



Bristol Brunel
Academy

Lockdown (Invacuation) Policy

Creation Date	10th January 2016
Implementation Date	Immediate
Review Frequency	Annually
Last Reviewed	March 2024
Approval	Full Academy Council
DfE Status	Non-Statutory

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Equalities Impact Screening

Date of screening: April 2023						
Name of person completing screening: Jen Cusack						
	Does this policy have the potential to impact on people in any of the identified groups?		What is the expected impact of this policy on any of the identified groups			Notes
	Yes	No	Positive	Neutral	Negative	
Age	X				X	See below
Disability	X				X	See below
Gender Reassignment		X				
Race or Ethnicity		X				
Religion or Belief		X				
Marriage		X				
Pregnancy/ Maternity	X				X	See below
Sex		X				
Sexual Orientation		X				
Carers / in-care		X				
<p>Should the policy have a Full Equalities Impact Assessment? No</p> <p>Impact on age – may find it harder with mobility to move quickly when the lockdown sounds. Impact on disability – may find it harder to remain out of site when lockdown sounds. This will be addressed in the PEEP.</p> <p>In addition, may also impact the mental health needs of an individual when the lockdown sounds. This will be addressed through pre-waring specific students.</p> <p>Impact on pregnancy / maternity – may find it harder with mobility to move when lockdown sounds. This will be addressed through the maternity RA.</p> <p>This policy is applied to all systems and devices consistently. The application of this policy does not take into account any personal details about the user(s) and therefore cannot impact on any group or individual any more than another. Furthermore, application of this policy, improves information security, reducing the likelihood of a breach of personal or sensitive data.</p>						

1. History of most recent Policy Changes

Date	Page	Change	Origin of Change (e.g. TU request, Change in legislation)	Actioned By
10th January 2016	Whole Document	Creation of new policy following review of existing policies and changes to legislation		Cameron Shaw Vice Principal
April 2019	Whole document	Document review		Ian Garforth Vice Principal
December 2020	Whole document	Document review - formatting change 2. Reference to NaCTSO guidance		Vic Boynton Vice Principal
January 2023	Whole document	Document review		Jen Cusack Vice Principal
March 2024	Whole document Procedures	Document Review Points 4,5 and 6 added. Point 10 amended		Mark Saunders Assistant Principal

2. Legislative Compliance

This Policy has been written as guidance for staff, parents or carers and young people with reference to the following guidance and documents:

- [Health and Safety at Work Act - 1974](#)
- [Evacuation Safety in the Workplace](#)
- [NaCTSO Guidance Note 1/2015 Developing Dynamic Lockdown Procedures](#)
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3. Aims and Objectives of this Policy

As part of our Health and Safety policies and procedures the academy has a Lockdown Policy.

On very rare occasions it may be necessary to seal off the academy so that it cannot be entered from the outside. This will ensure that students, staff and visitors are safe in situations where there is a hazard in the academy grounds or outside the academy in the near vicinity.

Lockdown procedures should be seen as 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 students in the academy. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students 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 students in the academy).
- An intruder on the academy site (with the potential to pose a risk to staff and students).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud, etc).
- A major fire in the vicinity of the academy.
- The close proximity of a dangerous dog roaming loose.
- A member of the school community intent on causing harm to themselves or others.

4. Notification of lockdown

Staff will be notified that lockdown procedures are to take place immediately by use of the academy's lockdown alarm. This can be differentiated from the fire alarm, due to the lack of verbal instructions. In general, in a lockdown, every effort is made to remove verbal instructions over the tannoy, due to the risk of coercion from third parties, but due to the individual and dynamic changing nature of lockdowns, it is impossible to cater for all eventualities in one policy document.

Lockdown

This signifies an immediate threat to the academy.

