



Pennington Schools Lockdown Procedure

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

Signals

Alarm or signal for lockdown shelter	<i>Specific alarm activated from school office or ELSA room</i>
Signal for stand down / all-clear	Verbal communication from member of SLT – in person

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Kirstie Richards	01590 672104
Deputy	Lisa Doe/Martin Richards	01590 672104
Communications Officer	Susan Hotine	01590 672104

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms most suitable for lockdown

1 Classrooms
2 Hall
3 Sports hall
4 Offices

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

**Communication arrangements**

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Two-way radios

Office telephones (Kitchen, ELSA room & Hub included)

Mobile phones

Instant messaging / email

Other (TV's / Whiteboards / etc)

**Alternative place of safety in the event that it is considered necessary to leave site
(for example, partner school/college / leisure centre) must be pre-arranged.**

Name of venue Pennington C of E Infant school

Type of venue School

Contact name Lisa Doe

Contact telephone number 01590 672910

Through the field gate if possible or via the road if safer

Other useful contacts:

Name	Emergency Contact Number
Pete Main – Priestlands Headteacher	01590 677033
Fiona Newland – Pennington Pre-School	01590 610925

Action Plan

Sound Alert - Activate lock-down procedures immediately

Dial 999

Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)

Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows

Close windows / blinds

Turn off the lights and interactive whiteboards (this will reduce noise and the risk of exposure to any chemical/biological attack)

Hide, sit on the floor under desks, and away from windows

Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)

Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access

If possible, check for missing / injured students, staff and visitors

Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services