

Fosse Primary School

Invacuation / Lockdown Procedure

An invacuation or lockdown occurs when circumstances dictate that the safety of pupils and staff is better ensured by them being kept inside the building with the doors and windows locked and the blinds/shutters closed. Pupils should be moved away from the windows and doors for prime safety. The reasons for invacuation/lockdown could be as a result of a chemical spillage/weapons crisis/air pollution/nearby fire/criminal activity/weapons crisis/dangerous dog etc.

PROCEDURE

- Remain calm
 - Move slowly
 - Obey instructions
 - Do not provoke an incident
1. If there are children outside, the staff member who has identified the threat will give three short blasts of a whistle and ensure that the children enter the school as calmly as possible and return to their own base class. Teachers and staff should return to their base class. 1:1 SEN children should be met by their TA once inside the school premises.
 2. The office staff will contact the police on 999. They will also ring the Sports Hall 262 1103 and the Mobile classroom – dial 207 from any other internal phone line.
 3. If the children are in the building, the headteacher, or senior staff in his absence, will quietly inform all staff of the situation.
 4. Depending on the circumstances, staff should ensure pupils remain in the classroom with locked doors and windows.
 5. If possible, close blinds and move away from the window and sit down on the floor.
 6. Staff should account for all children immediately, using the register in the class grab bag. The headteacher and senior staff not in a class base will check the numbers in each class.
 7. If necessary pupils may need to be evacuated, in a quiet and orderly manner, away from the situation into a safer area defined by staff or police.
 8. Staff should try to keep the children calm.
 9. If necessary, parents/carers should be notified as soon as practicable to do so via the Groupcall messaging service that there is a lockdown situation; using an agreed message, they should be given enough information about what will happen so that they are reassured that everything possible is being done to ensure their child's safety. The agreed message is as follows: *There is a lockdown situation at Fosse Primary. Children are being kept safe inside. Do not contact the school – we will keep you fully informed.*
 - they should not contact the school as this will tie up the phone lines;
 - they should not attend school as this could interfere with the emergency services access to school and they may put themselves in danger;
 - they should wait for the school to contact them about when it is safe to collect their children.
 10. Pupils will not be released to parents during a lockdown.
 11. If it is found to be necessary to evacuate the building, the fire alarm will be sounded.
 12. School should stay in contact with Emergency Services at all times and follow their instructions.
 13. A lockdown drill should be undertaken at least annually.
 14. Parents should know that there is a Lockdown Plan and that a copy is on the website.
 15. Lockdown information should be displayed in every classroom / area.

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1. Person seeing threat will give 3 short blasts on a whistle.
 2. If outside, move children into school as calmly as possible and away from the threat.
 3. Move children into their bases or other designated area if deemed necessary.
 4. 1:1 SEN children will be met by their designated TA.
 5. Lock windows/doors. Shut blinds if possible.
 6. Move children away from windows.
 7. Senior Leadership/Designated person will keep in contact with emergency services throughout the lockdown procedure.
 8. Children/staff will remain in lockdown until the all clear is given.