

## Full lockdown procedure: Waterside Campus

| Incident control officers and response team |                                 |                          |
|---|---------------------------------|--------------------------|
| Role  | Nominated person                | Emergency contact number |
| Incident control officer                    | <u>Matthew Bloodworth-Flatt</u> | <u>07464493105</u>       |
| Deputy incident control officer             | <u>Will Scott</u>               | <u>07872666345</u>       |
| Communications officer                      | <u>Amanda Mumford</u>           | <u>01775 725566</u>      |

| Signals              |   |
|----------------------|---|
| Full lockdown signal | <u>Code Black</u>   |
| All-clear signal     | <u>Code Green</u>   |
| Evacuation signal    | <u>Continuous ring of the school bell</u><br><u>Code Black Evacuate – over internal radio system.</u> |

| Other arrangements   |   |                                     |
|--|---|-------------------------------------|
| Safe areas   | Classrooms<br>Assembly hall<br>Sports hall<br>Offices   |                                     |
| Outdoor safe area  | Forest School   |                                     |
| Evacuation point   | Playground  |                                     |
| Pre-arranged alternative place of safety if required to leave the site | Venue name  | Spalding Academy / St Paul's School |
|  | Venue type  | School                              |
|  | Point of contact  | <u>Head of School</u>               |
|  | Contact number  | <u>01775 722484 / 01775 723366</u>  |
| Useful information about the alternative place of safety               | <p>Spalding Academy school is situated next door to the Tulip Academy Spalding: Waterside Campus. There are three routes to access this site.</p> <p>Exit Tulip Academy Spalding: Waterside Campus main entrance and enter Spalding Academy through their main entrance.</p> <p>Exit Tulip Academy Spalding: Waterside Campus via gate within playground therefore accessing Spalding Academy's playground.</p> |                                     |

|                            |   |
|----------------------------|---|
|                            | <p>Exit Tulip Academy Spalding: Waterside Campus via gate within Forest School therefore accessing Spalding Academy's at the rear of their playground.</p> <p>Dependent on the incident St Paul's may be used as an alternative place of safety. St Paul's is half a mile from Tulip Academy Spalding: Waterside Campus. The same above exit routes can be used. (St Pauls will be the alternative safety route if there is a bomb threat on the school grounds).</p> |
| Communication arrangements | <p>Internal radio system – black emergency radio handset</p> <p>Mobile phones / telephones</p> <p>Instant email</p>   |

Wherever possible, use silent communications and keep noise to a minimum, especially if there are any intruders close by. Make sure any communication devices are secure and cannot be intercepted, e.g. turning devices off when not in use.

### Initial implementation

The school is made aware via the agreed communication arrangements of the incident that requires the full lockdown procedure to be implemented.

The **headteacher** makes the decision to implement the full lockdown procedure.

A full lockdown signal is given.

Staff use **a public address system** or **an internal messaging system** to ensure all staff members are aware of the incident that has occurred and the type of lockdown procedure to be implemented, and that the lockdown is not a practice.

The **site manager** is contacted to ensure they are aware of the implementation of the full lockdown.

The **headteacher** contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.

### Immediate action

All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building, unless it is unsafe to do so, and staff ensure all doors are securely locked.

The ventilation systems are turned off to prevent the spread of contaminants, e.g. sarin.

Staff, pupils and visitors that remain outside during the lockdown hide in the designated outdoor safe area until the emergency services arrive. (Forest School)

Staff escort pupils and visitors to the nearest safe area.

The **headteacher** and **site manager** check outdoor areas and ensure all pupils, staff and visitors are inside the school building.

When everyone is inside, all external doors and windows are locked, and blinds or curtains closed; doors and windows remain locked until the 'all-clear' signal is given or unless otherwise instructed by the **headteacher** or emergency services.

The **headteacher** and **site manager** check all external doors and windows are locked.

All internal doors to safe areas are locked and any windows on doors are covered.

Access points to safe areas are blocked off by moving furniture to obstruct doorways.

Lights in all safe areas are turned off.

**Classroom teachers** or **leaders** conduct a register or headcount. Staff notify the **office/headteacher** if any pupils, members of staff or visitors are not accounted for via **two-way radio**, **internal phone** or **mobile phone**, and an immediate search is instigated by the **headteacher**, where appropriate and safe to do so.

Verbal communication via two-way radios or mobile phones is kept to essential communication. All mobile phones are turned onto silent and communication devices are not used if it would be unsafe to do so, e.g. if usage would lead to the location being revealed.

Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight, e.g. under a desk.

All staff, pupils and visitors remain in their safe area unless otherwise stated by the **headteacher** or emergency services.

All pupils, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to a safe area.

If possible, the **headteacher** will check for missing or injured pupils, staff or visitors.

Pupils and visitors are kept calm during the lockdown.

No pupil is released to their parents during the lockdown.

The **office staff** answer telephone calls from parents and inform them that pupils will not be released while the lockdown is in place. Alternatively, an automated answer machine message informs callers that a full lockdown procedure is in place.

The **headteacher** keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.

The **headteacher** sounds the evacuation signal if it is necessary to evacuate the building. The rest of the building is evacuated to the designated evacuation point if someone is taken hostage on the school site.

### Further action after the lockdown

Parents are informed of the incident via a **letter**.

The **SLT** reviews the full lockdown procedure for its effectiveness and make changes as necessary.

### Review Schedule

January 2020 – no amendments made.

January 2021 – no amendments made.

June 2021 – Communication officer changed to Allison Baker. Colour coded system implemented and emergency radio systems adopted within school.

October 2021 – Following a number bomb threats in the area St Paul's school was added as a place of safety if required to leave site.

April 2022 - Communication officer changed to Amanda Mumford.

August 2022 – Priory School changed to Tulip Academy Spalding: Waterside Campus

August 2023 – Contact information for school updated.