Procedures:

Follow the CLOSE procedure:

- **C**lose all windows and doors.
 - **L**ock up.
 - **O**ut of sight and minimise movement.
 - **S**tay silent and avoid drawing attention.
 - **E**ndure. Be aware you may be in lockdown for some time
1. The lockdown alarm will sound and remain sounding except for tannoy instruction when necessary. Upon activation of the alarm there will begin a process of those outside the building (for example, those doing PE) being ushered into the academy building as quickly as possible and the locking of the academy's classrooms, offices, connecting doors and all outside doors/shutters where it is possible to remain safe.

2. At the given signal the students remain in the room they are in and the staff will ensure the windows and doors are closed/locked and blinds down where possible and students are positioned away from possible sightlines from external windows/doors. Lights, interactive whiteboards and computer monitors to be turned off (except when making emergency communications). Mobile phones are put on silent mode.
3. Students or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. students using toilets when lockdown procedure is engaged.
4. Students in the Library and staff in the Hive, to move to nearest classroom.
5. Students in the sports hall and/or dance studio (PE) should move to the changing rooms, locking the door behind them. Students will remain quiet and ensure all phones are switched on silent mode.
6. In the event of a lockdown, PE staff who are teaching outside will be contacted via a WhatsApp PE Lockdown group. They will be given instructions whether to remain outside or come into the changing rooms. If remaining outside, students will be instructed where to go.
7. **NO ONE SHOULD MOVE ABOUT THE ACADEMY**
8. Staff to support students in keeping calm and quiet.
9. Staff to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team (SLT) or verified emergency service staff that there is an all clear.
10. SLT need to be aware of anyone off site who is due to return. e.g. trips, appointments etc.
11. Supply staff may text Kelly Jefferies (Vice Principal) or Mark Saunders (Assistant Principal) for instruction.
12. As soon as possible after the lockdown teachers return to their classrooms and conduct a register and notify the reception immediately of any students not accounted for.

Move to Evacuation

Evacuation due to fire risk or alarms, or for other reasons, are extremely complex to manage during a lockdown. In general, staff should be suspicious and cautious of a fire alarm when in a lockdown. Senior staff will attempt to send further detail via other methods other than the tannoy. However, there may be no alternative but for staff to assess risk on a dynamic basis and make a risk assessment accordingly. Staff should continue to be vigilant with regards original communications around why the academy was entering a lockdown.

5. Staff Roles

1. Member of SLT makes decision to move to lockdown. Lockdown alarm activated from nearest safe location.
2. Upon hearing the alarm all available members of SLT to move, if safe, to their designated area which will act as a base for the situation.
3. Principal to assume responsibility for managing the lockdown situation. This will include allocating specific roles and responsibilities. In their absence the Vice-Principal will assume this responsibility.
4. Vice Principal to assume responsibility for liaison with relevant Emergency Services. In their absence, nominated Assistant Principal will assume this responsibility.
5. Operations Manager to take responsibility for instigating parental contact. In their absence, a designated member of the admin team will assume responsibility.
6. Skanska staff will lock the academy's front door and entrances. They will then conduct a check of all external doors and lock as appropriate. Academy Operations Manager to take responsibility for liaising with Skanska staff. In their absence, Health & Safety Officer to assume this responsibility.
7. Members of SLT to conduct their roles as allocated by the Principal, dependent on availability.
8. Individual teachers/learning support assistants lock/close classroom door(s) and windows and take responsibility for students in their care.

6. Communication with parents/carers

If necessary, parents/carers will be notified as soon as it is practical to do so via the academy's established communication network - text & email:

Parents/carers will be told:

'..the academy is in a lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Depending on the type and severity of the incident, parents/carers may be asked NOT to collect students from the academy as it may put them and their child at risk.

Students will not be released to parents/carers during a lockdown. Parents/carers will be asked not to call the academy as this may tie up emergency lines.

If the end of the day is extended due to the lockdown, parents/carers will receive information from office staff or the emergency services about the time and place students can be collected.

A letter to parents/carers will be sent home on the nearest possible day following any serious incident to inform parents/carers of the context of the lockdown and to encourage parents/carers to reinforce with students the importance of following procedures in these very rare circumstances.

