



Tiverton Academy Critical Incident Procedures: Lockdown

Lockdown Scenarios

Partial	Full
<ul style="list-style-type: none">- Civil disturbance in the local community- A suspicious person spotted around the site or on the grounds- A dangerous dog roaming loose- Local risk of air pollution	<ul style="list-style-type: none">- A suspicious intruder- An armed intruder- Any other reasons as specified by emergency services.

Once the decision has been made, notify Police immediately.

Stage 1: Partial Lockdown

This is where there is not an immediate threat inside school. A verbal message will be sent around the school using Channel 2 on the walkie talkie. The message will be partial lockdown.

- Children outside will come into the building immediately. Should you be concerned that you are unable to move a class into school quickly enough, (e.g. Early Years groups) you can go to the outside classroom or the hub. Follow normal procedures: lock the door and draw the blinds.
- Movement around the school is permitted but no one is allowed outside the building. It is best to keep children in the classroom, e.g. do not send groups of children out to work, until the reason for the partial lockdown is known.
- We would take advice from emergency services if it related to a local issue to make an ongoing dynamic risk assessment.

Stage 2: Full Lockdown

This is where there is an immediate threat inside the school.

- A verbal warning of full lockdown will be sent on channel 2 on the walkie talkie. This will be repeated 3 times to signal that there is a lockdown inside the building.
- All children return to their classrooms or go to the nearest classroom immediately.
- All external doors will remain locked. Nursery must lock their external doors.
- All internal doors need to be closed and locked
- Windows must be shut and blinds drawn.
- Children and adults must go under desks or out of view as soon as possible.

- Staff to use the class walkie talkie to allow emergency communication.
- Staff not with a class must remain where they are and secure the room they are in.
- A class on the playground (e.g. PE) must go to the outside classroom or the hub. Follow normal procedures: lock the door, draw the blinds and staff and children to get into a position that is out of view.

If children are on the playground

- During playtimes, classes on the playground must go to the outside classroom or the hub. Follow normal procedures: lock the door, draw the blinds and staff and children to stay out of view. If you are on the field, it may be quicker to access the main building.
- Lunchtimes:
 - 1) If there was a sighting of a suspicious person or a threat on the playground, the alarm button will be pressed on the walkie talkie followed by a verbal warning to signal a partial lockdown – all children return to classrooms and partial lockdown procedures will be in place.
 - 2) If there was an immediate threat on the playground, e.g. gunman, instruct children to run and hide. Channel 2 will be used on the walkie talkie followed by a verbal warning of full lockdown repeated 3 times. If there is a person inside the main building, classes will be evacuated out of the back gate and up to Raddlebarn School.

Emergency Contact Numbers

Tracey Dunn Principal	07774337405
Main Office Line	0121 464 3125
Secondary Office Line – Second phone in the office	0121 675 3399