

LOCKDOWN POLICY



Mae pob polisi yn cael ei adolygu'n flynyddol mewn Is-Bwyllgor Llywodraethwyr, a wedyn yn cael ei dderbyn gan y Bwrdd Llywodraethol Llawn. Mae Clerc y Llywodraethwyr sef Mrs D de Schoolmeester yn cadw cofnod o'r dyddiadau adolygu.

Every policy is reviewed annually in a Governors' Sub-Committee meeting and then ratified in the Full Governing Body meeting. The Clerk to the Governors, Mrs D de Schoolmeester keeps a record of all reviewing processes and dates.

School Security Action Plan

This document outlines actions to be taken to support security and safety at the school.

These arrangements are intended for crime reduction and the provision of pupil, visitor and staff safety from an intruder with hostile intent.

It is to be read and understood by all members of staff and communicated to visitors as appropriate.

The main areas of attention contained within the document are:

- Lockdown (Full and Partial)
- Invacuation/Evacuation
- Weapon or Firearm attack
- Suspect Post or Parcels
- Suspicious Items
- Suspicious Vehicles
- Communication and Training
- Integrated security

Effective security plans are simple, clear and flexible, but must be compatible with any existing plans i.e. fire safety strategies.

Everyone must be clear about what they need to do in a particular incident.

It is important that visitors to the school i.e. deliveries should be aware of invacuation, evacuation and lockdown procedures in the event they are implemented during their visit to the school.

LOCKDOWN PROCEDURES

These procedures should have the ability to quickly restrict access and egress to the site or building through physical measures in response to a threat. The aim of the lockdown is to prevent people moving into danger areas or preventing or frustrating the attackers accessing the site (or part of it). The initiating threat can be either internal or external to the building(s).

There are three probable threat scenarios that will require the school to go into lockdown:

- Threat from outside the school
- Threat inside the school
- Threat in the immediate vicinity of the school

This section of the document will address the options of Partial and Full Lockdown.

- In a partial lockdown staff and pupils should remain in the school building and all doors leading directly outside school should be locked. No one should be allowed to enter or leave the building; however teaching and work can continue as usual. (Depending on the Threat) In a partial lockdown the individual room doors are not locked and pupils and staff can engage in normal activities within the rooms.
- A Full Lockdown signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the entire school and its rooms to be secure and secondly to appear empty.

Contingency Plan

The school will not immediately respond to a fire alarm if it sounds during a Lockdown as it may be a ploy by an armed intruder.

The staff and pupils should stay calm in their Lockdown area if safe to do so and attempt to verify the fire alarm activation with on-site contact or emergency services.

If fire is verified, follow school fire/evacuation procedures.

YSGOL DYFFRYN AMAN - FULL LOCKDOWN PROCEDURE

Lockdown Procedure Management

Nominated Person	Responsibility
D Campbell Ruth Lloyd	Initial contact with Emergency services Contact PC Tristan Evans - School Liaison Officer
Fiona/Catrin/Reception	Phone/Twitter/Text-GroupCall
PJB/HEG (PE) FWE/GME (100s) AM/AE (200s) FSM/PB (300s) CWD/KAR (400s) SE/JT (500s) OAT/CD (600s) CAD/RRJ (700s) CWE/BAM (800s) LW (900s)	The following staff are responsible for ensuring the lockdown procedure is carried out effectively in their specific areas, and will communicate with DC
Cook	Kitchen
Admin	Denise
Leisure Centre	Fiona Pugh-Evans

Signals	
Signal for lockdown/partial lockdown	Tannoy announcement
Signal for all clear	Tannoy announcement

Lockdown	
Specified Rooms	Remain in classroom
Entrance points	All internal doors
Communication arrangements	<ul style="list-style-type: none">· Two-way radios· Mobile phones· Text messages/email

STEP	INITIAL RESPONSE	CHECK
1	Ensure all students are inside classrooms/safe place.	
2	Secure all entrance points to the specified assembly room: · External doors · Fire doors · All windows · Air vents (in the case of fire/air pollution).	
3	Dial 999 and alert the emergency service that the incident requires.	
4	Staff members who are not teaching at the start of lock-down should go to the nearest staff room/safe place.	
5	Lockdown Steps: <ol style="list-style-type: none"> 1. Secure external doors; 2. Communicate the threat to staff; 3. Move immediately to the nearest room you feel is safe; 4. Secure and barricade the door and consider covering windows; 5. Turn off lights or maintain minimal lighting; 6. Move away from windows and doors; 7. Keep calm and quiet; and 8. Stay in the room until police arrive or you are given the all clear message. <p>Remember it may take some time before you can be safely evacuated.</p>	
6	Ensure that all pupils and staff members inside are aware of an exit point in case an intruder manages to gain access, or the assembly room becomes unsafe.	
7	Ensure that pupils who are outside the school buildings are brought inside as quickly as possible, unless this endangers them and others. If pupils and staff remain outside they are to be directed to hide behind a safe spot out of view.	
8	Check for missing pupils and staff members.	Email/text 2-way radio
9	Remain inside the classrooms until the all clear signal has been given or unless told to evacuate by the emergency services.	
10	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site under guidance from the emergency services.	
11	<ul style="list-style-type: none"> . Do not respond normally as a fire alarm during a lockdown may be a ploy by an intruder . Remain calm in your lockdown secure area, if safe to do so, and attempt to verify fire alarm activation with SLT or emergency services. . If fire is verified, follow Fire/Evacuation procedures. <p>This will be communicated clearly via the tannoy.</p>	

Weapons or Firearm Attack

A weapons or firearm attack refers to an armed person or persons who are killing or attempting to kill a person or persons within a short period of time.

