

SoundSkool partial lockdown procedure

Incident control officers and response team		
Responsibility	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	
Partial lockdown signal	3 Loud Bell rings
Escalation to full lockdown signal	Continuous bell ringing
All-clear signal	3 short whistle sounds
Evacuation signal	Continuous whistle sound

Other arrangements		
Safe areas	<u>Innovation Lab - (Secure and Fire Exit available)</u>	
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	<u>_020 7870 2500</u>
Useful information about the alternative place of safety		
Communication arrangements	Walkie Talkie	

Partial lockdown procedure
Initial implementation
The college is made aware of an incident that requires the partial lockdown procedure to be implemented.
If a situation warranting a partial 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 partial lockdown procedure.
The partial lockdown signal is given.
The SLT uses walkie talkies to ensure all staff members are aware of the incident that has occurred and of 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 partial 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 text message that a partial lockdown is taking place.
Immediate action
All outdoor activity is ceased immediately; pupils, staff and visitors return inside the college building and staff ensure doors are secure.
Pupils, staff and visitors go to the designated safe areas.
The headteacher and site manager check outdoor areas and ensure all staff, pupils and visitors are inside the college building.
All external doors and windows are locked and remain locked until the 'all-clear' signal is given, or unless otherwise instructed by the headteacher or emergency services.
If the incident or potential threat involves an explosion, all windows, blinds and/or curtains are closed.
In the event of an air pollution issue, all air vents are closed by the site manager.
The headteacher alerts staff members via a walkie talkie (and coded whistle) that the building is secure.

Once the building is secure, one staff member per safe area conducts a register or headcount. Staff notify the headteacher immediately if any pupils, members of staff or visitors are not accounted for via mobile phone, and an immediate search is instigated where appropriate.

During the partial lockdown

All staff, pupils and visitors remain in the college building – free movement is permitted, unless otherwise stated by the headteacher or emergency services.

Pupils and visitors are kept calm during the partial lockdown.

Pupils are not released to their parents during the partial lockdown – pupils with mobile phones are advised to contact their parents to inform them they are safe, but will not be let out of the college building until the all-clear signal has been given.

Office staff answer telephone calls from parents and inform them pupils will not be released while the partial lockdown is in place.

The headteacher keeps in contact with the relevant emergency services to assess the best course of action in respect of the threat or incident.

If it is necessary to escalate the partial lockdown to a full lockdown, the full lockdown signal is sounded and the Full Lockdown Procedure is followed.

If it is necessary to evacuate the building, the evacuation signal is sounded and the Evacuation Procedure is followed.

The partial lockdown only ends once the all-clear signal has been delivered.

Further action after the lockdown

Parents are fully informed of the incident via letter.

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