

Lockdown Procedure & Bomb Evacuation policy

Queen's College, Taunton

October 2017 (v.1)

1 Lockdown procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Our procedures aim to minimise disruption to the learning environment whilst insuring the safety of all our pupils and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils of the school)
- An intruder on the school site (with the potential to pose a risk to pupils and staff)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school

2 In the event of a lockdown Queen's College will ensure...

- Staff are alerted to the activation of the plan by recognised signal, audible throughout the school
- Pupils who are outside of the school buildings are brought inside as quickly as possible
- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing)
- Staff should encourage the pupils to keep calm
- As, appropriate, the school should establish communication with the emergency services as soon as possible
- Somerset County Council should be notified via the 'school emergency' phone number
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should await further instructions
- Lockdown drill information will be displayed in every classroom alongside information relating to fire drills

2.1 The School's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. A lockdown drill will be undertaken at least once a year. Parents too will know that the school has a lockdown plan, and a copy is also on the school's website.

3 Lockdown Arrangements – Partial Lockdown

3.1 Partial Lockdown – Alert to Staff: ‘Partial Lockdown’

This may be a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to pupils and staff in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

3.2 Immediate action:

- All outside activity to cease immediately, pupils and staff return to building. (Duty staff will be alerted at break times)
- All staff and pupils remain in the building and external doors and windows locked
- Free movement may be permitted within the building dependent upon circumstances

3.3 Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on the advice from the emergency services. This can then be communicated to staff and pupils. ‘Partial lockdown’ is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

3.4 In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency services will advise as to the best course of action in respect of prevailing threat.

4 Lockdown Arrangements – Full Lockdown

4.1 Full lockdown – Alert to Staff ‘Full lockdown’

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

4.2 Immediate action:

- All pupils return to base (Classroom or other agreed location eg Queen’s Hall)
- External doors locked. Classroom doors locked, windows locked, blinds drawn, pupils sit quietly out of site (eg under desk or around a corner)
- Register taken – Each class will e-mail the office with anyone missing or to confirm that everyone is accounted for.

4.3 Staff and pupils remain in lockdown until it has been lifted by a senior member of staff / emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

4.4 During the lockdown, staff will keep lines of communication open but not make unnecessary calls to the office as this could delay more important communication.

5 Communication to parents

- 5.1 School lockdown procedures, especially arrangements for the 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 is practicable. It is obvious that parents will be concerned by regular communication of accurate information will help to alleviate undue anxiety.
- 5.2 Parents will be given enough information about what will happen so that they:
- Are reassured that the school understands their concern for their 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 and may even put themselves and others in danger
 - Wait for the school to contact them about when it is safe for them to collect their child, and where this will be from

Panic and anxiety are far less likely where those associated with an incident are fully informed of the facts. '...Information about dangers should be disseminated and not withheld because of a fear that people will panic...' (Dynes, Quarantelli and Kreps 1972).

- 5.3 The school understands parents concern for their children's welfare and everything that can possibly be done to ensure their children's safety will be done. However, if the school is in a full lockdown situation the school phone will be monitored closely for the **emergency services only** to contact us or us them and entrances will be locked but un-manned, external doors locked and nobody allowed in or out.
- 5.4 It is important that we keep lines of communication open with emergency services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Head Teacher regarding the timing of communication to parents.

6 Bomb Procedure

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, often the work of malicious jokers, although terrorists do make hoax calls with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

- 6.1 Calls may be of two kinds:
- Hoax treats designed to disrupt, test reactions or divert attention
 - Threats warning of a genuine devise – These may be attempts to avoid casualties or enable the terrorists to blame others if there are casualties. However, genuine threats can provide inaccurate information about where and when a devise might explode. The member of staff receiving such a treat may be the closest that many people ever come to acts of terrorism.

