



Our Lady & St Chad Catholic Academy

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Lockdown, Invacuation and Shelter-in Place

Lockdown

Our Lady and St Chad Catholic Academy recognises that, within its Emergency Procedures, a plan needs to be in place to help combat a threat to children and staff which occurs whilst they are either outside or inside of the school building, but in the school grounds.

This document sets out the Academy's response to such an emergency but recognises that it is impossible to legislate for every possible scenario so as to protect 100% of the children and staff 100% of the time. The document, therefore, will need to be kept under constant review to reflect changing circumstances and experience.

The document applies at all times of the day and must therefore be shared with every member of the team.

CALMNESS IS THE KEY and it is vital that the document and its implementation, does not lead to a panic mentality. Students should be encouraged to treat any emergency with the utmost calm and follow the guidelines with common sense.

They need to be educated how to respond through practice as well as through talk.

THREATS There are a number of possible situations which could be seen as a threat and therefore demand a response.

Threat Examples:

- **IEDS**

An IED is a 'home made' bomb. The main explosive charge in an IED may be made from Home Made Explosive (HME), they may still be as powerful as commercial or military explosives. Although an IED is 'home made', they can be highly sophisticated and very effective.

They can be delivered using the following methods:

- Radio Controlled IED (RCIED)
- Person Borne Improvised Explosive Device IED (PBIED)
- Postal device (delivered) – often a Victim Operated IED (VOIED)
- Vehicle Borne IED (VBIED)
- Under Vehicle IED (UVIED)
- Time bomb IED

Whilst a PBIED potentially affords a more flexible and penetrative delivery of a smaller explosive device, a VBIED may be capable of delivering a large quantity of explosives to a target causing a great deal of damage.

Dependants on the terrorist group, targets are generally selected to inflict mass casualties, attract widespread media coverage or cause economic and psychological damage.

- Marauding Terrorist Firearms Attacks (MTFA)
- An animal wandering into the school grounds.
- A stranger who enters or attempts to enter the school grounds.
- An object thrown into the school grounds from outside.
- The collapse of a tree, wall or fence etc. However, this list is not exhaustive.

RUN... HIDE... TELL





The lockdown process must be a process that is undertaken in a prompt and composed manner but please note that no member of the team must put themselves in any danger. If for any reason an entrance cannot be secured then the team member must move on.

The Academy must be divided into zones with a responsible person tasked to secure all access / egress doors within their allotted zone.

Following Lockdown you must take advice from the Emergency Services who will offer guidance as to the duration of the lockdown.

Invacuation and Shelter-in Place

Often there is confusion about what these, sometimes interchangeable, terms mean.

Perhaps this is because the typical safety procedure everyone in the UK is most familiar with is to evacuate – the standard ‘[get out – stay out – call 999](#)’ advice of fire safety.

In contrast, staying in when ‘all hell breaks loose’ is counter-intuitive at first, especially for commercial or public premises. However, ‘getting out’ is neither possible nor wise in a number of scenarios as will be explored shortly in the wider sphere of workplace emergency preparedness; but first things first, a quick look at the terminology:

“**in-vacuation**” is probably the least known term but once you understand the meaning as ‘*inverse evacuation*’ you will always remember this wordplay on opposites

“**shelter-in-place**” in the UK is mostly understood in two quite specific ways, both rooted in fire safety:

- “Go in – stay in – tune in”, the ‘classic’ shelter-in-place order issued by the emergency services. Typically, this may happen during a major incident such as a large fire, hazmat or security incident. It means that you have to close (and seal, depending on the severity of the incident) all doors, windows (and vents) to create a contamination free space. Take immediate shelter in a readily accessible safe location and await further instructions. Stay well away from window panes that may shatter and cause injuries
- Specialist measures to provide safe shelter and security from hazards to vulnerable persons that may have difficulty to evacuate such as wheelchair users, the elderly or persons with disabilities





Procedures

Situation A: Invacuation required while students are in lessons

1. Member of staff discovering need for Invacuation to contact main office immediately.
2. Principal or Vice Principal will decide if Invacuation is required.
IF INVACUATION REQUIRED:
3. **SIGNAL:** School Bell will be sounded. This will be an intermittent bell sound and will continue for 60 SECONDS. When this bell stops this is not a signal that the Invacuation is over. All actions must remain in place.
4. **ACTION:** Members of staff must remain with their classes, close (locking if possible) the classroom door and all windows and cover the door window, pull down the blinds, turn off the lights, mobile phones on silent (NOT vibrate), all silent and stay calm. Stay away from the windows and **check your email** or visit the Academy website, if a TV is available, turn it on, turn the volume off. Staff remain with class until cancel signal is sounded. No student or staff should be out of a classroom. (Note: It is assumed that a formal register will have been taken for this lesson. Duty staff will collect details of absentees.) The same applies to those in exams.
5. **ACTION:** Any member of staff who is "free" should go into their nearest classroom to support. They should remain with that class and not move between classrooms.
6. **CANCEL SIGNAL:** The Invacuation will be cancelled via same school bell that invoked Invacuation, again lasting 60 SECONDS. At this point, continue with the rest of the lesson and/or undertake the movement of students/classes as per the normal timetable.

