Critical Incident and Lockdown Procedure

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Name of Responsible Committee or Individual:	The Snaith School Local Governing Body
Implementation Date:	
Duration:	To be reviewed annually
Review Date:	July 2027
Target Audience:	All Staff
Related Documents:	

Objectives

This document provides procedures and action to be taken by staff and students in the event of critical incidents such as bomb threats, detection of suspicious packages and where there is a need to lock down the school for security/safety reasons etc. These details complement the general emergency procedures.

Although any bomb threat or suspect item may be a hoax or false alarm, instances are taken seriously. Our aim is to ensure that our response procedures, while effective, are not needlessly disruptive.

Contents:

1. School Lock down Procedure.
2. School plan: bomb threat.
3. School plan: suspicious package.
4. School plan: firearm attack.
5. Appendix 1

Training:

All members of staff will receive appropriate levels of training in Critical Incident procedures.

1. School Lockdown Procedure

It is possible that the school may be required to be put into "Lock Down" for a period of time to reduce the impact of particular circumstances on students and staff. The reasons for a lock down include:

- Chemical Fire or Spill nearby
- Police incident nearby
- Armed attack on school grounds

The decision to initiate a lock down will only be taken by the Headteacher/most senior person in charge on receipt of direct advice from Police or other authority or following any circumstances identified that they deem it necessary.

Initiation of Lockdown

The Headteacher/senior person in charge will contact the SLT members and Premises Manager/Team using the site radio telling them **"The School is in Lock Down"**. Premises Manager, or available member of the site team in the Premises Managers absence, must proceed to the school bell immediately and trigger the lock down signal. The Headteacher/Senior Person in charge will identify the need for a Hard or Soft Lockdown.

All external doors will be locked down through the Mag Lock system. SLT and site team will ensure all doors are locked.

Soft Lockdown – An external incident with no threat or danger within the school's secure line.

Hard Lockdown – An internal incident with a risk of threat or danger within the school's secure line.

Lockdown Signal

The signal for a School Lock Down is as follows:

- Soft Lockdown – Announcement on School PA system.
- Hard Lockdown – Announcement on School PA system.

A radio message and all staff email will also be sent out. Two-way radios should be switched to **Channel 1**.

A messaged will pushed to all monitors and TV screens colour coded (Red for Hard, Amber for Soft) with details of actions to take.

Actions of hearing the lockdown command

All teaching staff must immediately:

- Close classroom doors.
- Close all Windows.
- Remind students not to use their mobile phones and to remain silent.
- Ensure all students remain inside the classroom until the all clear in given.
- Staff complete the missing/acquired pupils list – Link on Arbor.

Hard Lockdown only:

- Ask students to sit on the floor away from the door and windows until the all clear is given.
- Close and lock all classroom doors and windows
- If unable to lock the door but you have a door wedge then place the wedge into the back of the door from the inside to avoid the door being able to be opened.

All outdoors lessons including PE:

- Ensure all students remain inside until the all clear in given.

Hard Lockdown only:

- Gather up students and proceed with caution to the nearest safe internal space.
- In the event of no identified safe passage to an internal consider external safe spaces or consider safe space external to the school site.

Associate Staff Actions:

- Close all windows
- Complete the missing/acquired pupils list – Link on Arbor.
- Remain inside offices or nearest building until all clear is given.
- Site and IT Team ensure all Mag Locks engaged.

Hard Lockdown only:

- Close and lock all office doors.
- If unable to lock the door but you have a door wedge, then place the wedge into the back of the door from the inside to avoid the door being able to be opened.

Actions during movement periods/Breaks:

- On hearing the Lock Down signal all available SLT staff members begin directing students into the nearest building and classroom.
- Any other available staff should assist in this task until the school grounds are cleared.
- Once inside the same procedures as above should be followed.
- Staff should monitor mag locked doors and grant entry to pupils/staff seeking to gain entry.

All Clear Signal

Once the threat has passed the Headteacher/senior person in charge will issue the "All Clear" using the PA System. A radio and email message will also be sent to all staff with PC monitors and TVs switched to a green background. A message will be sent to parents via Arbor detailing the purpose of the lockdown. Once all clear signal has been given, doors and windows can be opened and the normal school day can continue.

2. School Plan - School Bomb Threat Procedures

It is foreseeable that staff members who are in direct contact with an outside line on the telephone system could receive a telephone bomb threat. The following procedures must be implemented should any member of staff ever receive such a call. It is fully appreciated that someone receiving a telephone bomb threat may well be caught off-guard. We therefore ask all line managers to remind team members of the need to be diligent at all times and to be prepared to follow these procedures.

