



## **Maeda Gakuen**

# **Lockdown Procedure**

### **Introduction**

At Maeda Gakuen, the safety and wellbeing of our children and staff is our number one priority. During these uncertain times to national security, it is important to plan ahead for any situation that may threaten the lives of children, staff and guests on site at any given time from external/internal influences no matter how big or small in scale the situation may be.

This document will focus on a situation whereby the immediate threat at hand calls for a Lockdown Procedure to be initiated in the interest of all stakeholders on site.

### **What is a Lockdown Procedure?**

The act of restricting access to a room or building by locking all doors, windows and ventilation systems and seeking safe cover inside the premises.

### **Why is a Lockdown Procedure necessary?**

To prevent or limit exposure of the threat/danger to the children, staff and guests.

### **When would a Lockdown Procedure be necessary?**

This procedure will be implemented if in an event of threat it is deemed to be safer for the children and staff to be indoors than it is to evacuate the site. Situations such as the following may result in the Lockdown Procedure to be initiated:

- Civil disorder in the local community
- Pollution (smoke, gas & chemical leaks)
- Meteorological (heavy rain, high winds, hail, storms)
- Dangerous stray animals
- Terrorist threats, trespassers, intruders & other suspicious scenarios.

### **Who are the decision makers?**

All staff at this school are trained in how to identify and assess any immediate threat to the lives of the children at the school. The first member of staff who identifies the threat will make the initial call and the situation will be reported immediately to the closest senior supervisor on duty to confirm its severity. The calling of authorities should be handled by appointed senior supervisors. However should the threat be imminent, the first available member of staff may make the call.

### What is the purpose of a Lockdown Procedure?

Controlling the movement of people inside the premises will help emergency services personnel and authorities to manage the situation. This can be achieved by locking all access points including windows, doors and ventilation system preventing the threat from entering the facility or classroom not exposing children and staff to direct harm. In an ideal circumstance, the lockdown procedure will help minimise disruption to the learning environment whilst making sure the children and staff are safe.

### What is the Lockdown Procedure?

Communication	
Signal for Lockdown	Discreetly communicate amongst staff verbally through direct speech. Activate panic alarm to inform security services.
Signal for all clear	Verbal communication amongst staff and deactivation of alarm.

Action Plan:	
Ensure all children and staff are <b>inside the building</b> . If this is not possible, command the children to disperse, run away from the threat seeking help from authorities and hide without being seen.	
<p>Once inside, lock all access points including <b>doors</b>, <b>windows</b> and <b>ventilation system</b> to prevent threat from entering the building.</p> <ul style="list-style-type: none"> <li>➤ If you are in a classroom, room or office, stay there; secure the door and windows and await further instructions from emergency services personnel or senior supervisors. Never open doors and windows if you are not sure of who is on the other side.</li> <li>➤ If the doors do not lock, <b>barricade</b> using any heavy bulky items such as tables, chairs, bookshelves and pianos.</li> <li>➤ If you are in a corridor, go into the closest room and barricade the doors and windows.</li> </ul>	<p><b>Location:</b></p> <p><b>Time:</b></p> <p><b>Staff:</b></p>
<p>Increase protection by:</p> <ul style="list-style-type: none"> <li>➤ <b>Barricade</b> access points with furniture and other heavy items. This will prevent or delay the intruder from entering the room and give you valuable extra time to escape if need be.</li> <li>➤ <b>Close curtains or blinds</b> where possible</li> <li>➤ Avoid being seen (turn <b>lights off</b>, hide under tables, inside cupboards)</li> <li>➤ <b>Stay away</b> from windows and doors.</li> <li>➤ <b>Stay low</b> and quiet.</li> </ul>	
<p><b>Dial 999.</b> Dial once for each emergency service that is required. If intruder is in the building: mobile phones must be put on <b>silent mode</b> not just on vibrate mode as the vibration could be heard by intruder.</p>	<p><b>Mobile number:</b></p>

