

Lockdown policy

Decision to sound the alarm. The senior member of staff designated College-wide or within each section of the College will instruct administrative staff to sound the alarm or will do so themselves if the emergency arises before or after administrative staff are at work.

The signal.

During College hours.

- Senior Member of Staff (SMS) contacts Naz Reception – ideally in person.
- Staff are designated to call the authorities, contact other College buildings or organise sending messages.
- A member of staff sounds a handbell in each building. It is important to ensure everyone will have heard.
- In each building, a text message is sent by Groupcall to all teaching staff and an agreed text committed to paper, copied and taken to all rooms.
- *Lessons in progress off site such as sport or games must not be forgotten. Pupils and teachers on site must know to take shelter in the nearest building. Pupils and staff off site (e.g. on the Racecourse) should be told not to return to College via staff members' mobiles or by arrangement with external authorities.*
- Loos should be checked and students/staff/visitors brought to shelter in rooms.
- See below in case the College phone system is not operating.

Outside College hours.

- If Naz is closed, the SMS must act in person from Bosworth Hall or a boarding house.
- Outside College hours, the Principal, Vice Principal or Head of Boarding may nominate an on-site member of staff to be the SMS.
- This must be communicated to all buildings.

On hearing the alarm, the following measures must be taken as closely as possible in the order stated below.

- a) Staff must indicate to students that an emergency is in progress.
- b) Where possible, students must sit under furniture and stay away from windows.
- c) Windows must be closed. If safe to do so, staff should check empty rooms and corridors and close windows.
- d) Students must hand in their mobile phones, leave them in blue boxes and on no account use them. (Students must be reassured that families will be notified of what is going on as soon as possible.)
- e) Staff not in charge of students when they hear or when they are informed of the signal and staff able to leave students because of their age and because of the way they have reacted must then check through windows and on corridors/vestibules etc between rooms that the instruction has been received.

Alarm is sounded following

- *contact and instruction from the authorities.*
- *In response to information received & confirmed or the danger to personnel being observed.*
- *If no instruction from authorities, **the protection and safety of personnel is more important than risk of upsetting people.***

Notifying the authorities. This is a priority.

This should be done by mobile phone with the person making the call located with the SMS.

Notification of other sections of the College.

Unless the danger is genuinely localised, this must occur immediately the alarm has been sounded. This step is only omitted if the authorities indicate that users of only one part of the College must remain within buildings. It is in any event vital that other parts of the College are aware of the localised situation to prevent access to and in order to manage.

Senior Student Houses must be included in any emergency.

Indicating the nature of the emergency and giving instructions to staff.

- *Staff must not place themselves at risk by leaving a building.*
- *If the College phone system is not functioning, signalling the alarm and communication must be by using staff mobile phones or Groupcall. A printed list is available in all College offices.*
- *Staff must avoid contacting each other or the administrative staff for information as this may impede communication.*
- *Messages must be clear and, where possible, written out first so that the administrative member of staff making a phone call does not miss out anything important. Administrative staff should work together and with a senior member of the teaching staff present. As well as*

- f) (Staff should remember areas where students or staff may be unsupervised.)
- g) Personnel outside should be instructed to take shelter in the building.
- h) Staff who do not appear to be aware of the emergency should be notified, although no person should leave the safety of the building if it is apparent that this will entail a risk to them or others.
- i) Staff not in charge of students or able to leave students should, as long as it is safe to do so, lock external doors to buildings from the inside.
- j) Students and staff should at all times be reassured, for example not be required to sit in silence unless it is absolutely necessary.
- k) Students should not in the first instance be allowed to move from rooms to toilet areas until the first message indicating the nature of the emergency has been received.

Notification of parents. This should be done as soon as possible but with the assistance of external authorities. The emergency services will advise and should be asked about emails being sent to parents via Engage, Groupcall or recorded messages left on most of the College's incoming lines whilst the emergency is in place. *See also 'All-clear' below.*

All clear.

- This decision is only taken by external authorities in attendance.
- Messages should be passed as indicated above.
- Messages should include arrangements such as breaks, giving pupils back their mobile phones and what to ask pupils to say to their parents. (This may include requests not to contact the College and a designated time for pickup.)
- *Staff must be able to re-assure their own families and balance this with caring for pupils and their parents.*

mutual support, supporting anxious colleagues is important.

- *Details needed in messages will be decided by senior staff present and by the authorities.*
- *Wherever possible, staff in situ should be promised further information at a given time even where the message is 'no change and for everyone to remain in rooms and buildings'. Wherever possible, the message should include details about whether it is safe for students to come out from under furniture and to be allowed access to toilet areas to relieve themselves and to be able to drink.*

Emergency personnel may need reminding that a scare can spread quickly amongst parents who will naturally come to rescue their children. This will impede access to the College for emergency services and place parents personally at risk.

Wherever possible, pupils should be encouraged to call their parents whilst still in the room and with a member of staff present who can offer to speak to parents to give them detail and reassurance.

TEST SCENARIO

Please brief students first.

A tanker has crashed on Barrack Road releasing a poisonous liquid. Police order people to stay indoors.

Staff – please organise each other and students as follows:

A TEACHERS & SUPERVISORS

1. In Naz, Queen's and Bos Hall, on hearing the hand bell signal, tell students the drill has started.
2. Have students – as far as possible – sit under furniture and stay away from windows. They must remain in rooms/labs/study hall.
3. No students on their phones.
4. Check your phones for texts and information.
5. Check corridors and loos if you can leave your lab/classroom.
6. In offices and staff rooms, take shelter under furniture unless you're helping check buildings.
7. The drill will be as short as possible. The end will be signified by a text to your mobile.
Any feedback to Kevin Jones by email, please.

B ADMIN, MAINTENANCE & CATERING STAFF

1. At start of drill, assume a police officer has called indicating the emergency scenario is in progress.
2. If in Naz, call senior member of staff (SMS) to Naz Office – FP, KJ, JB, PB, SO, AL etc.
3. Lock/get locked all entrance doors to buildings.
4. Assist in sounding the alarm, sending texts or giving information, e.g.
 - If you're in Reception at Queen's or Naz taking and giving information between Naz and staff in your buildings.
 - Locking doors as in '3' above.
 - Sounding the initial handbell alarm.
 - Stay safe in your usual office/area.
 - Telling Naz if someone is unaccounted for from your usual office/area.
 - Telling Naz if you think someone hasn't got the message, may be outside or is in danger.
 - Re-assuring staff the emergency is over if Naz tell you this. It'll go by text to all teachers.
5. Whatever you're doing, even if not with students, please join in – just in case!