On receiving the phone call

If you receive a bomb threat call:

- Keep calm
- Keep the caller talking
- Never hang up on the caller
- Do not investigate the location of the device yourself
- Follow each step on the check list and complete, where applicable, whilst on the call **(see appendix 1)**

Bomb Threat by Email

- Keep calm
- Immediately notify the Headteacher/senior person in charge outlining details of the bomb threat.
- The email containing the threat should not be forwarded or deleted
- The Information should be copied using “Print Screen” or the “Snipping Tool” and forwarded in a new email to the Headteacher/senior person in charge.
- Do not investigate the location of the device yourself

If alerts to threats via social media are received by staff or students, please notify the Headteacher or senior person in charge immediately.

Notify the Headteacher or the senior person in charge immediately.

Indicate that you have received a bomb threat and give:

- Your name.
- Telephone extension number (if appropriate).
- Your exact location in or around the building.
- Outline brief details of what has been said/received.
- Keep your telephone line clear and await further instructions; you may be telephoned for further clarification.

Bomb Threat - Alarm

On notification from the Headteacher or the senior person in charge if they suspect it is a real threat, the site manager or caretaker in charge will activate the fire evacuation using the nearest control panel (see notes on evacuation and consulting with the police).

The school is trained to respond with a full evacuation on hearing this alarm.

Evacuation

The purpose of evacuation is to move people from an area where they might be at risk to a place of lesser risk. Evacuation will not always be the first response. Advice will be sought from the police where possible. Limited evacuation of sections of the

building may be appropriate when viable threats are received or when suspicious packages are found. Evacuation may need to take place in response to:

- A threat call directly to the building.
- A threat call received elsewhere and notified to you by the police.
- The discovery of a suspicious item in the building or the discovery of a suspicious item or vehicle outside our building.
- The discovery of a suspicious item elsewhere notified to school by the police or neighbours.

The Headteacher/senior in charge will determine whether to evacuate the school based on the available information, including advice from emergency services. The routine fire assembly point may not be the appropriate place to evacuate to, although this might be used as an initial staging post before redirecting occupants elsewhere. The alternative assembly point to be used is the 3G Football Pitch. If, for example, an evacuation route would take people past a suspect device or vehicle outside school or through an area believed to be contaminated by CBR materials, evacuation may be the riskiest course of action. The Headteacher/senior person in charge will decide how the evacuation procedures will be communicated. It may be appropriate to use normal fire evacuation procedures, but alternative methods of communication may need to be sought.

Alternative evacuation plans will be brought into effect should the need arise.

The use of alternative evacuation plans will be practised as part of our normal procedures to ensure there is safe and efficient movement away from the building.

Assembly Points

All staff and pupils move in an orderly and purposeful fashion to their clearly identified assembly points (identify different assembly points depending on the location of the threat on map). If the assembly points need to be changed due to the threat members of SLT and the site team will direct staff and pupils to a safer location.

- The police will take control of the school, and no one should be allowed back into the buildings until the Headteacher/senior person in charge has received the all clear from the police.

Individual Responsibilities

Threat received by telephone

- Immediately notify the Headteacher/senior person in charge outlining details of the bomb threat and the name and telephone number of the person receiving the call.
- Notify the police using the emergency telephone number.
- Maintain telephone access (mobile or land line) which is not connected with the bomb threat, to enable vital communications to take place, until such time as reception is evacuated.

Threat received by email

- Immediately notify the Headteacher/senior person in charge outlining details of the bomb threat.
- The email containing the threat should not be forwarded or deleted.
- The Information should be copied using "Print Screen" or the "Snipping Tool" and forwarded in a new email to the Headteacher/senior person in charge.
- Notify the police using the emergency telephone number

The Head of School/senior person in charge

- The Headteacher/person in charge will decide on the method of evacuation.
- In order to effectively co-ordinate the evacuation the Headteacher/person in charge will ask SLT and Key Admin staff to turn their radios onto: **channel 1**.
- Headteacher/senior person in charge should then give all personnel instructions using the channel 2 where to muster.
- Headteacher/senior person in charge should then proceed to the clearly recognised assembly point.
- In the event of an alternative evacuation, SLT and HOY should then stand in their positions around the site to marshal staff and students to the alternative muster point.

Site team

- Given the instruction to evacuate the site, the site team should immediately open all gates on site, including pedestrian gates.
- The same evacuation procedure as for fire should be adopted, with members of the associate staff and nominated teaching staff responsible for sweeping designated areas to ensure the buildings are clear.

Class teachers (supervisory staff at break / lunchtime) & support staff

- Ensure quiet and orderly evacuation and assembly in correct area.
- Check register and report any missing students/staff to team leader.

Do not allow pupils to move away from line until Headteacher/senior person in charge gives further instruction.

3. School Plan - Suspicious Packages

Suspicious packages may be received in the post as mail or may be discovered in any part of the building as unattended and unidentified packages or other items, for example unattended baggage.

Staff members should consider:

- Is the package hidden or does it appear to be simply left behind as lost property?
- Is it clearly suspicious e.g. visible batteries, wire, tape etc. (see attached further guidance at Appendix 3, which may be helpful.
- Whether or not it is typical of the environment in which it is found (e.g. a carrier bag left in the entrance hall).
- Whether there has been a specific threat to the school or to the local authority (LA) or community.

