

SoundSkool full lockdown procedure

Incident control officers and response team		
Role	Nominated person	Emergency contact number
Incident control officer	Akilah Balogun	07907 761 480
Deputy incident control officer	Simon Gordon	07539 538 850
Communications officer	Nick Crivello	07714 860479

Signals	
Full lockdown signal	Continuous bell ringing
All-clear signal	3 short whistle sounds
Evacuation signal	Continuous whistle sound

Other arrangements		
Safe areas	Innovation Lab (Secure room with fire exit)	
Outdoor safe area	Opposite SoundSkool College at the junction of Central Street and Old Street.	
Evacuation point	Innovation Lab or closest fire exit.	
Pre-arranged alternative place of safety if required to leave the site	Venue name	Barbican Centre
	Venue type	Creative Space
	Point of contact	Silk Street Entrance
	Contact number	_020 7870 2500
Useful information about the alternative place of safety		
Communication arrangements	Walkie Talkie	

Full lockdown procedure
Initial implementation
The college is made aware of the incident that requires the full lockdown procedure to be implemented.
If a situation warranting a full lockdown is brought to the attention of the college by an alert through the national Emergency Alerts system, the staff member(s) who received the alert informs the headteacher or a member of the incident response team.
The headteacher makes the decision to implement the full lockdown procedure.
The full lockdown signal is given.
The SLT uses walkie talkies to ensure all staff members are aware of the incident that has occurred and the type of lockdown procedure to be implemented, and that the lockdown is not a practice.
The site manager is contacted to ensure they are aware of the implementation of the full lockdown.
The headteacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.
Parents are informed via the college's mobile phone that a full lockdown is taking place.
Immediate action
All outdoor activity is ceased immediately; pupils, staff and visitors return inside the college building, unless it is unsafe to do so, and staff ensure all doors are securely locked.
If it is not safe for people outside to return indoors, they will be directed to a safe evacuation point.
Retractable security bollards are triggered at all access points so that unauthorised vehicles are blocked.
Any lifts are disabled without returning to the ground floor.
The ventilation systems are turned off to prevent the spread of contaminants, e.g. sarin.
Staff, pupils and visitors that remain outside during the lockdown hide in the designated outdoor safe area until the emergency services arrive.
Staff escort pupils and visitors to the nearest safe area.
The headteacher and site manager check outdoor areas and ensure all pupils, staff and visitors are inside the college building.

<p>When everyone is inside, all external doors and windows are locked, and blinds and/or curtains closed; doors and windows remain locked until the 'all-clear' signal is given or unless otherwise instructed by the headteacher or emergency services.</p>
<p>All internal doors to safe areas are locked and any windows on doors are covered.</p>
<p>Access points to safe areas are blocked off by moving furniture to obstruct doorways.</p>
<p>Lights in all safe areas are turned off.</p>
<p>Once the building and safe rooms are secure, one staff member per safe area conducts a register or headcount. Staff notify the headteacher if any pupils, members of staff or visitors are not accounted for via mobile phone, and an immediate search is instigated by the headteacher, where appropriate and safe to do so.</p>
<p>During the full lockdown</p>
<p>Verbal communication is kept to essential communication. All mobile phones are turned into silent mode and communication devices are not used if it would be unsafe to do so, e.g. if usage would lead to the safe area location being revealed.</p>
<p>Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight, e.g. under a desk.</p>
<p>All staff, pupils and visitors remain in their safe area unless otherwise stated by the headteacher or emergency services.</p>
<p>All pupils, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to a safe area.</p>
<p>If possible, the headteacher will check for missing or injured pupils, staff or visitors.</p>
<p>Pupils and visitors are kept calm during the lockdown.</p>
<p>No pupil is released to their parents during the lockdown.</p>
<p>An automated answer machine message informs callers that a full lockdown procedure is in place.</p>
<p>The headteacher keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.</p>
<p>The headteacher sounds the evacuation signal if it is necessary to evacuate the building.</p>
<p>The rest of the building is evacuated to the designated evacuation point if someone is taken hostage on the college site.</p>
<p>The full lockdown only ends once the all-clear signal has been delivered.</p>
<p>Further action after the lockdown</p>



Parents are informed about the incident immediately by phone and at a later time via a letter.

The SLT reviews the full lockdown procedure for its effectiveness and make changes as necessary.