

Dear Parent/Carer,

## **Lockdown and Bomb threat procedures**

At St Dunstan's Catholic Primary school, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we have introduced a new procedure called "lockdown".

**I am writing to inform you that we will be practising this procedure on Thursday 12<sup>th</sup> July.**

### **What is a lockdown and when would we carry it out?**

A lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our lockdown procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

**Our lockdown procedure is as follows:**

### **Immediate action on hearing the lockdown horn sounding signal:**

- All outside activity to cease immediately, students and staff return to building and go to their own classroom.
- All staff and students remain in building and external doors and windows locked
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff
- All situations are different, once all staff and students are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and students.
- 'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.
- In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.
- The end of a lockdown situation will be signalled by the sound of the normal school bell which we will ring 4 times.

### **Full Lockdown**

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

### **Immediate action on hearing the lockdown horn sounding signal:**

- All students return to their own classroom
- External doors locked. Classroom doors blocked.
- Windows locked, blinds drawn, students sit quietly out of sight where possible
- Register taken/head count
- Staff and students remain in lock down until it has been lifted by a senior member of staff/ emergency services.

- At any point during the lockdown, the fire alarm may sound, this is a signal to evacuate the building.
- During the lockdown, staff will keep agreed lines of communication open as much as they can
- The end of a lockdown situation will be signalled by the sound of the school bell which will be rung 4 times.

### **Communication between parents and the school**

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents will be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come to get their children, and where this will be from

Parents will be told

***'St. Dunstan's school is in a full/partial lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out'***

### **Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Head teacher regarding the timing of communication to parents.

### **Bomb Threat.**

We have a comprehensive Bomb Threat plan on our website. Advice from authorities clearly state that drills for bomb threats are very difficult as we simply may not know where to evacuate to.

We have procedures to go through that will look at the credibility of the threat but would not act until we know that the threat is credible. In most cases bomb threats are hoaxes and evacuation may lead to unnecessary stress and upset for the children.

However in the event of being told that the threat is genuine we will not know where to evacuate to until the police or responsible authority tell us where they believe the potential bomb to be. Staff are aware that they will then be given advice on exactly what we are to do next but that this advice will be from the emergency services.

Please read our Bomb Threat Policy on the website.