6.2 In the event of a call...

- Stay calm and listen
- Obtain as much information as possible – try to get the caller to be precise about location – use the pre prepared sheet if the call is taken in the office. [Appendix 1](#)
- Take the timing of the alleged bomb threat and whom they represent. If possible, keep the caller talking.
- When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.
- Immediately report the incident to the Head Teacher/Deputy Head and the Estates Director to decide on the best course of action and notify the police. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly. Give your impression of the caller and an exact account of what was said.
- The fire alarm will be activated to evacuate the buildings as for a fire evacuation. No-one is to re-enter or enter any building until given clearance to do so by the police.
- If an examination is in progress evacuate candidates under exam conditions to the area in front of the cricket nets on the lower field.
- Inform the 6th Form Centre, Junior School, Pre-Prep, Nursery, Highgrove, Boarding houses and the Finance office.
- If you have not been able to record the call, make notes for the police on the checklist form [Appendix 1](#). Do not leave your post – unless ordered to evacuate – until the police or security arrive.

7 **Conducting a search (If requested to do so by the Police)**

7.1 All staff should check areas as they leave the building and report any unusual / suspicious packages to the Head Teacher or Deputy Head.

- Initiate the search by the Head Teacher (or Deputy Head) informing the senior Leadership team.
- Divide the priority locations into areas of a manageable size for one or two searchers. Ideally, staff should search in pairs to ensure nothing is missed.
- Ensure that those conducting searches are familiar with the area and what to normally expect to find there. They do not need to be experts in explosives or other devices but able to recognise anything that should not be there, is out of place and not yet accounted for.
- Develop appropriate techniques for staff to be able to routinely search public areas without alarming any visitors or children present.
- During the searches, place particular focus on: areas that are open to the public; any closed areas such as cloakrooms, stairs, corridors and lifts; any

evacuation routes and muster points; car parks and other external areas such as goods and loading bays.

- Under no circumstances should a suspicious item found during a search be touched or moved in any way. The police should be informed immediately and they will ensure an appropriate response.

7.2 In the event of Queen’s College being targeted the following messages will be sent to all parents by the main office:

- Dear Parents, The school has been safely evacuated, under our normal fire procedures, as a result of a bomb treat we believe to be a hoax. Please do not visit the school site until you receive the all-clear. – Head Teacher
- Dear Parents, All students and staff are safe. The Bomb threat was a hoax call. The school site is re-open. – Head Teacher

8 Dealing with Suspect packages

A suspect package can be left anywhere by anyone, and can have any appearance. It should not be handled, moved or tampered with in any way. If in doubt about a package, leave it alone and report it immediately to the person in charge.

8.1 Possible indications of a suspect package may include:

- Protruding wires
- Noise or smoke for the package
- Grease marks on the wrapping
- A letter that is unusually thick (over 5mm), excessively heavy, lopsided or stiffened
- An inner envelope which is tightly taped or bound

8.2 If a suspect package is found, the area around it must be kept clear of people until the package has been made safe by relevant authorities.

Effective date of the policy	2nd October 2017
SLG Responsible Member	Andrew Free, Deputy Head

Authorised by	Board of Governors
Signed	Mark Edwards, Chair of Governors
Date	2 nd October 2017

Appendix 1 **Bomb threat check list**

Where is the bomb right now?	
When is it going to explode?	
What does it look like?	
What kind of Bomb is it?	
What will cause it to explode?	
Did you place the bomb?	
Why?	
What is your name?	
What is Your address?	
What is your telephone number?	

Record time completed:

Where automatic number reveal equipment is available, record number shown:	
Inform the Head Teacher / Deputy Head	
Contact the police on (9) 999 Time informed:	am/pm

The following part should be completed once the caller has hung up and the Head Teacher/Deputy Head and the police have been informed:

Time and Date of Call:	
Length of call:	
Number at which the call was received (ie, your extension number)	

About the caller:

Gender of the caller:	
Age:	
Nationality	

Callers Voice:

Well Spoken	
Taped Message	
Incoherent	
Irrational	
Offensive	
Message Read by threat maker	
Calm	
Clearing throat	
Nasal	
Excited	
Disguised	
Lisp	
Crying	
Angry	
Slurred	
Stutter	
Slow	
Accent	
Rapid	
Hoarse	
Familiar	
Deep	
Laughter	