7. Post incident action

- Discuss and review actions taken via a debrief at SLT.
- Receive feedback from the staff body around incident, and also student voice.
- If appropriate, contact Cabot Learning Federation who will provide details of any available support, e.g. psychology, welfare & support, media & communications etc.
- Update procedure, if applicable.
- Thank people for their co-operation.

8. Lockdown drills

Lockdown practices will take place at least twice an academic year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements. Students should also be aware of the need for a lockdown procedure and so will be briefed at least annually on the process.

9. Review

This policy and associated procedures will be reviewed biennially.

10. Link with other Policies

Health & Safety Policy

Critical Incident Plan

Appendix1: Lockdown Plan

Management and Control	
Nominated person	Responsibility
Principal	Manage Lockdown, assign roles.
Vice-Principal	Initial contact with the emergency services
SLT Members	Conduct assigned roles
Academy Operations Manager	Liaison with Skanska staff; liaison with parents
Teachers	Pupil control
Signals	
Signal for lockdown	Alarm sounds (no voice or tannoy)
Signal for all-clear	Alarm stops, and tannoy with information of de-brief process.
Lockdown	
Entrance points	Main Academy Entrance, Leisure Centre, Amphitheatre, Rear Playground, Kitchen.
Communication arrangements	<ul style="list-style-type: none"> • Telephone system • Mobile phones • Bromcom
Notes	The Vice Principal will announce on the tannoy the agreed sentence that signals the end of lockdown.

Lock Down Plan				
Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside.	<input type="checkbox"/>		
2.	Secure all entrance points to the academy.	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>	...	
4.	<p>Ensure that staff members take action to increase protection from further danger:</p> <ul style="list-style-type: none"> • Block access points. • Sit on the floor, under tables or against the wall. • Keep out of sight and draw blinds to avoid detection. • Put mobile phones on silent. • Turn off lights and computers. • Stay away from windows and doors. 	<input type="checkbox"/>		
5.	Ensure that all students and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.	<input type="checkbox"/>		
6.	Check for missing or injured staff members and students if it is safe to do so.	<input type="checkbox"/>		
7.	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		

To be reviewed March 2025

Bristol Brunel Academy

November 2024

EMERGENCY LOCKDOWN PROCEDURE

What is a lockdown?

A lockdown is implemented when there is serious security risk to building occupants. The initiating threat can be either internal or external to the building.

How will I know a lockdown is occurring?

You will be notified of a lockdown procedure through one or more of the following:

- Lockdown alarm (continuous sound)
- Tannoy Announcement
- Pop Up Notice on your networked computer
- Text message to registered mobile phones
- In person notification by police or SLT.

Lockdown Steps:

1. Sound alarm;
2. Secure external doors;
3. Communicate the threat to staff;
4. Move immediately to the nearest room you feel is safe;
5. Secure and barricade the door and consider covering windows;
6. Turn off the lights or maintain minimal lighting;
7. Move away from windows and doors;
8. Keep calm and quiet; and
9. Stay in the room until police or SLT arrive or you are given the all clear message over the tannoy.

Remember it may take some time before you can be safely evacuated.

If using a mobile please switch it to silent mode.

NB: Do not expose yourself to additional danger in the process of helping others

What to report?

When contacting authorities, report the following:

1. Your specific location;
2. The number of people at your specific location;
3. If there are injuries, the number and types of injuries; and
4. If you have seen an assailant or identified a threat:
 - location and number of suspects;
 - direction of travel;
 - their clothing and description;
 - their identity if known;
 - any weapons or accessories (e.g., backpack); and
 - any unusual or threatening sounds (e.g. gunfire or explosion)

What if the fire alarm sounds?

- DO NOT respond normally as a fire alarm during a lockdown may be a ploy by an intruder.
- Remain calm in your lockdown secure area, if safe to do so, and attempt to verify fire alarm activation with SLT or emergency services.
- If fire is verified, follow Fire/Evacuation procedures. This will be communicated clearly