

Gellifaelog Primary School



Emergency School Lockdown Guide

GELLIFAELOG PRIMARY SCHOOL INFORMATION ON EMERGENCY SCHOOL LOCKDOWNS

There is an expectation that all schools have concrete protocols to be used in the event of a dangerous event happening on or near the premises. Following recent events, we have decided to publish these protocols to ensure all parents/carers are aware of our emergency procedures.

Gellifaelog Primary has a robust 'lockdown plan'; we conduct lockdown drills annually (in a similar manner as fire evacuation drills) to ensure everyone is clear on what to do should we ever need to go into a lockdown.

We hope the information below will reassure you should we ever have to enter into a lockdown situation.

What is a Lockdown?

Lockdown is the process of getting everybody safely inside and securing the building. A lockdown could be triggered if there is an urgent imminent threat, or as a precaution because of a threat in the vicinity.

There are 2 types of lockdown:

1. **Partial lockdown** - pupils will stay in their classroom and the school day will continue as normal, just with everyone staying indoors.
2. **Full lockdown** - staff, pupils and visitors are moved away from the potential danger to a place where they can't be seen from outside the building. A full lockdown would only be undertaken in extreme circumstances where there is a serious and current threat to the safety of those in the building,

Partial Lockdown

At Gellifaelog Primary School, a partial lockdown will take the following shape:

1. A clear signal is given that pupils, staff and visitors can identify as a lockdown signal.
2. If pupils are outside, staff immediately take them to the nearest safe area inside the building
3. All external doors and windows are shut and locked as necessary
4. The register is taken to ensure all children are accounted for
5. The staff member in charge of taking the register will notify the office if any children are unaccounted for
6. Everyone will remain where they are until the all-clear is given.

A partial lockdown may be required if:

- There is local air pollution due to a nearby fire or chemical release
- There is a dangerous animal (usually a dog) in the grounds
- There is an incident or civil disturbance in the area that might affect the school

Full Lockdown

The steps taken during a full lockdown will be the same as during a partial lockdown, but with an additional signal to alert people the school is entering into full lockdown.

Each class has identified suitable lockdown areas to be used in serious incidents. A lockdown area is large enough to accommodate the number of people who would need to use it.

The doors and windows will be shut and locked, and blinds or curtains drawn. Staff will remain calm.

Depending on the nature of the threat, children may be told to hide under their tables.

Staff members are responsible for supervising each lockdown area.

A full lockdown may be implemented if:

- There is an aggrieved, disturbed, or intoxicated person trying to gain access to the school
- There is an intruder on the site
- There is an internal threat

It is natural to worry that your child will be unduly alarmed by a lockdown, but we take care not to frighten pupils.

If we are in lockdown (partial or full) we will inform parents (unless told otherwise) by text. Try not to panic if you hear that an incident is taking place at the school.

Please note: in the event of a lockdown we will be unable to admit anyone onto school grounds or release any children for collection, for any reason, until the lockdown situation has resolved.

The advice to parents is:

- **Don't contact the school** - this could tie up the phone lines and interfere with calling the emergency services
- **Don't come to the school in person** - you might get in the way of the emergency services and even put yourself in danger. We will not be able to open gates to parents or family members under any circumstances, or for any reason, while the school is locked down.
- **Wait for us to contact you** – we will inform you when it's safe to collect your child, and where from