Stay Safe Procedure

The school will adopt the 'Stay Safe' principle, Run, Hide, Tell. The following actions should be undertaken if an incident is occurring.

RUN

- You should quickly assess the danger and respond. Do not wait for instructions.
- Help others only if you deem it safe to do so.
- Whenever possible you should evacuate, if this is not possible you should hide.
- Leave your belongings behind.
- Keep your hands visible.
- Evacuate regardless of whether others agree to follow.
- Do not attempt to move injured people.
- Call 999 when you are safe.

Hide

- Keep out of sight - if possible hide behind a solid object.
- Lock the door - barricade the entry point with heavy furniture.
- Try not to restrict your movement options.
- Remain quiet - silence your mobile telephone

Tell

- Call 999

The more information that you can pass to the police the better, but never risk your own safety or that of others to gain it.

When it is safe to do so, think about the following questions (emergency telephone operators will record this information):

- Exact location of the incident
- Is it a firearm/weapon incident
- Number and description of attackers
- What else are the attackers carrying?
- Are the attackers moving in any particular direction?
- Type of firearm being carried i.e. long barrel or hand gun?
- Are the attackers communicating with others?
- Number of casualties/people in the area.
- Use all the channels of communication available to you to inform staff, visitors and neighbouring premises of the danger.

Do not expose yourself to danger in the process of helping others.

Emergency Services/Armed Police Response

When police officers arrive, they may be armed and wearing unfamiliar uniform clothing and equipment. They may be forceful, shouting commands and pushing individuals for their own safety. They may not be able to assist the wounded until the area is safe.

Staff will be instructed to:

- Remain calm
- Not to drop anything that may be in their hands
- Keep their hands visible and raise their hands with their fingers spread
- Avoid making quick movements
- Not to grab the officers or ask them for assistance, follow their instructions and evacuate in the direction they have come from.

Invacuation/Evacuation

It is not practical to write a procedure to cover all eventualities but having procedures in place will hopefully remove staff and pupils from immediate danger and give the Senior Leadership Team a clear route to follow in the first few moments of any emergency that necessitates a Lockdown.

The first few minutes of any emergency are the most confusing and frantic and the primary aim of those trying to control the situation is to preserve life and get people to a place of safety.

Whether or not to invacuate or to evacuate people will depend on the type of threat, the number of assailants and type of weapons i.e. firearm or bladed. If for example the incident involves a single hostile without a firearm then it may be safe to evacuate out of the opposite end of the site and away from danger. On the other hand in the event of an IED detonation, or a firearm attack involving multiple attackers retaining people within the building away from the windows may be a wiser option.

In regards to evacuation purposes pre-arranged evacuation points should be considered such as community centres, other schools, community centres etc.

Suspect Post or Parcels

If a suspect package/envelope is discovered proceed as follows:

- Do not open the envelope or package
- Leave it and evacuate the room and keep others from entering
- Notify Senior Leadership Team who will then contact the Police

Packages that are opened and found to contain suspicious material:

Contain the exposure

- Close off room (doors and windows), do not allow anyone other than emergency

<p>services personnel to enter</p> <ul style="list-style-type: none"> • Do not clean up suspicious material • Do not touch your eyes, nose or any part of your body • Wash your hands thoroughly with soap and water • If clothing is contaminated do not brush off • If possible, close down the buildings heating/air conditioning/ventilation system • Make a list of all people who have had actual contact with the powder (for investigation authorities) • Notify Senior Leadership Team
<p style="text-align: center;">Suspicious Item</p>
<p>If a suspicious item has been discovered, that is one which is out of place, a bag, a back pack or suitcase in an unusual place, then staff should seek to identify the owner of the unattended item. If no owner is identified, then the HOT principles should be applied.</p> <p>Hidden - i.e. placed where not readily observed or noticed as unusual Obviously - suspicious by its physical appearance Typical - not typical of what you would expect to find in the environment</p> <p>These items may have external wiring, visible batteries, switches, timers, circuit boards, secured by plastic adhesive tape, annotations on it, modified wooden or plastic boxes, contain powders or putty like substance, carefully wrapped plastic bags.</p> <p>If deemed suspicious - call 999 and ensure all staff and pupils are moved away from the immediate vicinity. This should be at least 1000m away from the item.</p>

<p style="text-align: center;">Suspicious Vehicles</p>
<p>If a vehicle that has either entered the school grounds or is parked near the school is deemed to be suspicious as it should not be parked at that location or looks out of place in the area, or seems to have been at the location for a long time.</p> <p>The school will initially try to identify the owner or driver of the vehicle and if this cannot be achieved then they will call 999 and provide the Police with all available details.</p> <p>In regards to suspicious vehicles, an exclusion zone should be established. This zone should be 200m minimum for a car and for a van it should be a minimum of 400m.</p>

Communication and Training
<p>It is essential that all staff are fully aware of and trained in the implementation of this security plan and comply with all security arrangements.</p> <p>It is important that any staff or pupils that are away from the school when an incident occurs there is a method of communicating to them the situation happening at the school and where they should attend in the interim.</p>