Situation B Invacuation required during changeover of lessons

1. Member of staff discovering need for Invacuation to contact main office immediately.
2. Principal or Vice Principal will decide if a full Invacuation is required. **IF INVACUATION REQUIRED:**
3. **SIGNAL:** Bell will be sounded. This will be the same bell as the normal change of lesson bell (not the fire alarm sound) and will continue intermittently for 60 SECONDS. When this bell stops this is not a signal that the Invacuation is over. All actions must remain in place
4. **ACTION:** Students must swiftly continue to their next lesson; staff remain with class until cancel signal is sounded. No students or staff should be out of a classroom. If students cannot make it to their allotted classroom then they must enter the nearest classroom to them and cover the door window, pull down the blinds, turn off the lights, mobile phones on silent (**NOT vibrate**), all silent and stay calm. Stay away from the windows and **check your email** or visit the Academy website, if a TV is available, turn it on, turn the volume off.
5. **ACTION:** Any member of staff who is "free" should go into their nearest classroom to support. They should remain with that class and not move between classrooms.
6. **CANCEL SIGNAL:** The Invacuation will be cancelled via a prolonged bell lasting 60 SECONDS. At this point, continue with the rest of the lesson and/or undertake the movement of students/classes as per the normal timetable.





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Situation C Invacuation required before school OR break time OR lunch time

1. Member of staff discovering need for Invacuation to contact main office immediately.
2. Principal or Vice Principal will decide if Invacuation is required. IF INVACUATION REQUIRED:
3. SIGNAL: School Bell will be sounded. This will be the same bell as the normal change of lesson bell (not the fire alarm sound) and will sound intermittently for 60 SECONDS. When this bell stops this is not a signal that the Invacuation is over. All actions must remain in place.
4. SIGNAL: Duty Staff/Leadership team will manage the movement of students to inside the school buildings.
5. ACTION: Before school or at break, students must swiftly continue to their next lesson; staff must swiftly continue to their next lesson. Staff should then remain with their class until cancel signal is sounded. No students or staff should be out of a classroom. A formal register should be taken. If paper based, please wait for nominated staff (available main office/finance staff) to collect details of absentees.
6. Before School = move to Period 1 lesson and allocated room.
7. Break Time = move to Period 3 lesson and allocated room.
8. Lunchtime = those in form time remain in this room. Those in dining rooms, stay in dining rooms. Those on corridor or outside go immediately to the Sports Hall.
9. ACTION: Any member of staff who is free should go to the Sports Hall/ Dining area, to offer their support.
10. CANCEL SIGNAL: The Invacuation will be cancelled via a prolonged bell lasting 60 SECONDS. At this point, please direct students to their appropriate lesson as per the timetable.

Specific procedures for shelter-in-place / in-vacuation vary depending on the nature of the environment, anticipated and planned for threats and typically include:

- inform staff and Students to stay, not leave and go to designated areas immediately
- do not walk or drive outdoors
- ask all people present to turn their phones to silent and call their emergency contact to let them know where they are and that they are safe unless there is an imminent severe threat where silence must be observed
- If you have voicemail, change the recording to indicate that you are temporarily closed, that staff and visitors are safe and will remain in the building until authorities have issued the all clear
- lock (and seal) air vents, doors, windows; draw shades, blinds or curtains in case of an explosion
- turn off or disable fans, heating and air conditioning as well as all other non-essential electricals
- get hold of your emergency supplies and go to your previously identified shelter-in place area

Ideally, on each floor you will have access to an [emergency grab bag](#), individual [One-Person-Compact-Survival-Kits](#) for staff as well as a [Shelter-in-Place Kit for up to 20 persons](#) in each shelter-in-place location. While this is perhaps not possible everywhere, absolute minimum supplies include battery powered or wind-up radio ([communication](#)), [flashlight and/or headtorch](#), [first aid](#), long-life [food and water](#). Also recommended are waterproof [gaffa tape](#) and either plastic sheeting or garbage bags that can be cut and taped to provide emergency seals.

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