

Lockdown Procedure Cambian Oakwood School

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

Signals

Alarm or signal for lockdown shelter	All staff equipped with Walkie Talkies (channel 13 used) and headsets and whistle situated in Reception
Signal for stand down / all-clear	Louise Curel, Alexander Williams and Angela Vickers, to visit each room to give all clear instructions

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Louise Curel	07701 314144
Deputies	Alexander Williams	07957 817004
	Angela Vickers	01743 850840
Communications Officer	Rob McConomy	07827 302334

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms most suitable for lockdown

1 Reflection Room
2 Haughmond Classroom (Has access to toilet facilities)
3 Food Tech Room (Main Kitchen has access to toilet facilities)

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Mobile phones not permitted past Reception door therefore, walkie talkie radio's and headsets are provided

Instant messaging sent via Teams / email sent via Outlook

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.	
Name of venue	Darwin School
Type of venue	Cambian School
Contact name	Lucy Harrison
Contact telephone number	01743 891264 & 07876835634/07794549357
Useful info such as distance from school, directions, capacity, opening hours: Hemford, Minsterley, Shropshire, SY5 0HJ (15.9 miles via B4386 – 28 Minutes) Capacity: 15 - Contingency: The Mews – Cambian School: Lucy Harrison - Wem, Shrewsbury, SY4 5RT (16.5 miles via A49 – 30 minutes) Capacity: 20 Contact telephone number: 01948 808670 & 07876835634	

Other useful contacts:

Name	Emergency Contact Number
Rob McConomy, Regional Lead	07827 302334

Action Plan	Completed By (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows	
Close windows / blinds	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under desks, and away from windows	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured students, staff and visitors	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	