hours

Partial Lockdown.

- Stop people entering the college (unless safe to do so) and advise staff/students against leaving, if insistent, HouseParents or Assistant Houseparents to escort them through the Global Kitchen and out of the side gate.
- Security at College turnstiles.

Full Lockdown.

- Students in their bedrooms stay there.
- Any students not in boarding accommodation, together with any available staff, move into boarding accommodation and boarding students go to their rooms.
- Non-boarders wait in the lift lobbies on the boarding floors.
- Security inside atrium entrance double doors.

Lockdown Procedure

1. During the teaching day

The person specifically responsible for liaising with the Police and other authorities, and for arranging training, inductions, rehearsals and drills (minimum annually) is the Principal, with responsibility for drills delegated to the Facilities manager.

The person with the authority to trigger a lockdown both partial or full is the Principal, a member of ELT or the most senior Houseparent on duty. (Although College secretaries are authorised to press the lockdown button if the threat is occurring directly outside before informing the Principal a member of ELT or the most senior Houseparent on duty.) It is their responsibility to inform Alpha Plus and Urbanest of the lockdown being in place, and when lockdown ends.

Partial Lockdown

Staff will be alerted to a partial lockdown in the first instance by an all staff email from the Principal, or in their absence a member of ELT or the most senior Houseparent on duty - The College is now in partial lockdown. A Tannoy announcement may also be used if requested by the Principal, or in their absence a member of ELT or the most senior Houseparent on duty.

Students outside the College building (main entrance or garden) will be brought inside by staff delegated to perform that task.

The lockdown button located at reception will be pressed which will render all access and egress points into the College through reception inactive, (which may be overridden to allow access to students or staff if safe to do so)

Full Lockdown

In the event of a full lockdown the Tannoy system will chime before broadcasting – **“This is an urgent announcement; the college is now in full lockdown”**.

The announcement will be played twice in succession in case the first announcement has not been heard fully.

Students outside the College building (main entrance or garden) will be brought inside by staff delegated to perform that task. The lockdown button located at reception will then be pressed which will render all access and egress points into the college through reception inactive and will not be overridden until authorised by the Principal, a member of ELT or the most senior Houseparent on duty.

Messages thereafter to be conveyed by available staff (runners) and, if possible, by email. The message will be for “Full lockdown”.

The Principal’s office becomes the control centre during lockdown.

Non-teaching (reception, boarding and office staff) turn off computer screens and move from the ground floor/ first floor onto the mezzanine, awaiting instructions from the Principal's office – for example, relaying messages around college.

Reception staff are to take these to the principal's office:

(i) all radio controls including police radios.

(ii) the trip folder containing details of any group out of college, for example at a sports activity or on a trip, who will have left their information at reception before leaving college. A member of reception staff will then phone the member of staff on the trip, alerting them to the situation and telling them not to return to college until the all-clear is given.

(iii) the list of boarders who have signed out of college. These students must be contacted individually to ensure their safety and whereabouts, and told to stay away from college until they get the all-clear message.

Houseparents / Assistant Houseparents will be delegated to check the boarding accommodation floor by floor and tell boarders in the boarding accommodation to stay put in their study bedroom, not in the kitchen areas. They will make a list of those students who are in the boarding accommodation. This list must be handed in to the Principal's office (accessed via the 3rd floor roof garden and core 3 stairwell).

If any students are using the Urbanest gym, a staff member will be delegated to phone Urbanest, telling them the situation. They will relay a message telling students and staff to remain in Urbanest gym until further notice.

The kitchen staff must stop cooking, the emergency gas shutoff button must be pressed to shut the gas off to the whole kitchen, all electrical cooking equipment must be turned off. All kitchen staff must go to the atrium and await instructions.

Anyone in the Global Kitchen must move to the atrium before being directed to a place of safety.

