



Broughton Hall Catholic High School

LOCKDOWN PROCEDURES

In order to continue to ensure the safety of all students, staff and visitors on school sites, all schools are required to have a School Emergency Management Plan. As part of this plan, we are expected to have a lockdown procedure in place in the event of an emergency.

In the event of an unauthorised person or persons, that may pose a threat, or any other possible threat, being discovered on the school premises, the following procedures will be followed:-

- The sighting / perceived threat will be communicated by the quickest means for example, manned guard by walkie-talkie.
- The **Head Teacher or Nominated person(s)** will ensure that the information is passed to all staff and students. This will be via the Emergency Announcement System with the term '**THIS IS A LOCKDOWN – STAY CALM, STAY HIDDEN, STAY SAFE**'
- **Head Teacher or nominated person(s)** will dial 999 and provide the emergency services with the location and address of the school as well as a brief narrative.
- Staff should ensure that all students are inside the building. If there are students outside they should be brought inside immediately. If this is not possible, ask pupils to hide or disperse to improve their safety.
- Staff should take action to increase protection from an attack by:
 1. Moving students from the corridor and central hub areas into classrooms.
 2. Locking the classroom by turning the thumb lock on the inside of the door
 3. Blocking access points, for example move furniture to obstruct doorways.
 4. Sitting on the floor under tables or against a wall.
 5. Keeping out of sight.
 6. Closing the blinds.
 7. Staying away from windows and doors.
- If possible, check for missing or injured students, staff and visitors.
- Remain inside until an all clear has been given by the **Head Teacher via the Emergency Announcement System**, or unless you are told to evacuate by the emergency services.

COMMUNICATION PROCEDURES

- The emergency services will stay on the line with the **Head Teacher or nominated person(s)** until the all clear is given.
- Parents will be notified as soon as it is practicably possible. Pupils and staff should be urged to remain calm. Staff and sixth form pupils should **switch mobile phones off. Under absolutely no circumstances should they attempt to contact their parents or indeed anyone else.** It is self-evident that pupils will not be released to parents during a lockdown.

If the fire alarm sounds during the lockdown the building should not be evacuated as it may have been activated by the intruder. It is safer to stay locked in.