In the case of <b>air pollution</b> such as smoke, gas and chemical leaks <b>switch off all ventilation systems and vents, barricade and tape up</b> if necessary.	<b>Time:</b>
Check for potential <b>exit points</b> in case evacuation is needed. Make sure everyone with you is aware of potential exit points.	<b>Exit Point:</b>
Check how <b>many people</b> are with you. Anybody <b>injured</b> ? Anybody <b>missing</b> ? Notify these details to other staff if possible	
Access points to take into consideration: <ul style="list-style-type: none"> <li>➤ Front Gates <input type="checkbox"/></li> <li>➤ Side Gates <input type="checkbox"/></li> <li>➤ Front main door <input type="checkbox"/></li> <li>➤ Porch door <input type="checkbox"/></li> <li>➤ External doors <input type="checkbox"/></li> <li>➤ Internal (classroom) doors <input type="checkbox"/></li> <li>➤ All windows <input type="checkbox"/> (including toilets and storage room windows)</li> <li>➤ Fire Exits including attic <input type="checkbox"/></li> </ul>	
Things to take note of during the threat: <ul style="list-style-type: none"> <li>➤ Try and take note of time</li> <li>➤ Name and number of people that are with you</li> <li>➤ Number of intruders you can identify</li> <li>➤ Language the intruders are speaking and what the intruders could be talking about</li> </ul>	<b>Time:</b> <b># Persons:</b>  <u>Description:</u>
Things you should NOT do: <ul style="list-style-type: none"> <li>➤ Do NOT attempt to actively seek information above. Take note as much as possible from your hiding point and stay there.</li> <li>➤ Do NOT be seen at all cost</li> <li>➤ Do NOT open the door once it has been secured until you are officially advised "all clear" or are certain it is emergency response personnel at the door. Always ask for identification as proof. Evacuation will be signaled by a fire alarm and shouting of "evacuate, evacuate, evacuate!" by staff on megaphone.</li> <li>➤ Do NOT make non-emergency phone calls.</li> </ul>	

**Useful Contacts:**

Police: 999

Local Police Station (Finchley): 0207 161 9015

Ambulance: 999

Local Police Station (Acton): 0208 721 2947

Fire: 999

Emergency Police Textphone: 18000

## **Parents Notification**

Should a Lockdown Procedure happen, parents will be notified by phone call ('renrakumo'-net/ parents' communication network) or from local authorities. Parents are advised not to attend the scene unless notified it is safe to do so. Parents will be updated as much as possible via phone.

## **Drills**

Practice drills will occur during school operating hours once a year. Advance notice will be distributed to parents, staff and children one week prior to scheduled practice drill date.

## **Media**

Such dramatic actions may attract media attention from television crew, radio broadcasters, photographers and journalists. Parents, children, staff and guests are advised not to interact with media personnel in the interest of children's safety as this may attract unwanted attention and potentially do more to harm to the individuals' security. Please let local authorities handle the situation and the appointed Head Teacher will be the representative for any media interviews.

Partial Lockdown	Full Lockdown
<p>Partial lockdown is a preliminary procedure of a full lockdown and is considered as a precautionary measure to put school in a state of readiness whilst minimizing disruption to everyday operations.</p>	<p>A full lockdown signifies an imminent threat and may be initiated without warning, however is usually an escalation of a partial lockdown. Only used in serious life threatening situations such as hold ups and hostage scenarios.</p>
<p>Signal for staff: "Commence Partial Lockdown"</p>	<p>Signal for staff: "Full Lockdown, full lockdown, full lockdown"</p>
<p><b><u>Actions:</u></b></p> <p>All outdoor activity to cease immediately. Children, staff and guests to return and remain indoors.</p> <p>Perform head count and report to all staff.</p> <p>Contact local police to advice of situation and conduct on-going dynamic risk assessment based on their advice.</p> <p>All staff to have two way radio and mobile phone in possession at all times.</p> <p>Lock all external doors and windows to and is to remain locked unless advised otherwise by senior supervisor or emergency services.</p> <p>Close all blinds and all occupants to stay away from windows and external doors.</p> <p>Classroom activities to stay operational and movement inside premises permitted unless advised otherwise.</p>	<p><b><u>Actions</u></b> (in summary, refer to page 3-4):</p> <p>All outdoor activity to cease immediately. Children, staff and guests to return and remain indoors.</p> <p>Dial 999.</p> <p>Lock and barricade all external and internal doors.</p> <p>Close all blinds and turn off lights. All occupants to seek safe cover under tables or inside cupboards and stay quiet. Stay away from all windows and doors.</p> <p>Activate panic alarm.</p> <p>Perform head count and report to all staff if possible.</p> <p>Do NOT open the door once it has been secured until you are officially advised "all clear" or are certain it is emergency response personnel at the door. Always ask for identification as proof. Evacuation will be signaled by a fire alarm and shouting of "evacuate, evacuate, evacuate!" by staff over the megaphone.</p>

This policy was revised in August 2017 by Nikita Phadnavis (Manager) of Maeda Gakuen Yochien.