

Wotton House International School

Lockdown Procedure

Last Reviewed: 20 November 2024

Purpose

The Lockdown Procedure is a carefully planned and proportionate response to external or internal incidents that may pose a threat to the safety of staff, students, parents, or visitors. It is designed to minimize disruption to the learning environment while ensuring the safety and well-being of everyone on site.

Key Objectives

1. Protect students, staff, and visitors from harm.
 2. Provide clear communication during emergencies.
 3. Enable a calm, safe, and controlled response to threats.
 4. Work in alignment with emergency services.
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What Might Trigger a Lockdown?

A lockdown may be initiated in response to:

1. External Threats:

- Civil disturbances or incidents in the community (e.g., intruders or armed individuals nearby).
- Environmental hazards (e.g., smoke plumes, gas leaks, or air pollution).

2. Internal Threats:

- Unauthorised individuals entering the premises.
- Violent or threatening behaviour within the school.

3. Specific Local Risks:

- Notification from **Wotton Lawn** of a patient escape. (Contact: 01452 894500.)
 - Students appearing unexpectedly from **The Raikes Centre**. (Contact: 01452 309510.)
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Lockdown Signal

The signal for lockdown is the **activation of personal alarms issued to staff**. All staff must be familiar with this signal and its meaning.

Procedures During Lockdown

Initial Actions

1. Outside Activities:

- Cease immediately.
 - All students and staff outdoors must return to the building promptly.
2. **Inside Threats:**
- Communicate using mobile phones or alternative quiet methods.
 - Restrict movement between areas unless deemed safe by senior staff.
3. **Securing the Building:**
- Lock all external doors and windows.
 - Activate shutters where available.
 - Identify and move to designated **safe zones** (see below).
4. **Communication:**
- Keep school telephones free for emergency use.
 - Staff and students must switch mobile phones to silent but ensure they are ready to receive messages.
5. **Dynamic Risk Assessment:**
Senior staff will evaluate the situation and communicate updated instructions to staff and students as necessary.

Safe Zones

- **Zone A:** Great Hall — Main safe lockdown area.
- **Zone B:** Temporary assembly area for assessing next steps if the threat is internal or at the front of the building.
- **Zone C:** Dining Room — Secondary safe area unless proximity to windows is a concern.
- **Zone D:** Off-Site Evacuation — Used when directed by emergency services.

Accounting for Everyone

- Office staff will account for all students, staff, and visitors.
- If anyone is unaccounted for, the Principal will organize a search.

Emergency Services

- The Principal or designated staff will contact emergency services by calling **999** and provide detailed information:
 - Nature of the incident.
 - Number and location of students and staff.
 - Location and description of suspects (if applicable).
 - Any injuries or medical needs.

Communication with Parents

- Parents will be informed via text or email.
 - If early pick-up is required, children will be released at the front door to parents or authorized representatives, following emergency service advice.
 - Students not collected will be supervised in the hall until arrangements are made.
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Post-Lockdown Actions

1. Debrief:

- Senior staff will review the incident and identify any necessary updates to the Lockdown Policy.
- Staff and students involved will have the opportunity to discuss the experience.

2. Support Services:

- Emotional support and counseling will be offered to students and staff as needed.

3. Parent Communication:

- Provide parents with a summary of the event and any steps being taken to prevent future incidents.
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Special Considerations

Firearms or Weapons Attack

If a firearms or weapons attack occurs:

1. RUN

- Escape if possible without exposing yourself to greater danger.
- Leave belongings behind.
- Assist others where safe to do so.

2. HIDE

- Find cover from view and gunfire (e.g., substantial brickwork, heavy furniture).
- Lock or barricade doors.
- Stay quiet and silence mobile phones.

3. TELL

- Call **999** and provide as much information as possible:
 - Location and description of attackers.
 - Number and condition of casualties.
 - Details of the building (e.g., entrances, exits, hazards).
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Drills and Training

- Lockdown drills will be conducted **once per term** to ensure staff and students are familiar with procedures.
 - Staff will receive annual training on lockdown protocols, including communication strategies and managing vulnerable individuals.
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Supporting Vulnerable Individuals

- Complete a **Personal Emergency Evacuation Plan (PEEP)** for individuals with mobility, visual, or other needs.
- Ensure staff are aware of additional responsibilities during lockdown.

Important Contact Numbers

- **Wotton Lawn Security:** 01452 894500
- **The Raikes Centre:** 01452 309510
- **Emergency Services:** 999

Review Schedule

This policy will be reviewed annually and after any lockdown incident to incorporate lessons learned and updates in guidance or best practices.