

H9 Lockdown and Security Alert Policy

Lockdown and Security Alert Policy Background

It is not reasonable for the School to have a policy which covers every scenario relating to security. Rather, the School has developed a framework that can be used in combination with staff and student training and awareness sessions to respond to a range of situations. Lock-down procedures will be work in progress for some time and each area of the School will take ownership for training and reviewing procedures in their area. Once these procedures are established it is envisaged that this policy will be merged into the current Visitor and Security policy.

Planning

Planning for a lock-down situation needs to take into account the following:

- The random nature of any emergency
- The fact that key communication points might not be available
- The nature of the incident means staff could have to make decisions about what to do on a spur-of-the-moment basis
- How to let you know what is happening or find out what is happening
- Staff training
- Stay Safe Principles
- An outline framework

Type of Student

This policy covers the following situations:

- a) How to respond in the event of a bomb threat
- b) How to respond to a low level incident requiring some element of partial lockdown
- c) How to respond to a potential terrorist / firearms incident where staff and students would need to follow the Run, Hide, Tell advice issued by the Police

a) Bomb Threat

These procedures are based on the advice given on the GOV.UK website

The vast amount of bomb threats are hoaxes designed to cause alarm and disruption. As well as the rare instances of valid bomb threats, terrorists may also make hoax bomb threats to draw attention to their cause or to mislead police.

While many bomb threats involve a person-to person phone-call, an increasing number are sent electronically using e-mail or social media applications.

No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the Police by dialling 999.

If you receive a telephone threat you should:

- Stay calm and listen carefully
- Follow the procedures outlined in this policy
- Complete the information on the attached checklist (see Appendix 1)
- If practical keep the caller talking and alert a colleague to **dial 999**
- If displayed on your phone, note the number of the caller; otherwise dial 1471 to obtain the number once the call has ended
- If the threat is a recorded message, write down as much detail as possible
- If the threat is delivered via SMS text message, do not reply, forward or delete the message, simply note the number of the sender and follow Police advice
- Contact a member of the SLT
- **If the threat is delivered face to face** try to remember as many of the distinguishing characteristics of the threat-maker as possible
- **If the threat is discovered in a written note, letter or as graffiti** treat as Police evidence and prevent people touching the item
- **If the threat is delivered via e-mail or social media applications:**
 - Do not reply to, forward or delete the message
 - Note the sender's email address or username / User ID for social media applications
 - Preserve all web-log files for your organisation to help police investigate

DIAL 999 AND FOLLOW POLICE ADVICE

ALERT A MEMBER OF THE SLT ASAP

Action to be taken by the member of SLT managing the incident

1. Assess the credibility of the bomb-threat

Evaluating the credibility of a threat is a critical task, particularly if the attack being threatened is imminent. Police will assess the threat at the earliest opportunity. When specific intelligence is known to police, advice will be issued accordingly; however, in the absence of detailed advice consider:

- Is the threat part of a series – if so what has happened elsewhere, previously?
- Can the location of the bomb be known with precision? If so a bomb visible?
- Consider the hoaxer's desire to influence behaviour? Is there any reason to believe their words?
- If the threat is imprecise could an external evacuation move people closer to the hazard?
- Is a suspicious device visible?

2. Actions to consider

Responsibility for the initial decision-making lies with the SLT member. Decision-making processes should not be delayed whilst waiting for the arrival of the police. Police will assess the credibility of the threat at the earliest opportunity and give advice. The following responses should be considered:

- **External Evacuation** – Evacuating the School will be appropriate when directed by the police and / or it is reasonable to assume the threat is credible and when evacuation will move

people towards a safer location

INSTIGATE EXISTING FIRE EVACUATION PROCEDURES

- **Internal or Inwards Evacuation** – If it established that it is safer to stay inside, moving staff / students from external windows / wall etc

INSTIGATE THE PARIAL LOCKDOWN PROCEDURES

- **Decision Not to Evacuate or Inwardly Evacuate** – This will be reasonable and proportionate if after an evaluation by the SLT member the threat is deemed to be implausible (e.g. a deliberate hoax). In such circumstances police may provide additional advice and guidance. It may be considered desirable to ask staff familiar with the location to check their immediate surroundings to identify anything out of place

3. Checking the School for suspicious items

In the event that it was necessary to undertake a search of the School staff would be allocated to areas as shown in the grid below. Staff would be called to a central area and briefed on what was required and where to report when the search was completed.

Remember it is unlikely that more than one area of the School would need to be searched.

Area to be Searched	SLT Member Co-ordinating	Staff Involved
Main Building including West Wing, Sunley and CP Hall and Science Labs	AW	All Support Staff based in Main Building, Academic teaching staff and Sunley House staff
NMC	PH	Music HoDs and Instrumental Teachers
Gardner / Graham	ES	Gardner / Graham House Staff
Avison	JM	Avison Staff
T Block	CR	Maintenance Team
Dulverton	CR	Maintenance Team
Art Rooms and SP Rooms	CR	Maintenance Team

4. Next Steps

- Once a decision regarding how to respond has been made, the Crisis Management Plan should be put into operation
- No media communication should take place until advice has been received from the police

Partial Lockdown

- Staff to be notified via email, text message, oral message that a partial lock-down is in place
- All staff / students to return to classrooms / boarding houses and close all windows and doors
- Staff to take registers. Ensure all students are accounted for and notify the SLT via the SLT Emergency phone
- A check to be undertaken that all external doors are secure
- Barrier at front of school to be lowered if required, but not if this would impede the entrance of emergency vehicles

- SLT to notify the relevant authorities
- Revert to procedures in the Crisis Management Plan

Terrorist / Firearms Incident

- This would rely on staff becoming aware there was a problem e.g. hearing shots, shouting, screaming etc
- Staff would need to assess the situation and follow the Run, Hide, Tell advice
<https://www.gov.uk/government/publications/stay-safe-film>
<https://www.hertsforlearning.co.uk/blog/run-hide-tell-not-game-it-may-save-your-life>
 - **RUN**
 If there is a safe route-run
 Insist others go with you
 Don't let them slow you down
 Leave your belongings behind
 - **HIDE**
 If you can't run, hide
 Find cover from gunfire
 Lock the door and barricade yourself in
 Move away from the door
 Be very quiet and silence your phone
 - **TELL**
 Dial 999 when you are safe
 Give your location
 Give the direction the attacker is moving in
 Give as much information as you can
 Can you safely stop others from entering the area?
- **Staff would need to keep students calm and assess the situation as best they could**
- **Revert to procedures in the Crisis Management Plan**

Policy Precautions

The best way to avoid major incidents is to make sure that the routine basic procedures in school are in place and are being adhered to by all staff and students. These include:

- All external doors being closed and operate via Access Control
- Students not allowing visitors access to the School
- Challenging any strangers on site
- Basic procedures relating to name badges, signing visitors in and out, ensuring visitors are accompanied being adhered to
- Ensuring that ID cards are NOT shared or key codes compromised

ALL STAFF HAVE A RESPONSIBILITY TO SUPPORT THE IMPLEMENTATION OF THESE ROUTINE PROCEDURES

Policy author/reviewer:	Policy date/review date	Next review due:
Jo Wallis	December 2019	December 2020