

# **Italia Conti Chislehurst** **Lockdown Procedures**

All schools must have a robust and tested school lockdown procedure. 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 pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all 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 in the school).

An intruder on the school site (with the potential to pose a risk to staff and pupils).

A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc) or chemical, biological or radiological contaminants.

A major fire in the vicinity of the school.

The close proximity of a dangerous dog roaming loose.

## **Lockdown Arrangements**

Alert to staff: Intermittent ringing of the fire alarm

This signifies an immediate threat to the school. The aim of a full lockdown is for the school and its rooms to appear empty.

Immediate action:

All pupils / staff stay in their classroom or move to the nearest classroom. Anyone waiting outside classrooms should be brought into the nearest classroom and accounted for by staff.

Canteen Staff / Volunteers should usher parents / members of the public into the main hall (studio 1), where they should be sat quietly on the stage area with the curtains closed.

External doors locked. Classroom doors locked (where a member of staff with key is present).

Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).

Pupils / Staff sit quietly out of sight and where possible in a location that would protect them from gunfire. Classrooms with tables should sit underneath them for added protection.

Lights, speaker systems and computer monitors turned off.

Mobile phones turned off (or at the least turned onto silent so they cannot give away your position).

A register to be taken of all pupils / staff / members of the public in each classroom.

Communicate register of staff / pupils / members of the public to the front desk / principal by telephone / text message / email using 0793 0493 133 / 0793 0493 132 / admin@contis.co.uk.

Staff should await further instructions. Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.

At any point during the lockdown, the continuous fire alarm may sound which is normally a cue to evacuate the building. However, please remain safely in your rooms unless there is an immediate threat to

life. The alarm may have been raised by an unofficial source. The alert will be investigated by senior management and site staff before the order to evacuate is given personally by senior staff (or via telephone / text message).

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

## **School Lockdown Plan**

Site and Premise Staff will access the school bell controls to raise an alarm in an emergency.

Mobile phones, e-mails, & text message alert may also be sent to all staff.

External building keys are held by Senior Management and Site and Premise Staff. In an emergency situation Senior Management will ensure The Gym areas, Allen Studio, Main Hall, Front Entrance and Canteen areas are locked down securely. Site and Premise Team will be responsible for locking down the external doors of “A Block” (Maths Corridor), Pupil Reception, The Quad, and other surrounding areas. External School Perimeter Gates must be locked also, and mag-lock doors secured.

Students are aged between 3 – 18 years. Staff responsible for the youngest students must endeavor to create calmness. DO NOT allow parents / guardians to collect children and leave the classroom / building. All Students must be accounted for.

The Principal is the nominated lockdown manager, in the event of their absence The Admin Manager / Site Staff will assume control. He / She will initiate, manage and conclude the lockdown. They will also communicate with emergency services, and liase with staff

across the site to ascertain that all students are safely accounted for, and advise of any additional persons sheltered in their rooms.

Parents / Guardians will be notified as soon as it is practicable to do so via text message / email alerts.

Pupils must not be released to parents during a lockdown.

Visitors / volunteers / peripatetic staff should be counted and listed by the senior ranking staff member / volunteer present and this information should be passed on to the lockdown manager.

The official lockdown termination announcement / signal will be given personally by the Lockdown Manager or their deputy so that all staff know that it is authentic.

Anyone requiring Special Assistance should make themselves know to a staff member / volunteer staff ASAP so that relevant help can be provided.

The Canteen, Toilets, Car Parks and Corridors are not designated safe spaces. In the event of a lockdown procedure The nearest available staff members should check these areas are clear, and if necessary direct people to the nearest available classroom. The canteen and toilet areas should be relocated to the Main Hall, and all present should congregate on the stage behind the curtains.

The Lock Down Manager and their deputies will be responsible for distributing Water and any available food supplies from the canteen to the various locked down areas in case of a prolonged lock down event.

Should a dangerous intruder be located on the school premises. The Lockdown alarm will be sounded, and the site and premise staff and Lockdown Manager will use the school CCTV system to

monitor any intruder locations and convey them to staff around the building via text messages / emails / telephone calls.

In the event a school is in lockdown and the fire alarm sounds, site and premise staff will contact the emergency services as in a normal fire alarm activation. They will then go to the fire alarm panel (if it is deemed safe to do so) to establish what zone has been activated. Once the zone has been identified, the alarm should be silenced and the lock down manager / their deputy will be sent to the area to investigate. They will need to approach with caution as there may be a fire or an intruder may have activated the alarm. If a fire is discovered this information should be communicated back to the person at the fire alarm panel, who should resound the alarm, update the emergency services and evacuate the school.

## **Communication to Parents / Guardians**

Arrangements for communicating with parents / guardians in the event of a lockdown, will be routinely updated via newsletters and / or the school website.

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents should be reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.

Parents / Guardians do not need to contact the school. Calling the school could tie up telephone lines that are required for contacting emergency support providers.

Parents / Guardians should not come to the school. They could interfere with emergency support provider's access to the school and may even put themselves and others in danger. If the school is in a full lockdown situation the telephones and entrances will be un-manned, external doors locked and nobody is allowed in or out. Should parents present at the school during a lockdown under no circumstances will members of staff leave the building to communicate directly with them.

Parents / Guardians should wait for the school to contact them about when it is safe to collect their children, and where this will be from.

Parents / Guardians should be aware that if the lockdown continues beyond school hours the same rules will apply. No-one will be allowed to leave or enter the premises. Parents / Guardians should not travel to the school to collect students as they will still be under the protection of staff / volunteers within the site.

## **Emergency Services**

It is important to 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 Principal / Lock Down Manager with regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance.

## Useful Contact Details

School Telephone: 0203 105 0525

School Mobile: 0793 0493 133

Admin Manager (Emergencies Only):  
0793 0493 132

School Email: [admin@contis.co.uk](mailto:admin@contis.co.uk)

School Website: [www.contis.co.uk](http://www.contis.co.uk)

Social Media:

Instagram - @italiacontichis

Facebook - @italiacontichislehurst

Twitter - @italiacontichis

# **ITALIA CONTI CHISLEHURST**

## **Emergency Procedures**

### **Fire Alarm**

In the event of the continuous fire alarm sounding please leave the school buildings by the nearest fire escape route and assemble on the school sports field at the bottom end of the Staff Car Park.

### **'Lock Down' Alarm**

In the event of an intermittent ringing of the school fire alarm bell, stay indoors, in the room/classroom that you are in. If you are outside when this bell sounds, make your way to the nearest classroom or hall.

An e-mail / text message will be sent to 'All Staff' giving further instructions as to what to do – please ensure this is checked and not on the screen for the children to read.

Please keep mobile phones with you and on silent mode.

**If you are with children it is important to:**

- **remain calm**
- **reassure them**
- **remind them to follow your instructions**