

Academy Lockdown Procedure

Academy: Springwood Junior Academy



Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Beki Malton	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.	07929178178
Lisa Holland	Ensure all visitors accounted for escort visitors to agreed safe place.	07787506600
Teachers and support staff (Rachel Mulleague to oversee F@S; Sarah Bond to oversee main school)	Bring class pupils to classroom or other place of safety. Take register and stay with pupils.	SB 07793218714 RMu 07709346321
Sharon Aveling	Make sure all access points are secured. Communicate with parents via dojo.	07835245834

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
<p>Dedicated 'lockdown' bell tone - 5 x 10-second bursts of school bell.</p> <p>Office to ring F@S immediately then message on whats app group.</p>	<p>Continued bell tone for 30 seconds.</p> <p>Office to ring F@S immediately then message on whats app group.</p>

Security lockdown plan

<p>Our safe assembly points</p> <p><u>Intruder on the premises</u></p>	<p>Pupils to lockdown in classrooms. (All pupils out of class should enter their nearest classroom alongside any staff with them – message on group with initials of pupils/year group and staff names to ensure these can all be registered/ accounted for)</p> <p>Visitors to lockdown in nearest classroom/remain with in allocated room (if with staff member – to add name on whats app).</p>
<p><u>Pollution or a gas cloud</u></p>	<p>Central hall.</p>
<p>Secure entrance and exit points</p> <p><u>Intruder on the premises</u></p>	<p>Close all windows and doors; place a desk across each door.</p>
<p><u>Pollution or a gas cloud</u></p>	<p>Close all windows and doors; ensure all air vents are closed.</p>
<p>Bring pupils inside</p>	<p>Whistle to be blown 3 times in a row to signal lockdown. Office staff – KS2 yard; vice principal (SB) KS1 yard; SENCO/PE lead (AD/AS) field; F@S manager (RMu) – F@S outdoor area.</p> <p>Pupils and adults to re-enter quickly if safe to do so. Where this is not safe to do, pupils and adults outside the school building must be calmly grouped/registered and evacuated to the academy's designated place of safety (Aston Academy) by the member of staff in charge.</p>

<p>Steps to increase protection</p>	<ul style="list-style-type: none"> • Pupils to go under desks so positioned away from sightlines from external doors and windows. • Place a desk across each door which cannot be locked. • Turn off lights and monitors. • Make sure mobile phones and electronic devices are on silent. • Blinds/curtains closed where possible.
<p>Internal communication during a lockdown</p>	<p>Whats app to be used to communicate during lockdown.</p> <p>Wherever possible, use silent communications and keep noise to a minimum, especially if intruders are close by.</p>
<p>Communication with parents during a lockdown</p>	<p>Use dojo messaging to inform parents.</p> <p>Ask parents not to call the school, as this will tie up lines that would be used to contact emergency service, and not to come to the school.</p>
<p>Arrangements for pupils or staff with additional needs</p>	<p>Pupils to be kept as calm and quiet as possible.</p> <p>Practise this during PE sessions and sensory breaks.</p>
<p>Evacuation plan, if needed</p> <p>Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.</p>	<p>Whats app message to communicate an evacuation to the designated place of safety.</p> <p><i>Name: Aston Academy</i></p> <p><i>Type of venue: Local Secondary School</i></p> <p><i>Contact name and number: Mr James Graham (Principal) 0114 2872171</i></p> <p><u>Directions</u></p> <p>Travel down Verelst Av, left onto Wesley Av, right onto Mason Av and then travel across the park onto Aughton Road, cross the road using the crossing to access Aston Academy.</p>
<p>Security lockdown drills</p>	<p>Practice each term.</p> <p>Safety assemblies held.</p> <p>Practise staying still and quiet through games in PE e.g. sleeping lions; during sensory breaks.</p>

Lockdown drill action check list

Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practice going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked, shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		