



THE MENDIP SCHOOL

LOCKDOWN/EVACUATION POLICY

Review Due:	March 2021
Last Review	October 2018
Applicable to:	The Mendip School
Reviewed By:	Head of School/Site Manage
Approved By:	Board of Trustees

Policy Statement on Lockdown Procedure

Rationale: The Mendip School (“the Setting”) fully recognises its responsibilities and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers, including those in the Early Years Foundation Stage (EYFS) to share this commitment.

This policy is to safeguard the welfare of pupils and staff in any scenario whereby it is unsafe to leave the school building until that situation is resolved to the satisfaction of the SLT.

Aims: To ensure pupil/staff safety in extreme circumstances such as in Appendix 1

Management and Control	
Nominated person	Responsibility
Head of School Supported by Executive Principal if on site	Initial contact with emergency services – Cascade information to APs and Office staff
Assistant Principal (Primary) Supported by Office staff	Liaison with parents
Assistant Principal (Secondary) Supported by Teachers and TAs	Pupil control and supervision, allocation of staff to support groups
Office Staff	Visitors, meeting rooms and cafe

Signals	
Signal for lockdown	“Lockdown” call
Signal for all-clear	“All clear” call
Signal for evacuation	Fire Alarm – direct to assemble on the MUGA and then move to agreed evacuation point

Lockdown				
Specified assembly room	Classrooms or group rooms. Staff will make the decision based on the circumstances of the lockdown. If the threat is unknown – Teachers escort pupils back to their classrooms to await further information.			
Communication arrangements	Class Phones Mobile phones if accessible			
Lockdown Procedure				
<i>Step</i>	<i>Initial response</i>	<i>Check</i>	<i>Time</i>	<i>Signed</i>
1.	Ensure all pupils are inside classrooms – group rooms if possible External visitors assembled in the music room	<input type="checkbox"/>		
2.	Secure classroom and external doors	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: Lock office door Lock all external doors Sit on the floor, under tables or against the wall Keep out of sight and draw blinds to avoid detection Turn off lights Stay away from windows and doors Pupils can carry out quiet activities – if appropriate the IWB can display a film/tv programme etc	<input type="checkbox"/>		
5.	Ensure that all pupils and staff members inside the specified assembly room are aware of an exit point in case an intruder manages to gain access or the assembly room becomes unsafe	<input type="checkbox"/>		
6.	Check for missing or injured staff members and pupils if it is safe to do so Assistant Principal Secondary to ring classes and inform of the nature of the threat, any additional measures and to check all groups are accounted for	<input type="checkbox"/>		
7.	Remain inside the specified assembly room until the all clear signal has been given or unless told to evacuate by the emergency services	<input type="checkbox"/>		

Evacuation Procedure				
Step	Initial response	Check	Time	Signed
1.	Alarm sounds – Identify the cause and silence the alarm to minimise disruption	<input type="checkbox"/>		
2.	Ensure all pupils are assembled on the MUGA External visitors assembled outside the reception area	<input type="checkbox"/>		
3.	Site team assess the nature of the threat and advise next steps – Principal to do this if no site team on site	<input type="checkbox"/>		
4.	In the case of no threat or identified and contained threat the evacuation is stood down	<input type="checkbox"/>		
5.	In the case of a threat or inability to contain/eliminate the threat Office staff or Principal contact relevant emergency services	<input type="checkbox"/>		
5.	A longer term evacuation is planned to a pre identified local facility Classes needing high level of support use the minibus to travel to Fosse Way school	<input type="checkbox"/>		
6.	Office staff collect and bring the <i>evacuation pack</i>	<input type="checkbox"/>		
7.	Remain at the evacuation point until the all clear signal has been given or unless told to evacuate by the emergency services	<input type="checkbox"/>		

Appendix 1

EXAMPLES OF THREATS AND HAZARDS			
Natural Hazards	Adversarial, Incidental & Human-Caused Threats		Technological & Biological Hazards
Cold Weather (severe) Dust Storm Earthquake Flood Heat Wave Hurricane Landslide/Mudslide Lightning Snow/Ice Tornado Tsunami - Distant Tsunami - Local Volcanic Eruption Wildfire Wind (severe)	Animal, Aggressive/Dangerous Bomb Threat Bullying Bus Crash Child Abuse Domestic violence/abuse Drowning Explosive Device Found Explosion Fights Fire Gang Violence Gunshots Medical Emergencies Hostage Situation Kidnapping	Missing Student People, Aggressive, Dangerous, Suspicious Poisoning Riot or Demonstration Sexting Self-harm (cutting) Sexual Assault Shooting or Stabbing Student/pedestrian hit by vehicle Suicide Threat, Attempt or Completion Swarm of Bees Threat of Violence Weapons	Cyber Crime/Attack Infectious Diseases Food Contamination Water Failure/Contamination Allergies (food, cold, sun, bees) Poor Air quality Toxic materials present in the school (mould, asbestos, lead) Hazardous Materials Release outside the school (industrial plants, highways, railroads, vessels, aircraft) Hazardous Materials Release inside the school (gas leaks or laboratory spills) Radiological releases from nuclear power stations Dam Failure Power Failure Sewer Failure Structural collapse, roof leaks