

## Vineyard Learning Centre Lockdown

### **What does Lockdown mean?**

This Lockdown Procedure provides the steps that can be taken to minimise threats and intruders from gaining access into VLC buildings and preventing them from moving through the building. This is achieved through actions and physical measures in response to warnings of threats that are about to happen.

### **Why do we have VLC Lockdown procedures?**

There is an increasing importance of Lockdown Systems and procedures due to rising threat on all educational establishments of firearm, weapon and terrorist attacks. VLC is no exception.

Usually those who are thinking about carrying out an attack plan in advance, any opportunity to notice and prevent threats should be taken advantage of - for example day-to-day staff awareness, prevention communications and active observations from staff.

Complete prevention of attacks cannot be fully certain, therefore, being able to discourage and delay the attackers during a threat can be very useful. An effective Lockdown Procedure can by enable students and staff to find a safe and secure place, therefore reducing potential casualties.

### **The main aims of this lockdown procedure include:**

- To remove students and staff away from the threat.
- Keeping the threat isolated away from students if possible.
- Accurate recording of which students are present and any that are missing.
- Developing an efficient evacuation away from the threat.

Exact plans for lock down will be different depending on the individual centre. It is the responsibility of the centre leader to discuss the most appropriate room to move students to in lock down and to risk assess the individual centre.

There are two key types of lockdown situations:

1. School lockdown with warning: threat is outside VLC
2. School lockdown with intruder: threat or intruder has got inside VLC

### **VLC Lockdown with Warning**

Carry out the following steps when the threat is outside of the school building:

- Once a member of staff has identified a threat, they should repeat the announcement "lockdown with warning".
- Students in Whitnash in the playground should re-enter the building.
- Exterior doors should be locked at all times. Double check all exterior doors are locked.
- Students or staff in rooms that are not able to be secured such as hallways and bathrooms should move to rooms that can be secured. In St Margartes Chapter House, this could be the upstairs room (checking that the doors to the downstairs rooms are locked. In St Margaret's centre, this could be the back room in the old school or the small room behind the office. In rugby this could be the vestry.
- Secure and cover windows if possible..
- Move everyone away from windows.

- Teachers should take a register of students in each classroom (take note of any missing or extra students in the room).
- The centre phone should be used to call 999
- When the threat has been removed, the member of staff can announce “all clear”.

### **School Lockdown with Intruder**

Carry out the following steps when the threat or intruder is already inside the school building:

- A designated member of staff should repeat the announcement “lockdown with intruder”.
- All students, staff and any visitors must be directed to the nearest secure room without delay.
- Anyone outside must not go back inside the building. Instead, move them to their fire assembly point or other safe outdoor space.
- Lock all doors
- DO NOT lock exterior doors.
- Move everyone away from windows and doors. Make sure all students remain sitting on the floor.
- Turn off the lights.
- Teachers should take a register of students (take note of any missing or extra students in the room). Keep the list of names when allowed to leave the room.
- DO NOT respond to anybody at the door until it has been announced that it is safe.
- Keep out of sight.
- The centre phone should be used to call 999
- Ensure students move quickly and quietly when or if they are moved out of the room.
- When there is no longer a threat or the intruder has left the building, the designated member of staff should announce “all clear”.