A judgement will then be made whether to evacuate the premises and seek police assistance. Evacuation will then follow the same processes as set out in Bomb Threat Procedures.

Staff procedures for handling post

Generally, the school and community are a relatively low risk target. We may at times receive advice from the police if the level of threat has increased.

Staff members whose job it is to routinely handle post will be alert to possible risks and will be familiar with the possible indicators of a suspicious package such as a letter bomb. Line managers will ensure that these staff members are particularly aware of specific guidance and procedures. In addition:

- We ensure that all sources of incoming mail (eg royal mail, courier, hand delivery) are included in our screening process.
- We ensure that all staff who handle mail or hand-delivered items are briefed and trained.
- The office that receives mail has ready access to washing facilities, including soap and detergent.
- Members of our office staff are aware of the usual pattern of deliveries and types of items and are briefed of any unusual deliveries.

Suspicious letters or parcels

What to look for:

Protruding wires	Even the best prepared device can come adrift in transit
Points of Origin	Check the postmark. Be wary of foreign postmarks
Address of sender	If this is given - Look for conflict between the address and the post mark
Writing	Be aware of illiterate or foreign style handwriting and use of block capitals
Balance	Is the letter or parcel uneven or lopsided
Weight	Does the package seem to be excessively heavy for its size

Letter bombs may be explosive or incendiary; or chemical, biological or radiological (CBR). If we receive a suspicious delivery, it is unlikely we will know which type it is, so procedures must consider all eventualities.

If any member of the team finds a piece of mail, they believe to be suspicious they should:

- Report immediately to Headteacher/senior person in charge
- Notify the police using the emergency telephone number.
- Isolate the suspicious package away from public areas
- If possible, photograph the package

We advise all staff when routinely handling mail to:

- Open post with letter openers or other implements.
- Open packages with the minimum movement.
- Not to blow into envelopes or shake out the contents.
- Keep their hands away from their noses and mouths while opening mail.
- Always wash their hands after opening mail.
- Members of staff are aware that, should packages suspected of containing biological, chemical or radiological material ever be received, they should ideally be placed in a double sealed bag. We do not consider, currently, that staff members handling post need personal protective equipment such as latex gloves and face masks. However, should a need ever be identified such equipment will be provided.

4. **School Plan – Firearm Attack**

The school will follow Hard Lockdown procedures in the first instance.

The following guidance is issued for immediate threat:

STAY SAFE Advice: Terrorist Firearms and Weapons Attacks

Firearms and Weapons attacks are rare in the UK. The 'STAY SAFE' principles tell you some simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack:

RUN

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

HIDE

- If you can't RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone
- Lock / barricade yourself in
- Move away from the door

TELL

Call 999 - What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.

- Stop other people entering the building if it is safe to do so

ARMED POLICE RESPONSE:

- Follow officer's instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

OFFICERS MAY:

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so

Monitoring and Evaluation

This procedure will be monitored regularly for any changes in legislation which may have an effect and will be evaluated in the light of any changes to evacuation drills, procedures or risk assessments undertaken.

Review

The Headteacher and local governing body will carry out a review of this procedure on a regular basis to ensure that any new or changed legislation is adhered to.

Next school review due: July 2027

Appendix 1

Bomb Threat Checklist

Actions to be taken on receipt of a bomb threat:

1. Remain calm and talk to the caller
2. Note the caller's number if displayed on your phone
3. If the threat had been sent via email or social media, see appropriate section below
4. If you are able to, record the call
5. Write down the exact wording of the threat.

Notes

Attempt to acquire answers to the following questions and record answers as accurately as possible:

Where exactly is the bomb right now?

When is it going to explode?

What does it look like?

What does the bomb contain?

How will it be detonated?

Did you place the bomb? If not you, who did?

What is your name?

What is your address?

What is your telephone number?

Do you represent a group or are you acting alone?

Why have you placed a bomb?

Record time completed:

This part should be completed once the caller has hung up and police, Headteacher/Person in charge has been informed.

Date and Time of Call	Duration of call	Telephone number call received from: Inc STD

About the caller:

- □ Male
- □ Female

Approximate age: _____

Nationality: _____

Threat language (tick as appropriate)

✓	**Language used**
	Well spoken
	Irrational
	Taped
	Foul
	Incoherent

Callers voice (tick as appropriate)

✓	**Voice**	✓	**Voice**	✓	**Voice**
	Calm		Slurred		Lisp
	Crying		Excited		Rapid
	Clearing throat		Stutter		Deep
	Angry		Disguised		Laughter
	Nasal		Slow		Hoarse

Was the voice familiar, is so who did it sound like?

Can you describe the accent?

Other sounds

Could you hear any other audible sounds in the background?

Any other remarks

Additional Notes

Signature	
Print Name	
Role	
Date	