Teachers with students in lessons in the inner rooms on the first and second floors will remain in those rooms. Teachers with students in lessons in the outer rooms on the first and second floors will move into the nearest available inner room or into the corridors – so they cannot be seen from the outer windows. Those in the basement, plus teachers and students not in lessons, will move via the core stairways to the first and second floor corridors or into any available inner classroom.

The last staff member going up the stairs from the atrium to the mezzanine will close and bolt the large white doors across these stairways. The Facilities Manager or a member of the support staff will remain in the atrium to direct any remaining students or staff to safety.

In all cases, all staff and students are to switch their phones to silent and turn off or move computer screens so they cannot be seen from outside windows, with the idea that the building appears empty.

The Facilities Manager, or another delegated member of the support staff, will ensure that the front doors are in lockdown mode (flashing blue beacon) before making their way to the atrium bolting the atrium doors from the inside. lights will be turned off if deemed appropriate.

External communication will be conducted via the Principal's office.

A list of essential contact details will be kept on the wall in the P.A.'s office.

A lockdown jobs checklist, with a list of tasks to do and space to write who has been delegated to do them, will also be kept on the wall in room M.06.

Once lockdown is established, students should be asked if they know of another student who is temporarily out of the building. These students outside the building can then be contacted either by another student or a member of staff to tell them not to return until they get the all-clear.

As soon as everyone has moved to their lockdown locations, staff will be detailed to take registers of students in different locations, noting who are boarders. This list must be handed in to the Principal's office.

Once the boarders' lists are in the Principal's office, a boarding staff member will be delegated to collate the lists and ensure that all boarders are accounted for.

A College location list will be available for staff on the wall in M.06.

If the College is in lockdown for a prolonged period, arrangements will be made to distribute water from the catering store. Staff and students may leave their lockdown location to visit toilets, as these are all in the inner core of the building.

Parents will be notified of the lockdown, and/or its end, as soon as practicable, by email.

The authority to **end a lockdown** lies with the Principal or, in their absence, a member of ELT or the most senior Houseparent on duty.

Any member of staff not with a student group will be delegated to take a message from the Principal's office to groups around the college either when the lockdown ends or when it changes from a full lockdown to a partial lockdown or vice-versa.

When the lockdown ends

Staff will be alerted to the end of a lockdown (in the first instance by an all staff email by the Principal or, in their absence, a member of ELT or the most senior Houseparent on duty - reading "partial or full lockdown is now over")

- At the end of a Full lockdown. The Tannoy system will chime before broadcasting - "**Full lockdown is now over**" (twice)
- A delegated member of staff will contact any College groups on trips or in Urbanest gym that they may safely return
- Debrief students and staff when appropriate
- Email a message to parents
- Review the lockdown procedures
- We may have counsellors available for the following few days, depending on the nature of the incident

2. During Boarding Hours - day college closed

The person with the authority to trigger a lockdown is the Principal, or in their absence a member of ELT or the most senior Houseparent on duty (Although security is authorised to press the lockdown button if the threat is occurring directly outside before informing the Principal a member of ELT or the most senior Houseparent on duty). That person also becomes the person responsible for liaising with police during the lockdown.

In most circumstances, students will be asked to return to their study bedroom. Houseparents will be responsible for getting messages to students using word-of-mouth, text or email.

A member of the boarding team will be delegated to check the boarding accommodation floor by floor and tell students to stay put in their study bedroom and not to use the kitchen areas. They will make a list of those students who are in their study bedrooms, this list must be handed to a Houseparent. Houseparents / Assistant Houseparents must make sure all students at the front of the college and in the garden area make their way to their rooms via core 3 staircase to the level 3 roof garden, led by a Houseparent or Assistant Houseparent. The Houseparent's / Assistant Houseparent's fob will open the door onto the roof garden. From there, students can cross to the other door, leading into the urbanist DLD accommodation. They can go up the stairs to their floor and await a Houseparent / Assistant Houseparent to open the security door to their bedrooms. They are to stay in their bedroom until told they can leave. A list must be made of all students in their rooms.

