

International School of Creative Arts

# Lockdown Procedure

**Need a large print copy?**

**Please ask in the School Office.**

## Control Page

<b>Document Title</b>	Lockdown Procedure	
<b>Document Reference</b>	ISCA 03	
<b>Version</b>	5.1	12/07/2024
<b>Author</b>	Executive Director	
<b>Location</b>	J:\9. POLICIES AND PROCEDURES\Approved	
<b>Controller</b>	Head of School	
<b>Approved</b>	Senior Management Team	
<b>Date of Last Review</b>	September 2025	
<b>Date of Next Review</b>	September 2026	

## Contents

1. Lockdown Procedure .....	1
2. Lockdown with warning (Partial Lockdown) .....	1
3. Lockdown with Intruder (Full Lockdown) Aims .....	2

## 1. Lockdown Procedure

The purpose of this procedure is to provide instructions in the event of an incident that requires the School to remain Safe Inside (Lockdown).

Triggering a lockdown may be necessary in the event of an external or internal incident which has the potential to pose a threat to the safety of staff and students in the school. Lockdown may be activated in response to any number of situations but examples might be:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

A Lockdown is planned as a swift response to an immediate threat to life or safety of members of the school community. Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site. They should also be aware of the government guidance in Appendix 1 on how to respond to an attack: **Run, Hide and Tell**.

## 2. Lockdown with warning (Partial Lockdown)

This may be as a result of a reported incident/ civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution

- If Teikyo receives this instruction, it will activate the Lockdown alarm on the main fire panel. This is a different sound to the main fire alarm as it is a constant intermittent sounds
- The Teikyo Headmaster or his Deputy will announce “lockdown with warning” through the tannoy system. This will be repeated several times.
- If a member of ISCA staff receives a warning from an external source, they should ring Teikyo reception on ext: **5118** or **5119** or if outside the office, call Teikyo’s main number **01753 663712** and give them instructions to sound the Lockdown alarm with clear details of the information received
- The tannoy alert to staff would be: “**Lockdown with warning**’. This would be a **Partial Lockdown**.
- A text message saying ‘**Partial Lockdown**’ will be sent to the WhatsApp Group “All Staff”
- Staff and pupils should remain in the school building and anyone outside should be brought inside
- All doors leading outside should be locked
- Blinds should be closed and students should be kept away from the windows
- No one should be allowed to enter or leave the building; however teaching and work can continue as usual
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off. Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.

All staff and students to remain inside until the lock down has been lifted by a senior member of staff/ emergency services

### 3. Lockdown with Intruder (Full Lockdown)

This would be activated if there was an immediate danger in the school grounds i.e. an intruder in the grounds. The aim of a full lockdown is for the school and its rooms to appear empty.

- If Teikyo receives this instruction, it will activate the Lockdown alarm on the main fire panel. This is a different sound to the main fire alarm as it is a constant intermittent sounds.
- The Teikyo Headmaster or his deputy will announce “**Lockdown with intruder**” through the tannoy system. This will be repeated several times.
- If a member of ISCA staff becomes aware of an intruder, they should ring Teikyo reception on **5118** or **5119**, or if outside the office, call Teikyo’s main number **01753 663712**, and give them instructions to sound the Lockdown alarm with clear details of the location of the intruder if known.
- The alert to staff would be ‘**Lockdown with intruder**’. This would be a **Full Lockdown**.
- A text message saying ‘**Full Lockdown**’ will be sent to the WhatsApp Group “All Staff”.
- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils remain in building – **do not lock external doors**.
- Classroom doors should be locked (where a member of staff with key is present).
- Windows closed and locked, blinds drawn, internal door windows covered, lights turned off.
- Students to be instructed to “drop and tuck” under desks and remain silent.
- Mobile phones turned onto silent mode so they cannot give away your position.
- **DO NOT** respond to anyone at the door until the lock down has been lifted by a senior member of staff/ emergency services