

# St Augustine's Catholic Primary School

## Security Lockdown Policy and Evacuation Procedure

Agreed by Governors: February 2023

To be reviewed: March 2024

### Mission Statement

*As one family working together  
to be the best that we can be,  
we live, love and learn with Jesus.*

### Introduction

At St Augustine's Catholic Primary School, Governing Body is committed to keeping all staff and children safe. In implementing and developing this procedure, we recognise that whilst the chances of ever needing to implement a 'full security lockdown procedure' in a real-life emergency are slim, it is better to be prepared. Implementing a full security lockdown signifies there is an immediate threat to the school, such as an intruder or an incident in the vicinity of the school building.

### Definitions

- A 'Security Lockdown' refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security threat.
- The term 'invacuation' refers to the process of making staff members aware of an emergency and moving pupils, staff members and visitors to the most sheltered areas within the building. This procedure is employed if moving outside would increase the risk of harm to people, e.g. toxic fumes in the air, and when it is not necessary to protect people from intruders.
- An 'evacuation' is the orderly removal of pupils, staff members and visitors from the school building; this can be as a result of a fire or other incident within the building.

### Security Lockdown and why?

A security lockdown is implemented when there are serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent on causing harm or damage.

The purpose of a security lockdown is to prevent an intruder from causing harm to pupils and staff. Entrances to the school must be secured in an effort to prevent the intruder from entering the premises and staff and pupils must find a suitable place to protect themselves.

The signal for a security lockdown is clearly distinguishable from that of an evacuation (ie the normal fire alarm signal). Any confusion may result in pupils and staff congregating at the usual assembly point, thus potentially making themselves more vulnerable to an intruder.

If pupils are outside when the signal for a lockdown is sounded, staff should consider taking pupils to the nearest possible building that can be secured. Pupils could also be asked to hide in the school's prayer room or disperse if this will aid their safety.

It is important that arrangements are in place to deal with such a situation. However, it is to be hoped that our school will never need to implement a real security lockdown.

The following procedures have been designed to be as simple as possible to ensure maximum safety of all persons on the premises, in order to minimise confusion in a potentially stressful situation. It may be necessary to implement the Critical Incident Guidance and Business Continuity Plan subsequent to an emergency security lockdown and these documents should be read in conjunction with these procedures. Lockdown procedures should be practised annually.

### **Invacuation Procedures**

The aim of the invacuation procedure is to protect lives by keeping people inside away from perceived danger. This procedure will be used in the event of armed intrusion, chemical spillages and air pollution.

Initially the Security Lockdown will be instigated. If the need to follow the invacuation procedure arises, the Headteacher/Caretaker will inform staff. Staff and pupils will need to walk in a calm manner to the school's hall/dining room. Once the whole school is assembled registers will be taken.

### **NaCTSO (National Counter Terrorism Security Office) **\*\*Guidance\*\*****

In July 2019, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

#### **Bomb threats: Procedures for handling bomb threats**

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made 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.

Be alert, but not alarmed!

On receipt of a "bomb threat" - Dial 9-999 and police will respond. Ensure that the Headteacher or SLT member is notified of the threat. The advice of the Police will be taken into consideration before a decision is taken to close or evacuate.

Should the decision to evacuate be recommended, the office staff or Headteacher will notify the office and Headteacher. The activation of the evacuation plan will be communicated to all staff by the sounding of the fire alarm. Classes will leave the building in an orderly fashion via the nearest exit and make their way out onto the KS2 playground as they do during a fire evacuation. Class Teachers are responsible for ensuring all the children exit the building and site sensibly and safely. Once on the KS2 playground the Headteacher or a member of SLT will inform all teachers of the bomb threat. Each class will then proceed to walk to St Augustine's Catholic Church or grounds via the ramp. The office staff will contact the Parish Priest to let him know of the situation and that the school community is on its way. Class Registers and Emergency contact details for all children will be taken to St Augustine's Catholic Church. The school will assemble outside the front doors of the Church where registers will be taken.

This document outlines the procedure that will be followed when implementing a full security lockdown of the school site or evacuation of the school site.

