

## Emergency Lockdown Procedure

### Specific to Goldsmith Primary Academy to accompany WAT Emergency Lockdown Policy

This process covers situations in which it may be necessary to lockdown the school to ensure the safety of staff, students and visitors. The main situation in which an emergency lockdown would be required would include an armed or violent intruder accessing the site or buildings and/or threatening harm to staff, students or visitors. It is very unlikely we will ever need to implement a real lockdown but it is important to have these arrangements in place to deal with such a situation.

**Under no circumstances should any member of staff put themselves at risk or attempt to challenge or disarm an intruder.**

All members of staff to make themselves fully aware of the WAT Emergency Lockdown Policy and the procedures below specific to Goldsmith Primary Academy.

#### Procedure 1

If incident is located **away from Reception**, follow Emergency Lockdown procedure below.

- Person discovering the incident to inform SLT or Reception.
- **Receptionist** to **contact Headteacher/Deputy Head** immediately to inform them Emergency Lockdown procedure has been activated.
- **Headteacher** to **phone staff** in the following areas to inform them Emergency Lockdown procedure has been activated.
- **Receptionist** (or available office staff) to ring the **school bell (5 bursts at 5 second intervals)** and dial 999 to inform emergency services.

Area	Name	Internal Number & Mobile Number
Headteacher	Zoey Lowe	3124
KS1 Building	Beverley Walker-Gordon Sarah Ayres Jonathan Grice	3132 3127 3130 – (7-10.30am/2-6pm)
Swimming Pool	Beverley Walker-Gordon Sarah Ayres Jonathan Grice	3132 3127 3130 – (7-10.30am/2-6pm)

- When instructed by SLT, Receptionist and named person in KS1 to ring the school bell to indicate all clear (bell to be rung constantly for 15 seconds).
- Receptionist to then contact staff as above to inform them that the all clear has been given.

## Procedure 2

If incident is located **in or around Reception**, follow Emergency Lockdown procedure below.

- Receptionist informs SLT of incident.
- SLT member in first instance makes decision to activate Emergency Lockdown. Receptionist (or other available member of staff) may need to make the decision to ring the school bell (5 bursts at 5 second intervals) if SLT member isn't available to instruct them and then immediately dial 999 to inform emergency services.
- SLT or Receptionist to contact staff in the following areas to inform them Emergency Lockdown procedure has been activated.

Area	Name	Internal Number & Mobile Number
Headteacher	Zoey Lowe	3124
KS1 Building	Beverley Walker-Gordon Sarah Ayres Jonathan Grice	3132 3127 3130 – (7-10.30am/2-6pm)
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- When instructed by SLT, Receptionist and named person in KS1 to ring the school bell to indicate all clear (bell to be rung constantly for 15 seconds).
- Receptionist to then contact staff as above to inform them that the all clear has been given.

# If in doubt, implement process

## Procedure 3

In the unlikely event of a **bomb threat**, the above instructions will be carried out and all children and staff to evacuate immediately. All staff, children and visitors should make their way to our emergency evacuation centre which is: **Edgar Stammers Primary School**

\*A 'Lock down Drill' will take place at least once a year. Changes / recommendations to this policy will be made as required

In the event of a power failure members of SLT will use mobile phones to inform key staff and 5 blows on a whistle