

St Katherine's School & Nursery



Emergency Lockdown Procedure

Creating our future by learning together

Date of Policy: September 2023

Review Date: As required

PROCEDURE

- If you hear a continuous constant alarm – apply the lockdown procedure.
- Staff **must know** the correct 'safe' passcode.

On hearing the alarm ensure all children/adults are:

- Collect radio and **switch immediately to Channel 1.**
- Inside rooms - close windows, lower blinds/draw curtains.
- Lock all doors, barricading if necessary.
- Move away from windows, internal and external doors and fire exits.
- Sit on the floor so not visible from windows or doors, under tables as necessary.
- Staff should position themselves so they can see both internal and external doors and consider additional ways to block entry and alternative emergency exits.
- For adults who are NOT in a classroom, immediately go to a designated lockdown area.
- **Total silence must be maintained at all times.**
- Even if the alarm stops remain in your designated areas until you hear the passcode.
- If not a designated practice, if fake or practice password used – do not open door.

Headteacher Protocol (Responsible Person):

- Collect all information regarding source of alert.
- If required - call 999 saying 'Operation Chalkboard' giving as much information to the Police.
- Decide point at which it is safe to exit the lockdown area and execute the passcode over radio.

Managing a Hostile Incursion: A hostile incursion is an incursion into a building by one or more attackers, with the aim of taking life, possibly involving siege or period of occupation within a building. Staff should all understand the principle of Run Hide Tell.

Run

- Move away from the source of any obvious noise or danger.
- Move quickly.
- Make other people run with you.
- Don't stop until you are safe.

Hide

- If you cannot run, hide.
- Find a place that is lockable or can be barricaded.
- Stay quiet and don't leave your hiding place until told to do so by the Headteacher or the Police.

Tell

- Tell people you see of the danger.
- Be forceful and tell them to get away.
- Remember everything you have seen.
- Even the slightest details may help the Police.