



Truro and Penwith
Academy Trust



Blackwater Community Primary School

Dynamic Lockdown Plan
2021 - 2022

Dynamic Lockdown – please can you ensure that all adults in your class are aware of this procedure

It may at times be necessary to secure ('lockdown') the school building and prevent access and egress due to fast-moving incidents that put the potential safety and security of the school in danger.

The signal for 'lockdown' is 10 long bursts of the lesson change bell. To sound bell manually – flick the switch to manual – hold and press for 10 bursts

**In the event of the lockdown signal, all staff must:
When in your classroom/office:**

- Lock all exit doors from the classroom (those that access the outside of the building)
- Close all windows
- Close curtains and blinds
- Complete a class register check using the Fire Register
- Luna and Busy staff to check each other's' classrooms
- Harmony and Friendly staff to check each other's classrooms
- Wheel Busy staff to close staffroom door and windows
- All adults, pupils and visitors to remain in their class base
- Visitors to return to original place of visit

When working outside of your class/office base:

- Secure the room you are in by following the procedures above and take the register, do not return to your class

When working outside of the building:

- Re-enter the building via the nearest entrance to the building
- Move to your class base using the fastest route to the nearest class base
- Lockdown your class base using procedures above

Headteacher and Office staff:

- Instruct the office to sound the lockdown alert
- Check to see if anyone is outside
- Direct the checking of the building (internal) to ensure that lockdown procedures have been implemented
- Lock the external automatic door in the entrance by turning thumb lock manually.
- Office staff to check any lone visitors /contractors are aware of lockdown situation
- Consult the **Emergency, Contingency and Continuity Plan** to (where necessary) direct others in the coordination of an Incident Plan
- If the situation allows, confirm that the external gates to the site are secure. *(Do not leave the building unless it is safe to do so)*
- It may be necessary to move from the classrooms to the corridor or hall

The 'all clear' signal for the end of a period of lockdown is 10 long bursts of the lesson change bell. To sound bell manually – flick the switch to manual – hold and press for 10 bursts

IF WE ARE UNABLE TO SOUND THE BELLS

The signal for lockdown for staff **within the school building will be a note handed to you by the office staff / another member of staff saying**

Lockdown

- Lock all exit doors from the classroom (those that access the outside of the building)
- Close all windows
- Close curtains and blinds
- Complete a class register check using the Fire Register
- Avoid using the internal phone system

Also alert

- Kitchen staff
- Cleaners

Reviewed: September 2022