



Caring Education

## LOCKDOWN POLICY

### **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.

VLC also takes preventative action with on-the-door greeting and sign in, acting as a security measure. All authorised visitors must wear a visitors lanyard.

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 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 a lockdown and to risk assess the individual centre.

There are three key types of lockdown situations:

1. School lockdown with threat to staff and students: sufficient notice to remove staff and students to safety
2. School lockdown: threat is outside VLC
3. School lockdown with intruder: threat or intruder has got inside VLC

### **Lockdown with Warning**

Carry out the following steps when staff are made aware of the threat:

- Once a member of staff has identified or been made aware of a threat, they should repeat the announcement “lockdown closure”.
- Double check all exterior doors are locked. These should be kept locked at all times.
- Secure and cover windows if possible.
- Move everyone away from windows.
- 999 should be called by an appropriate member of staff.
- The centre will close until such time as the threat level has reduced.
- Staff should arrange for students to be collected from a safe location and/or transported to another centre (presuming it is safe and appropriate to do so).
- Students or staff should leave the premises in secure transport. Staff should take a register of students in each car.
- Parents should be informed.
- Staff should communicate with parents to inform them of plans for the future.

### **Lockdown**

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”.
- Students outside should re-enter the building.
- Double check all exterior doors are locked. These should be kept locked at all times.
- 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 eg. in St Margaret’s Centre, this could be the back room in the old school.
- 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”.

### **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 interior doors and windows. 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. If this is not possible another member of staff should 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”.