



Lockdown Plan Stoke By Nayland

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	Currently – Radio Key word Lock But continuous tone on the alarm is being added
Signal for stand down / all-clear	All Clear on radio and admin or HT will go round classes

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Kelly McGrath	07946330266
Deputies	Hannah Durrant	07794539913
	Mary Batterham	
Communications Officer	Mary Batterham/Kelly McGrath	

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 Classrooms - Silver Birch and Oak Class and the activity area have the highest windows
2 Hall – If invacuation is needed away from the front of the building
3 Offices : HT Office and Staff room and Study room

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.

Two-way radios – Only for initial call and then move to Ipads and mobile phones
Mobile phones – Use on silent and text
Instant messaging / email – Information will be sent by email

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	St Marys Church – Stoke By Nayland
Type of venue	Church
Contact name	
Contact telephone number	
Useful info such as distance from school, directions, capacity, opening hours 500 m from school – use the side gate and then the path towards Rowley woods – at the gate turn left rather than right to the woods and you come out opposite the church	

Other useful contacts:

Name	Emergency Contact Number
Jane Addis	07734649297
Tracey Caffull	07955279993

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 devises 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	