Emergency Management and Control Team	
Responsibility	Nominated Person
Safety of staff and children	Headteacher and Deputy Headteacher
Site security	Caretaker, Headteacher and Deputy Headteacher
Initial contact with the emergency services Liaison with parents	Office Staff, HT and DHT
First Aid	Qualified First Aiders
Health & Safety Committee	HT, Caretaker, Lead Fire Marshall

Signals	
Full lockdown signal	Alarm signal in short continuous bursts
All-clear signal	Alarm signal will cease

Other Arrangements	
'Safe areas'	Classrooms, school hall
Outdoor safe area	Prayer Room
Off Site Safe Area	St Augustine's Catholic Church
Communication arrangements	e-mail/'phone calls

Full Security Lockdown Procedure	
<b>Initial Implementation</b>	√
A security lockdown should be initiated when a situation arises that requires isolation (rather than evacuation) of staff and pupils from an identified threat. Types of incidents or threats that warrant a full security lockdown include, but are not limited to, the following: <ul style="list-style-type: none"> <li>• an aggressive or violent intruder on the school site</li> <li>• a major fire/incident in the vicinity of the school</li> <li>• siege/hostage incident</li> <li>• the close proximity of a dangerous dog, or other animal, roaming loose</li> </ul>	
The Headteacher (DHT in her absence) makes the decision to implement the full security lockdown procedure.	
A full lockdown signal is given: alarm signal in short continuous bursts	
The caretaker is contacted to ensure he is aware of the implementation of the full security lockdown. Should he be off site at the time, he will not enter the building until it is safe to do so.	
The office staff will contact the relevant emergency services to alert them of the incident and keep them up to date as necessary.	
<b>Immediate action</b>	√
All outdoor activity is ceased immediately: pupils, staff and visitors return inside the school building, unless it is unsafe to do so. Staff will ensure all external and internal doors are securely locked. Windows which have blinds will be closed and covered.	
Staff, pupils and visitors that remain outside during the lockdown will return to the school building immediately if it is safe to do so. If not, they will hide in the designated outdoor safe area until the emergency services arrive.	
Staff escort pupils and visitors to the nearest safe area which is their	

classrooms.	
When all personnel and pupils are inside, all external doors and windows are locked and blinds or curtains closed. Doors and windows remain locked until the 'all-clear' signal is given or unless otherwise instructed by the headteacher or emergency services.	
Each member of staff and caretaker check all external doors and windows are locked.	
All internal doors to safe areas are locked and blinds are down on windows and doors are covered.	
Staff ensure all locks are on in their room/rooms.	
Lights in all safe areas are turned off.	
Classroom teachers to conduct a headcount of children in their classroom or group. Staff notify the headteacher or deputy headteacher of headcount numbers and if any pupils, members of staff or visitors are not accounted for via school's phone system and an immediate search is instigated where appropriate and if it is safe to do so.	
Pupils, staff and visitors sit quietly, away from doors and windows and out of sight eg under a desk, round a corner. Staff will be responsible for reassuring pupils and keeping them calm during the procedure.	
All staff, pupils and visitors remain in their safe area unless otherwise stated by the caretaker, headteacher, deputy headteacher or emergency services.	
All pupils, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to the safe area.	
Pupils and visitors are kept calm during the lockdown.	
No pupil is released to their parents during the lockdown.	
The office staff answer telephone calls from parents and inform them pupils will not be released while the lockdown is in place.	
The headteacher, deputy headteacher or member of the office staff keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.	
The rest of the building is evacuated to the designated evacuation point, if someone is taken hostage on the school site, at St Augustine's Catholic Church.	
The headteacher, deputy headteacher or member of the office staff keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.	
<b>Further Action After the Lockdown</b>	√
Parents are fully informed of the incident via letter.	
The senior leadership team reviews the full security lockdown procedure for its effectiveness and make changes as necessary.	
<b>Invacuation Procedure</b>	√
The above actions for a full security lockdown will be initiated to begin with. If the headteacher or deputy headteacher decides the invacuation procedure needs to be initiated, it will be <b>communicated to staff via the caretaker and/or the school's internal 'phone system.</b>	
School staff, visitors and pupils to calmly make their way to the school's hall/dining area.	
Registers will be taken and any staff, visitors or pupils missing must be	

notified to the headteacher or deputy headteacher as soon as possible and an immediate search is instigated where appropriate and if it is safe to do so.	
Staff will be responsible for reassuring pupils and keeping them calm during the procedure.	
The headteacher, deputy headteacher or member of the office staff keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.	
Pupil, staff members and visitors will remain in the hall/dining area until told to do so by the emergency services or the headteacher has informed everyone that the risk has gone.	
<b>Evacuation Procedure</b>	√
Should there be a need to evacuate the premises, the headteacher or deputy headteacher will inform staff of their decision over the telephone system.	
The Emergency Management team will inform staff of the safe exit and co-ordinate the evacuation.	
Where possible, children and staff will exit the school at the nearest and safest available exit leaving the grounds through the main gates and Nursery gate. A register will be taken by individual staff members.	
If the emergency team feel that it is safe to do so and emergency services allow, children will walk to St Augustine's Catholic Church.	
Parents will be informed via e-mail.	