

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 email 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 PARTIAL 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
NBH	ZS	NBH Staff
Avison	JM	Avison Staff
T Block	CR	Estates Team
Dulverton	CR	Estates Team
Art Rooms and SP Rooms	CR	Estates 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

<i>Policy author/reviewer:</i>	<i>Policy date/review date</i>	<i>Next review due:</i>
Jo Wallis	December 2019	December 2020
Jo Wallis	December 2020	December 2021

H9 Lockdown and Security Alert Policy: Appendix

Actions to be taken on receipt of a bomb threat:

1. Remain calm and talk to the caller
2. Note the caller's number if displayed on your phone
3. If the threat had been sent via email or social media, see appropriate section below
4. If you are able to, record the call
5. Write down the exact wording of the threat:

--

Ask these questions and record answers as accurately as possible:

1. Where exactly is the bomb right now?	7. What is your name?
<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>
2. When is it going to explode?	8. What is your address?
<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>
3. What does it look like?	9. What is your telephone number?
<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>
4. What does the bomb contain?	10. Do you represent a group or are you acting alone?
<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>
5. How will it be detonated?	11. Why have you placed the bomb?
<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>
6. Did you place the bomb? If not you, who did?	12. Record time completed:
<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>

**Inform Building Security or
Coordinating Manager**

Dial 999 and inform Police

Name and telephone number of person informed:

Time informed:

--	--

This part should be completed once the caller has hung up and Police / Building Security / Coordinating Manager have all been informed.

Date and time of call:

Duration of call:

The telephone number that received
the call:

--	--	--

About the caller:

☐

Male

☐

Female

☐

Age

Nationality

Threat language:

☐

Well spoken

☐

Foul

☐

Irrational

☐

Incoherent

☐

Taped

Caller's voice:

☐

Calm

☐

Crying

☐

Clearing throat

☐

Angry

☐

Nasal

☐

Slurred

☐

Excited

☐

Stutter

☐

Disguised

☐

Slow

☐

Lisp

☐

Rapid

☐

Deep

☐

Laughter

☐

Hoarse

Familiar (if so, who did it sound like?)

Accent (If so what accent?)

Other (please specify)

Other sounds:

<input type="checkbox"/>	Street noises	<input type="checkbox"/>	Motor	<input type="checkbox"/>	PA system	<input type="checkbox"/>	Office machinery
<input type="checkbox"/>	House noises	<input type="checkbox"/>	Clear	<input type="checkbox"/>	Booth	Other (please specify)	
<input type="checkbox"/>	Animal noises	<input type="checkbox"/>	Voice	<input type="checkbox"/>	Music		
<input type="checkbox"/>	Crockery	<input type="checkbox"/>	Static	<input type="checkbox"/>	Factory machinery		

Remarks

Additional notes

Signature:

Print Name:

Date:

Actions to be taken on receipt of a bomb threat sent via email or social media:

- Do not reply to, forward or delete the message
- If sent via email, note the address
- If sent via social media, what application has been used and what is the username/ID?
- Dial 999 and follow police guidance
- Preserve all web log files for your organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

Save and print – Hand copy to police and Security or Coordinating Manager

Retention period: 7 years