



Kemnal
Technology
College



LOCKDOWN POLICY

This Policy was reviewed:

September 2023

The Policy will next be reviewed by TKAT &
Kemnal Technology College by:

September 2024



Kemnal Technology College

The only people who can instigate lockdown procedures are the Executive Head Teacher or in their absence, the Head of School and in consultation with the Business Manager or in her absence the Site Manager.

The lockdown will be highlighted to staff by the following:

- ❖ Lockdown instruction being sent to teachers' PCs in the school – SBM, Site Manager, HT, DHTs to have access.
- ❖ Code Red instruction given on the walkie talkie system on channel 1

Emergency Services to be called by the Business Manager or Site Manager.

If the lockdown signal has been given, then consideration should be given to contacting the critical incident line at the LA 020 8464 3333 and TKAT Red, TKAT crisis line 0844 812 4999. This decision will be made by the Executive Head Teacher/ Head of School as appropriate.

A text message home to parents may be appropriate – to pre-empt any messages which students will inevitably send.

On seeing / hearing the lockdown signal, staff should ensure the corridors in their areas are cleared of students, who should be directed to the nearest classroom. All staff and students should be in a room, lock the door and keep out of sight.

- ❖ **Classroom doors** should be shut and locked, blinds drawn and students asked to place their switched off mobile phones on the desks in front of them (students can be told that their phones will not be confiscated if they are produced).
- ❖ **Offices** – lock doors and hide from view.
- ❖ **Canteen** - Students in the canteen remain where they are with staff who are present in the canteen. Lock doors and hide from view.
- ❖ **Sports halls/changing rooms** - Students and staff remain in these areas and lock doors, keep out of sight.
- ❖ **PE on the field** – go into the nearest building- canteen/reception admin area. Lock doors and keep out of sight. Go to the far end of the field, keep out of sight.
- ❖ **Main Hall** – depending on numbers of people and SLT to assess whether to remain in hall or move to another area.
- ❖ **During Break/Lunch time** – the situation would be assessed and all staff on walkie talkies given instruction to move students from external spaces. Or move students up the playing fields or potentially off site.
- ❖ **Contractors** on site should stay where they are.
- ❖ **Visitors** to remain with the person they are visiting and remain in room. Lock the door and stay out of site.



Upon seeing/hearing the signal all members of the Incident Management Team (SLT plus the premises manager) should stay on radio and where possible have their mobile phone for use as appropriate and await instruction.

Site staff should be on radio and if possible be based in the site office to enable any onsite activity to be tracked via the CCTV system. IT office to be staffed to monitor external cameras. Business Manager or Site Manager to ensure site office and IT office staffed.

All staff should remain calm and stay where they are – do not wander around the site.

Updated messages may be sent out via computer screens and/or the walkie talkie system.

Once the emergency services arrive their instruction will be followed.

Depending on the nature of the incident there may be a decision to evacuate the school in which case the usual evacuation alarm will be used.

Once the threat is over an All CLEAR message will be sent via walkie talkie / PCs – SLT to go around site to check on staff and students as appropriate.

If appropriate, assemblies should be held at the end of the school day to inform students about what has occurred.

A letter should be prepared for parents and e-mailed home so they are aware by the end of that day what the issues have been and an 'all staff e-mail' compiled and distributed as appropriate to update staff members.

The Business Continuity Plan should be referred alongside this document.



Raising the alarm and immediate responses

If a stranger is identified on site, if it looks safe to do so escort them to the main reception.

If a suspicious stranger is identified report to a senior member of staff and be extremely cautious.

Immediately inform SLT

LOCKDOWN PROCEDURE – INFORMATION FOR STAFF

The lockdown signal is given by the following:

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- ❖ Code Red instruction given on the walkie talkie system on channel 1

On seeing / hearing the lockdown signal, staff should ensure the corridors in their areas are cleared of students, who should be directed to the nearest classroom. All staff and students should be in a room, lock the door and keep out of sight.

- ❖ **Classroom doors** should be shut and locked, blinds drawn and students asked to place their switched off mobile phones on the desks in front of them (students can be told that their phones will not be confiscated if they are produced).
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- ❖ **Visitors** to remain with the person they are visiting and remain in room. Lock the door and stay out of site.

All staff should remain calm and stay where they are – do not wander around the site.

Updated messages may be sent out via computer screens and/or the walkie talkie system.

If at any point it is decided an evacuation is required, the usual evacuation alarm will sound.

Staff will be informed as soon as possible when the lockdown ends by a member of SLT.