In all cases, all staff and students are to turn mobile phones on to silent, and turn off or move computer screens so they cannot be seen from outside windows, with the idea that the building appears empty.

Action will be co-ordinated with Urbanest where appropriate.

Partial Lockdown

- Signal lockdown (differentiate between partial and full).
Houseparent to collect from reception the Southbank radio and the Met police radio.
- Bring all students in from the front of the college and the Wellbeing Garden.
- Houseparent to make a list of which students are away from the college will need to be contacted and told to stay away until told they can return.
- Lockdown button to be pressed, with security guard stationed at the College turnstiles
- Alert staff on visits/sports events to the situation and tell them to stay away from college until further notice.
- Alert parents if appropriate, Students will not be released until the lockdown ends.
- Depending on circumstances, life in the building can then continue as normal
- Take advice from emergency services

Full lockdown

In addition to the above :

- All students must go to their rooms. Those already in their rooms are told to stay there.
- Students kept out of sight of windows, minimal movement and stay silent.
- Lights, computer screens off, mobile phones on silent.
- Staff with offices overlooking the refectory to close their window blinds.

3. Morning and evening changeover times – teaching floors and accommodation floors in use

The procedure for all staff remains as it would be for either the partial or full lockdown. The difference at changeover times is that day and boarding students will be in college.

Full lockdown - Boarders in their rooms are told to remain there. All other boarders move to the first and second floors, into inner classrooms or in the interior corridor. From here, all boarders can be led into the boarding accommodation across the third floor roof. The boarders can go to their rooms. The day students will go to the theatre.

If an incident happens during the hours of 11pm and 7am, or during the morning and evening changeover times, when Houseparents and boarders are on the accommodation floors, security will stay in the reception foyer covering the main doors, security must make contact with the houseparent on duty, explaining the situation and ask the Houseparent to make their way to the office to collect the radios, so constant contact can be made between Houseparents and security. No staff or students can leave any floors until the houseparent on duty has been given the all clear from the police.

Finally -

Details of the lockdown procedure will be available around college, in staff studies and on the wall alongside fire drill information.

The lockdown procedure will be reviewed at least quarterly, plus after a lockdown drill or an event triggering a lock-down.

Appendix 1 – Partial and full lockdown distinction

Partial Lockdown

- Signal lockdown (differentiate between partial and full)
- Bring students and staff inside the building
- Lockdown button to be pressed, with security guard stationed at the College turnstiles
- Alert staff on visits/sports events to the situation and tell them to stay away from college until further notice
- Alert parents if appropriate
- Advise staff and students not to leave the building until the lockdown ends
- Depending on circumstances, life in the building can then continue as normal
- If the situation involves air pollution, contact Urbanest to stop air conditioning
- Take advice from emergency services

Full lockdown

In addition to the above:

- All students and staff go to their agreed locations
- Students kept out of sight of windows, minimal movement and stay silent
- Lights, computer screens off, mobile phones on silent

When the lockdown ends

- Give the all-clear signal
- Contact any college groups on trips
- Debrief students and staff when appropriate
- Email a message to parents
- Review the lockdown procedures
- We may have counsellors available for the following few days, depending on the nature of the incident

Appendix 2 – Bomb threat

In the event of a bomb threat, the procedure to be followed by whoever takes the phone call is to complete the bomb threat checklist, copies of which are at reception.

Appendix 3 – Lockdown procedure during external examinations

Partial Lockdown – exams continue as normal.

Full Lockdown – the exam is suspended and the time noted in the exam log book. Candidates are told to sit in silence either on the floor or on seats at the far side of the room– so they are not visible from the window. When other students have been moved to their places of safety, all external exam candidates will be taken to the theatre via the core 3 stairs where they can remain in isolation until the decision has been made to re-start the exam or to abandon it.