

Critical Incident Policy



Maritime
Academy
Trust



Reasons for a lockdown to be initiated:

- Someone who is out of control and threaten the safety of our pupils, staff, or himself/herself;
- Someone who has a gun or weapon;
- An intruder;
- Hazardous chemicals outside the building;
- An extreme weather related event;
- An external incident that can cause a potential threat

When an incident occurs, the priority is to safeguard those on-site (i.e. Pupils, staff, parents/carers, visitors) and alert the emergency services if necessary. Other organisations, such as the local authority, can then be informed as appropriate.

When responding to an incident the emergency services will need unrestricted access to (and egress from) the school site. This can sometimes prove difficult, as parents/carers are likely to visit the school immediately upon hearing of an incident. Parents need to be requested to stay away from the school, as they could otherwise worsen the situation and the police services would be the best resource in ensuring this.

Plans should emphasise the importance of locking down as quickly as possible. At the first indication of a major incident or potential threat, the signal for lockdown should be given and the lockdown begins immediately. If pupils are outside when the signal for lockdown is sounded, staff members need to take pupils to the nearest possible safe area that can be secured.

Raising the alarm

All staff (especially those working in the main office) are trained in procedures for when information is received in the office of a situation requiring a lockdown. Whoever receives that information will immediately activate the school's lockdown system. There will be no hesitation in announcing the lockdown, and the decision to call the lockdown will be made immediately by whoever receives the call to the office without delay.

The method of announcing a lockdown is displayed at fixed points clearly visible and can be read by any person announcing the lockdown. (See appendix)

Office staff will be responsible for calling the emergency services.

Classrooms and other secure areas

Before locking a door, staff will gather everyone in the immediate vicinity into their classroom or other secure area, if it is safe to do so.

Once inside a secure area, staff and students will:

- Lock and secure all windows and doors;
- Stay away from doors and windows; turn off lights; close blinds;
- Beware of sight lines if there is a window in the classroom door,
- Consider covering window
- Take cover if available (get behind something solid)
- Remain absolutely quiet
- Teachers to take attendance;
- No mobile phone use unless necessary to communicate regarding the incident.
- Mobile phones should be shut off or put on vibrate.
- It may be that all pupils will be moved to the main hall, if save to do so

Toilets

Children will evacuate the outside toilets if at all possible and get to an area that can safely be locked down.

Designated adults who work in close proximity to toilets will check them before locking down themselves, if it is safe to do so, and take any students found in the toilets, into their respective classrooms to lockdown.

As a last resort, staff or children trapped in a toilet will attempt to secure the toilet door, enter a stall, lock the door and climb on top of the toilet.

Open areas

Open areas including hallways and other open spaces are the most vulnerable making them the most likely location for the threat, and the most difficult areas to quickly and effectively secure.

It is very important, everyone knows what to do and where to go in the event a lockdown is called and they are in an open area e.g. corridors or playground. Adults and children are aware of where to go in the event of a critical incident being announced by having a sign printed near entry and exit points; these are shared and used as reminders.

Terminating a lockdown

Plans to conclude a lockdown will vary by location. It may include a general announcement, or it may be a room by room visit from police/school personnel so that the occupants of a locked room know in fact whoever is giving them the all-clear, is in fact authentic. In all cases where police have responded, the decision to end a lockdown can only be made after approval of the on-scene police.

School recovery following a lockdown

A debriefing will occur in all situations following a lockdown. The nature and severity of the incident will dictate who should be included in the debriefing. In all cases, communication with parents will take place.



Instructions for Lockdown

To initiate a lockdown, use the following **code phrase 'Lockdown, Lockdown'**
(x2)

Use radio system to raise the alarm.

If you hear the lockdown signal:

- 1. Lock all external and internal doors and windows**
- 2. Close all blinds or cover windows**
- 3. Place children against the wall and away from external windows, so any intruder looking in cannot see them. If the threat is a chemical or toxic release everyone should cover their nose and mouth (their own clothing can be used)**
- 4. If an incident occurs outside the perimeter of the school, the Premises Manager will check and lock all external gates and will advise the SLT.**
- 5. Office staff will contact the emergency services by dialling 999 and indicating the nature of the incident. In an immediate threat, activate the panic alarm situated in the Main office on the far wall. This will operate a silent alarm to the police directly requesting an immediate response.**
- 6. Turn out all lights and computer monitors including visual screens.**
- 7. Keep children as quiet as possible. Take the register anyone missing should be located.**
- 8. If children are outside, guide them to the main hall (designated safe space). If this is not possible the Police counter terrorism guidelines of Run, Hide, Tell should be put in place.**

9. Anyone in the hallway should be moved to the nearest designated safe place or main hall.
10. Support staff should move to the nearest designated safe place –if possible or stay in the area they are in, secure the doors and turn out lights.
11. Stay in safe areas until directed by the emergency services or members of staff to move or evacuate. Never open doors during lockdown, even in the event of a fire alarm.
12. If an evacuation occurs, everyone will be directed by the emergency services to a safe location or by staff to Montbelle Primary School. Once evacuated, teachers should take a roll check to account for all children present in class.

RUN



Run to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE



It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL



Tell the police by calling 999.

If the police initiate a lockdown of the school either in person or via telephone the school should take action as directed. Immediately contact the Premises Manager who will secure all external and internal gates and doors. Sound the signal for staff and children to take the necessary action and if safe to do so move everyone to the main hall until the all clear is given.

The main hall is the safe location unless informed otherwise.