



AMESBURY SCHOOL
HINDHEAD

CHARTERHOUSE FAMILY OF SCHOOLS

LOCKDOWN PROCEDURE

Lockdown Procedure

1. **Purpose:** The purpose of the lockdown is to protect staff and pupils from any external or internal threat that could endanger their safety. The procedure applies to everyone on school premises at the time of the incident.
2. **Activation:**
 - A phone call, text message, or email from the main office will alert staff to initiate the lockdown.
3. **Situations:**
 - Some examples of situations that may trigger a lockdown include:
 - A reported incident or civil disturbance in the local community.
 - An intruder on the school site.
 - A warning of a risk of air pollution, such as smoke or gas.
 - A dangerous dog roaming near the school.
 - Note: Fire incidents will be signalled by the fire alarm, and fire procedures will be followed separately.
4. **Signal for Lockdown:**
 - Dial **666** on the school phone to send a lockdown message to all school phones, stating the lockdown and providing the name and extension number of the caller.
 - Alternatively, dial ***666** to page a message to every phone, stating the lockdown and its purpose (e.g., if it's not an intruder but a roaming dog or gas cloud).
 - Wait for a confirmation message from the main office that the lockdown has been activated.
 - The Head's PA (or Bursar, Facilities Manager, Finance Manager) will send a message to the mobiles and email of all staff to advise them of the lockdown. The email will be sent to your work email address via Outlook and the text will be sent via iSAMS SMS.
 - Walkie talkies will also be used to communicate with Grounds, Forest School, Games, Outside Duty and Little Amesbury staff who will/may be away from any other means of communication.
5. **Emergency Services:**
 - Emergency services should be called by the person who initiated the lockdown or the designated person.
 - Dial **999** to inform the emergency services of the situation and provide the location of the school.
6. **End of Lockdown:**
 - At the end of the lockdown, a signal for the all-clear will be verbally communicated by the designated person using a code word.
 - This will be followed by email (via Outlook to your work email address) and text notifications (via iSAMS SMS) to ensure everyone is informed. Walkie Talkies will also receive the all-clear message.
7. **Actions During Lockdown Situation:**
 - Bring pupils who are outside of the school buildings inside as quickly as possible, unless it is safer to hide or disperse.
 - Stay in the room you are in, unless it is unsafe to do so.
 - Lock and secure all entrance points, such as doors and windows.
 - Increase protection from attack by blocking access points and hiding.
 - For those using walkie talkies, change to Channel 4 to receive updates.

8. Communication between Parents and the School:

- School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.
- In the event of an actual lockdown, any incident or development will be communicated to parents as soon as practicable via email and / or text on the decision of the SLT.
- Parents should be given enough information about what will happen so that they:
 - Are reassured that the school understands their concern for the child's welfare, and that it is doing everything possible to ensure his/her safety.
 - Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
 - Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
 - Wait for the school to contact them about when it is safe for them to come get their children, and where this will be from.

Parents will be told: "The school is in a full lockdown situation. During this period the school office and all entrances will be unavailable, external doors will be locked and nobody allowed in or out."

Remember that safety is the top priority during a lockdown, and following these steps can help ensure the well-being of everyone in the school community.

How to signal Lock Down

Dial 666 which will alert a Lockdown line to the whole school

OR

Dial *666 which send a page voice alert to every phone, where the Head's PA (or Bursar, Facilities Manager or School Accountant) will start the Lockdown – stating reason for lockdown if not an intruder ie Roaming Dog, Gas Cloud

The Lock Down procedure: activated by a mobile phone message and/or an internal email.

Dial 999 - Head's PA, Bursar, Facilities Manager or School Accountant

All staff and pupils should respond promptly and where possible secure doors and windows. If it is possible, staff should close blinds and curtains.

Procedure for pupils	Procedure for staff
On receiving the Lock Down message from a member of staff: - pupils in classrooms should remain calm and inside the room. - if the message is received between lessons pupils should move rapidly to their next lesson - if the message is received before school, break or lunch, pupils should move rapidly to their next lesson - pupils in the Sports Hall should muster in the Changing Rooms - pupils in the Dining Hall should muster in the Dining Hall - pupils in the PAC should muster in the main hall of the PAC - pupils in the Studio should muster if possible in the Studio kitchen - pupils on the MUGA and Games field should take direction from member of staff - Pupils in the VAC should muster upstairs on the mezzanine and sit down on the floor against the wall.	On receiving the Lock Down message: - teachers should remain with their class. Other staff should move to classrooms and assist teachers and use the lockdown key in the classroom to lock themselves in - if the message is received between lessons staff should move to their next lesson advising pupils - if the message is received before school, break or lunch, teachers should move to their next lesson and teaching staff without tutor groups should move to their nearest tutor rooms advising pupils to go to their next lesson. Duty teachers should have a walkie talkie to receive messages and advise pupils to move to next lesson. Walkie talkies to be put on Channel 4. - Support staff should remain in their locked room and await further instruction - Staff in the Kitchen should lock down and muster in the Kitchen - Staff in the PAC should lock down and muster in the main hall - Staff in the Studio should lock down and muster if possible in the kitchen. - Staff on the MUGA and Playing Fields will receive alert on mobile and walkie talkie and should direct all pupils to a nearby building for safety - Staff in the VAC should lock down and muster on the mezzanine and sit down on the floor against the wall. - Staff off site or on Fyfield Playing field should remain off site until advised otherwise. They will receive an alert on mobile and walkie talkie. - Staff in common room to lock down and activate bell to alert Chapel.
Pupils should remain quiet and out of sight as much	Where possible staff should lock outer doors, secure windows

as possible	and close blinds.
Pupils should not attempt to contact other pupils or parents until such stage as the member of staff has briefed them	Staff should open email and await instructions via email, text or via telephone/walkie talkie.
Pupils who are off site will follow the instructions of the member of staff	SLT will decide on an appropriate response in conjunction with the emergency services and communicate this as promptly as possible via email
The all clear will be signalled by text /email/page or phone and / or in person and will include the codeword to authenticate	

Lockdown Procedure

LOCKDOWN CHECKLIST

CHECKLIST	TICK/SIGN/TIME
Ensure all pupils are inside a school building. Alternatively, ask pupils to hide or disperse if this will improve their safety The teacher with the children at the time of the lockdown is responsible for ensuring their safety.	
Lock / secure entrance points (e.g. doors, windows) to prevent any intruder entering the building	
Ensure people take action to increase protection from attack: Block access points (e.g. move furniture to obstruct doorways) Sit on the floor, under tables or against a wall Keep out of sight Draw curtains / blinds Turn off lights Stay away from windows and doors	
Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured pupils, staff and visitors and advise School Office	
Remain inside until all-clear has been given, or unless told to evacuate by the emergency services.	

