



PATCHAM
HIGH SCHOOL
One Team, One Dream

Emergency Evacuation Procedures Acts of aggression against the school

Last Review: September 2022

Next Review: September 2024

At Patcham High School we are committed to being a school for all and consider ourselves a proactive community who promote inclusivity and celebrate diversity. We are an Anti-Racist School who endeavour to create an environment which allows all our pupils and staff to thrive and learn from each other's differences; experiences, cultures, backgrounds, identities and abilities. It is our intention to ensure that all students are supported to be proud of themselves, respect each other and ultimately succeed as young adults. We are particularly conscious of the need to ensure the identities of those from minority groups are acknowledged and celebrated – in every field, at all times, every day - whether students of colour or LGBTQ+ we have an overall aim of providing equal opportunities for all by having One Team and One Dream.

These procedures are designed to give Patcham High School Leaders and Teachers guidance on dealing with an incident that presents a serious and significant risk to the health, safety and welfare of students, visitors and staff. This is with specific reference to acts of aggression that include terrorism.

All members of staff and governors have a responsibility for security and should be aware of these procedures so that the necessary steps can be taken to secure the school and manage an incident as safely as possible.

The procedures the school uses for dealing with acts of aggression are known as **dynamic lockdown procedures**.

What is dynamic lockdown?

Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of). It is recognised that due to the nature of our site we may not be able to physically achieve total lockdown.

Due to the fast moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively to keep themselves and the students in their care, and within their proximity, safe.

In the event of an incident at school the following procedures will be put into action:

1. Alert

Various options of letting people know what is happening exist. The option used will depend on the nature and location of the aggressive act:

- Public Address system announcing LOCKDOWN
- Text, email and staff phones with the single word LOCKDOWN
- "Pop-up" on staff computers LOCKDOWN
- Word of mouth LOCKDOWN
- Dedicated lockdown alarm **10 consecutive short bursts on the school bell**

2. Decide

The first duty of staff is the care of students. On receiving the alert it is essential that staff take control of the situation and make a decision as to the best and safest option.

a) If the vicinity of the threat is known then decide whether to **run** or **hide in a secure location**

b) If the vicinity of the threat is not known then **hide in the closest secure location** eg: classroom

It is essential that **you continually re-assess your situation** ... a change in the threat/location of the threat may result in you altering your decision to hide or run.

3. Act

If you decide to Run:

- Follow a safe route
- Don't expose yourself to danger
- Take all the students in your care, and within your proximity, with you
- Leave belongings behind

If you decide to Hide:

- Lock and barricade the room that you are in
- Place yourself and your students out of immediate view eg: hide under desks
- Be aware of your exits ... try not to get trapped
- Be quiet, phones should be put on silent
- Move everyone away from the door

4. Inform

As soon as possible the police must be called ... call **999**. They need to know:

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.

5. Respond

Make sure that when the police arrive:

- You and the students in your care follow instructions
- You and the students in your care remain calm
- You and the students in your care avoid sudden movements that may be considered a threat
- You and the students in your care keep your hands in view

Be aware that the police may:

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from an aggressor

6. Manage

The senior member of staff outside of the vicinity of the threat should locate the nearest **grab bag** and set up an Emergency Control Centre in the Main Reception area (giving access to CCTV and security systems), the back gate or the front gate. The entrances to the school should be sealed off using tape from the grab bag. It is essential that people, other than the emergency services, are prevented from entering the school. Attempt to maintain communication with staff and students within the vicinity of the threat. Make sure that an open line is maintained with the police throughout. When the police arrive at the incident the school information file located in the grab bag should be handed-over.

If you are in lockdown/hiding within the vicinity of the threat remain where you are until receiving instructions from the police or a senior member of staff.

7. Communicate

The senior member of staff outside of the vicinity of the threat should liaise with the Local Authority (LA) who will manage media issues. The LA will provide communication support in terms of sending messages to parents and staff family members via group text or the school website. Any messages must be timely and accurate to help control misinformation.

8. Recovery

Once the threat has been dealt with, SLT will reconcile the roll to ensure that everyone is accounted for and repatriation to families can take place. It is vital that the whereabouts of injured persons is known in order that families can be directed to where they are.

The police will lead on delivering bereavement messages on behalf of the coroner. The police will assign Family Liaison Officers to bereaved families. The LA will assist with bereavement counselling and follow up emotional support to staff and students at the school.

The school will be a crime scene under the control of the police until necessary investigations have been carried out.

It is vital that any records, including Incident Logs, CCTV footage etc., are retained. The incident will be investigated by the police and also the coroner if there is a death. Anything recorded, alongside witness statements is disclosable as evidence.