



A Catholic Voluntary Academy

St Mary's Catholic Primary School
Herringthorpe Valley Road
Rotherham
S65 2NU
01709 361502

www.stmarysherringthorpe.co.uk
office@stmarysherringthorpe.co.uk

Headteacher: Mr D Redfern

INVACUATION PLAN- 'LOCKDOWN'

Date of Launch- Tuesday, February 5, 2019

To be reviewed- February 2020

An invacuation or lockdown occurs when circumstances dictate that the safety of pupils and staff is better ensured by them being kept inside the building with the doors and windows locked and the blinds/shutters closed. Pupils should be moved away from the windows and doors for prime safety. The reasons for invacuation/lockdown could be as a result of a chemical spillage/weapons crisis/intruder/ air pollution/nearby fire/criminal activity/weapons crisis/dangerous dog etc.

Important- 'Our 'Lockdown' procedures advocate a common sense approach to any situation. The Invacuation Team will respond according to the specifics of the particular situation. The roles within the procedure below should all be exercised taking this common sense approach into account. For example, if it was deemed dangerous, within the specifics of a situation, for the admin. team to remain in the office they would not use the office phones to call the police.

GENERAL PROCEDURE

1. If there are children outside the head of school, or designated person, will give three short blasts on a whistle to ensure that the children enter the school as calmly as possible and return to their own base class. Teachers and staff should return to their base class.
2. The office staff will contact the police on 999.
3. If the children are in the building, the Head teacher or designated person will quietly inform all staff of the situation using the code word: Lockdown.
4. In normal circumstances staff should ensure pupils remain in the classroom with locked doors and windows. Staff will be instructed as to whether it is necessary to close the blinds, move to a different area or sit down on the floor.
5. If necessary pupils may need to be moved to one central space together (school hall) or out of the classrooms(corridor).This will be decided by the SLT or advised by emergency services. It may be necessary to be evacuated, in a quiet and orderly manner, away from the situation into a safer area defined by staff or police.
6. Staff should account for all children immediately and inform the office of anyone missing.
7. Staff should try to keep the children calm.
8. If necessary and appropriate, parents/carers should be notified as soon as practicable to do so via the school messaging service that there is a lockdown situation. They should be given enough information about what will happen so that



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they are reassured that everything possible is being done to ensure their child's safety:

- they should not contact the school as this will tie up the phone lines;
 - they should not attend school as this could interfere with the emergency service access to school and they may put themselves in danger;
 - they should wait for the school to contact them about when it is safe to collect their children.
9. Pupils will not be released to parents during a lockdown.
 10. If it is found to be necessary to evacuate the building, the fire alarm will be sounded.
 11. School should stay in contact with Emergency Services at all times and follow their instructions.
 12. A lockdown drill should be undertaken at least annually.
 13. Parents should know that there is a Lockdown Plan and that a copy is on the website.
 14. Lockdown information should be displayed in every classroom/area. See sheet—'Lockdown-Information for Pupils'.
 15. School should stay in contact with Emergency Services at all times and follow their instructions.

INVACUATION TEAM

1. Mr Redfern – Headteacher
 2. Mrs Doran-Deputy head teacher
 3. Miss Turner- KS phase leader
 4. Miss Gilding- KS phase leader
 5. Mr Giblin-Caretaker
- Mrs Peace/ Mrs Pearson- Admin.

To be reviewed in conjunction with the school's emergency plan.

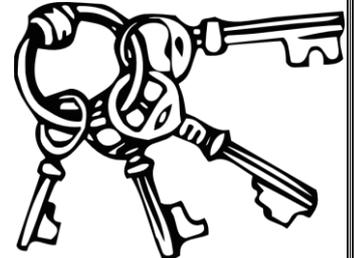
Review date:



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Lock down-Summary for Staff

In the event of a 'Lock Down', the head teacher or lead teacher will come around class and say the word 'Lockdown' to the teacher. They will also blow a whistle 3 times outside if needed, saying the word 'Lockdown'. Staff should follow these procedures:

If you are in class

- Say 'Lockdown boys and girls' to the class.
- Calmly ask all children to sit on the floor, near or under the tables if they are small enough.
- Summon any children who have gone to the toilet back to class.
- Close all blinds and doors.
- Stay in total silence until instructed otherwise.

If you are somewhere else in school (Computer suite, break out area etc.)

- Make the decision as to whether you feel the children in your care can be out of sight where they are, or whether it is safer to lead them back to class.
- Follow the procedures above.

If you are on the Yard

- The lead teacher will come out and blow a whistle 3 times and will say the word 'Lockdown'.
- Tell all children to walk into class as if it is the end of break calmly. Once in class, they should follow the rules as above.

*The lead teacher will assess the reasons behind the lock down. In normal circumstances the above procedures will apply. However, in the event of another arrangement being needed, such as everyone evacuating classrooms and waiting in corridors, the lead teacher will instruct staff of this at the time.

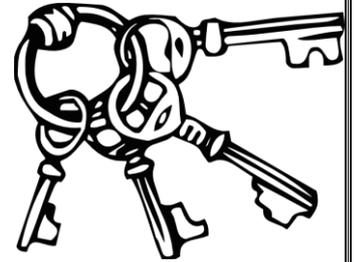


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Lockdown-Information for Pupils

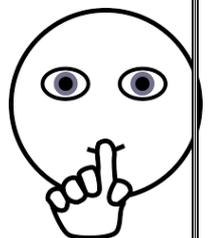


- **What is 'Lockdown?'**-Lockdown is when the teachers feel that you are safer being kept inside school.
- **What reasons are there for Lockdown?**- There may be a situation outside school that requires you to be kept inside. Examples are:

Gas Leak
Dangerous dog
Something on the news telling us to keep you in
The police have contacted school
Intruder

- **How will I know there is a Lockdown?** A lead teacher (usually Mr Redfern) will come around every class telling the teacher a code word. That code word tells the teacher to go to lockdown. The teacher will then say to you- 'Lockdown boys and girls'. When you hear this you do EXACTLY what the teacher tells you. Nothing more, nothing less.
- **What if I am outside?** If children are outside the lead teacher will go out and blow a whistle 3 times, saying the word 'Lockdown'. You are to calmly walk to your class, following the guidance of the staff who are supervising you.
- **What do I do in Lockdown?** It depends on the situation. Normally, your teacher will tell you to calmly sit on the floor and to **remain silent**. They may, however, ask you to go into the corridor and sit down **in silence**. It all depends on the situation.
- **How long do I stay in Lockdown?** As long as it takes. Lockdown will end when the lead teacher comes to your class to tell you it is over.
- **Can I talk in Lockdown?** Absolutely not. You must remain in silence for as long as it takes. You should not try to read or finish some work. Just sit still and in silence.

The most important rule is- You do what your teacher tells you-EXACTLY!





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