



**Padgate Academy**

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SEPTEMBER 2021

# LOCKDOWN (INVACUATION) POLICY

DATE APPROVED BY THE GOVERNING BODY	13 Sept 2021
SIGNATURE OF CHAIR OF GOVERNING BODY	Carole Owen
SIGNATURE OF ACADEMY PRINCIPAL	Mrs M. Barclay
NEXT REVIEW DATE	Sept 2022



**PADGATE  
ACADEMY**



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## IN THE EVENT OF A (LOCK DOWN) INVACUATION

### 1.1 Crisis Team

Special crisis team leaders:	Misia Barclay, Principal Ibrahim Syed, Vice Principal
Deputy Special crisis team leader:	David Vickery, Assistant Principal
IT & Facilities Manager:	Stephen Lears
Site Manager:	Anthony Chesworth
<b>Crisis Team Muster Point</b>	Principals Office (A Block)

### 1.2 Summary

Invacuation or lockdown occurs when circumstances dictate that the safety of all is best ensured inside the building, behind locked doors i.e., toxic release, weapon crisis or threatening intruders on site.

### 1.3 Alarm Sounds

The fire alarm and lockdown alarm are activated using the same speaker system. There are two distinct alarms in place;

1. Fire alarm - high pitched, continuous tone
2. Lockdown alarm – low pitch, three second bursts

You can listen to the two different alarm tones by visiting [https://tcapadgate.sharepoint.com/sites/HealthSafetyEnvironment/SitePages/Lockdown-\(Invacuation\).aspx](https://tcapadgate.sharepoint.com/sites/HealthSafetyEnvironment/SitePages/Lockdown-(Invacuation).aspx)

### 1.4 Procedure

1. In the event of invacuation, the invacuation alarm will sound. This tone is audibly different to the standard fire alarm tone, as opposed to a continuous tone, there is a clear pause in the alarm tone. The Special Crisis Team Leader/SLT will contact the Police.



- a. **If the alarm sounds during a lesson**, then staff and students should remain in their rooms. If staff/students are not in a classroom they must go to the nearest classroom.
  - b. **If the alarm sounds during lesson change over**, students and staff should move to their next timetabled lesson, unless otherwise directed by SLT.
  - c. **If the alarm sounds before school or at break/lunchtime**, all students must be directed to their next timetabled lesson, unless otherwise directed by SLT.
  - d. **If the alarm sounds when students are in exams**, the students are to remain in the exam hall/room and the doors are to be locked.
2. If safe to do so and only under the direction of the Crisis Team Leader, a nominated member of staff (as detailed in Appendix 1), will ensure main doors to all blocks are locked and after ensuring all is safe, will seek refuge. They will be available via 'on call' should assistance be required and will stay in contact via radio.
  3. The site team will ensure all the school gates are locked, only if it is safe and appropriate to do so.
  4. All the doors fitted with maglocks across the school site will automatically be locked following the initial bell beginning to sound by the site team. The doors can be overridden by the site team if required to be locked more quickly, or open for longer.
  5. Amy Mitchell will contact the Special Crisis Team Leader to ascertain the danger and will contact PE staff who are with students participating in outdoor activities with instructions and advice regarding action to be taken. Students are required to be quiet and calm.

## 1.5 Staff Guidance

1. Staff must remain calm and encourage the student to move away from the doors and windows.
  - a. Air conditioning units are to be switched off.
  - b. Do not allow any student to leave the room under any circumstances.
  - c. Doors should be locked from the inside.
  - d. Turn off lights, if safe to do so, and close any blinds/shutters/curtains.
  - e. Access points should be blocked (i.e., move furniture to obstruct doorways).
  - f. Sit on the floor, under tables or against a wall.
  - g. Ensure that students, staff, and visitors are aware of an exit point in case the intruder does manage to gain access.



2. Staff should check for any injured students and attend to them if appropriate. The main reception must be informed via email, radio or mobile phone, if available.
3. Staff must not leave the room to investigate. Under no circumstances should the classroom door be opened.
4. An electronic message will be displayed on computer screens where it is logged on and an email will be sent to all staff detailing that an invacuation is in progress. This message will be updated as needed and when the invacuation is complete.
5. Visitors must remain with their host at all times.
6. CCTV will be continually monitored by the Crisis Team and any updates on the situation regularly passed on to Special Crisis Team Leader/SLT/Office Manager.
7. All staff and students are to remain in position, even if the alarm sounder ceases, until an 'all-clear' message is sent to your PC or via email or otherwise advised by Special Crisis Team Leader/SLT or the emergency services.

## **1.7 Anticipated Lockdown (i.e., local threat, impending danger etc)**

1. If an invacuation needs to take place and there is no immediate danger onsite, i.e. an impending danger that we have received warning for, the school fire alarm will sound and all staff and students would begin to evacuate to the main fire assembly point, as per the fire evacuation plan.
2. Staff must remain calm and escort students as quickly as possible.
3. The Crisis Team and SLT will be on hand to re-direct all staff and students to the Whole School Muster Point (Sports Hall).
4. All staff and students must remain at the Whole School Muster Point (Sports Hall), even if the alarm sounder ceases, until otherwise advised by Special Crisis Team Leader/SLT or the emergency services.



## APPENDIX 1.

### Nominated Individuals

If safe to do so and only under the direction of the Crisis Team Leader, a nominated member of staff will ensure main doors to all blocks are locked and after ensuring all is safe, will seek refuge. They will be available via 'on call' should assistance be required and will stay in contact via radio.

A list of these individuals is below:

<b>Block</b>	<b>Nominated Individual</b>
A/B Block	Stephen Lears
C Block	Melissa Day
D / G Block	Karen Robinson
E Block	Anthony Chesworth / David Harrison
F Block	Catering Manager
H Block	Suzanne McKittrick
J Block	Nicola Hutchinson
K Block	Kath Bretherton
L Block	Chris Johnson
N Block	Chris Moore (Rear Entrance) Chris Pollard / Jess Hawley (Front Entrance)



## APPENDIX 2.

### Muster Points

Staff should follow direction as provided above (1.4 Procedures) however, the following muster points will be in place:

**Whole School**

Sports Hall (only in instruction by Crisis Team)

**Principal's Office (A Block)**

SLT / Crisis Team

**Reprographics (B Block)**

Admin Staff