Background Sounds:

House noises	
Crockery	
Clear	
Static	
Booth	
Factory machinery	
Street noises	
Animal noises	
Motor	
Voice	
PA system	
Music	
Office machinery	
Any other comments:	
Signature	
Print Name	
Date & Time	



NaCTSO Guidance Note 1a/2016

Advice to leaders of schools and other Educational Establishments for Reviewing Protective Security

Following a series of malicious hoax communications to schools across the UK it is important that you are alert, but not alarmed. This is an opportunity for you to review your security plans to confirm that the arrangements you should already have in place are still current and have been tested to ensure staff and students are prepared and confident.

Consider what steps you could take to:-

- a) reassure your staff, students and parents
- b) review and implement proportionate protect and prepare security planning.

1. Bomb threats: Procedures for handling bomb threats. Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

Guidance on receipt of a bomb threat

<http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>

Bomb threat checklist

<http://www.cpni.gov.uk/documents/posters%20and%20checklists/bomb-threat-checklist.pdf?epslanguage=en-gb>

If this prompts you to review your emergency planning, consider the following:

2. Search Planning: Do you have plans to search your site to deal effectively with either bomb threats or for secreted threat items; are your staff and students familiar with those plans and what to do if they find a suspicious item?

Good housekeeping reduces the opportunity for suspicious items to be placed and assists effective search.

Security guidance for educational establishments

<https://www.gov.uk/government/publications/counter-terrorism-protective-security-advice-for-higher-and-further-education>

Search planning guidance

<http://www.cpni.gov.uk/Security-Planning/Business-continuity-plan/Search-premises/>

3. Evacuation/Invacuation planning: It is vital that you are able to move your staff and students away from danger in a controlled way. Ensure you have a number of options available, well sign- posted and notified to people on your site. Keep routes clear.

Sometimes it may be safer to remain inside a building; identify the most suitable internal spaces that staff and students can move to.

Security guidance for educational establishments

[https://www.gov.uk/government/publications/counter-terrorism-protective-security- advice-for-higher-and-further-education](https://www.gov.uk/government/publications/counter-terrorism-protective-security-advice-for-higher-and-further-education)

Evacuation Planning

<http://www.cpni.gov.uk/Security-Planning/Business-continuity-plan/Evacuation-planning/>

4. STAY SAFE Guidance for firearms and weapons attacks: Do your staff follow the Stay Safe principles **RUN HIDE TELL?**

[https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising- the-terrorist-threat](https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat)

Stay safe film

<https://www.gov.uk/government/publications/stay-safe-film>

Dynamic lockdown guidance

<https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>

5. Staff Awareness and Security Culture: Have you briefed your staff on how they can recognise suspicious activity?

Employee vigilance

<http://www.cpni.gov.uk/advice/Personnel-security1/Employee-vigilance/>

[https://www.gov.uk/government/publications/counter-terrorism-protective-security- advice-for-higher-and-further-education](https://www.gov.uk/government/publications/counter-terrorism-protective-security-advice-for-higher-and-further-education)

Are your staff aware of the procedures to follow should they suspect suspicious behaviour? (**Anti-Terrorist Hotline 0800 789 321**. If you require an immediate response call 999)

6. Preparedness: Are your first aid kits and emergency grab bags checked regularly, complete and accessible?

7. Physical Security: Have you checked CCTV systems? Are they all working correctly? Are the date/time stamps accurate?

<http://www.cpni.gov.uk/advice/Physical-security/CCTV/>

8. Mail handling: a threat may still exist from items delivered to your establishment by hand or by post. Are your staff familiar with indicators for suspicious deliveries?

<http://www.cpni.gov.uk/advice/Physical-security/Screening/Mail-and-deliveries/>

9. Further advice: is available at: [https://www.gov.uk/guidance/emergencies-and-severe-weather- schools-and-early-years-settings](https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings)

There is no change to the UK terrorist threat level, which remains at **SEVERE**; meaning an attack is highly likely.