

Ernest Bevin College



Critical Incident Policy

November 2022

For review November 2024

FULL LOCKDOWN

Procedures

IMPORTANT:

A message on workstations will be the primary method of communication with staff during a full lockdown.

FULL LOCKDOWN SIGNAL: A TANNOY MESSAGE WILL GO OUT STATING "FULL LOCKDOWN"

ON HEARING THE FULL LOCKDOWN SIGNAL:

- The full lockdown signal is a tannoy message. A lockdown alert will display on all active computer workstations.
- The receptionist will contact the police by ringing **999 immediately**.
- All teachers who are on the main college site but not teaching a lesson **MUST** respond to alarm activations and should **return to the college building immediately helping students to calmly re-enter the premises**.
- PE Teachers taking lessons outside must re-enter the building by the nearest entrance calmly and quickly and go straight to the nearest classroom.
- Students and staff must re-enter the building by the nearest entrance calmly and quickly and go straight to the nearest classroom.
- All students, teachers and support staff in lessons must remain in their classrooms.
- Staff must close and lock all external classroom doors and windows. All blinds must be pulled down and lights turned off. Projectors should also be turned off but not monitors.
- Staff should block access to internal doors with furniture and if possible to do so safely cover vision panels in doors.
- Students and staff must remain seated silently on the floor and out of sight away from windows and doors, including internal doors. This is very important.
- Staff should direct all students in communal areas to nearest safe places including toilets.
- All staff and student mobiles should be placed in silent mode. Students **MUST NOT** use their mobile phones. Radios must **NOT** be used.
- The Premises staff will ensure the main entrance and exit doors are closed. Main gates must be locked only when instructed to do so by either the Principal or School Business Manager.
- Remain inside until the all-clear tannoy and workstation message has been made unless instructed to evacuate by emergency services. The message will say "All-clear".

SHOULD THE FIRE ALARM SIGNAL SOUND DURING LOCKDOWN DO NOT EVACUATE UNTIL INSTRUCTED BY TANNOY AND A WORKSTATION MESSAGE

- Registers resume as usual.

REMEMBER: If you are with children it is important to:

- **remain calm**
- **reassure them**
- **remind them to follow your instructions**