

<Creative Academy>

< Lockdown Policy & Procedures >

Overview

A lockdown policy secures a building against immediate threats (intruders, nearby dangerous incidents) by locking external doors, closing blinds, and moving occupants to safe, silent areas. Procedures include sounding a distinct alarm, calling emergency services, and remaining silent until officially lifted.

Key Lockdown Procedures (The "Close" Method)

- **Close and Lock:** Immediately close and lock all external doors, windows, and internal room doors.
- **Out of Sight:** Move away from windows and doors. Turn off lights, close blinds, and sit quietly under desks or in designated safe corners.
- **Stay Silent:** Switch mobile phones to silent. Do not make unnecessary calls to avoid noise and overloading communication lines.
- **Remain in Place:** Stay in the secure area until emergency services or senior management give the "all clear".

Policy Components

- **Activation:** Define clear signals (e.g., specific alarm, intercom message) that a lockdown is in effect.
- **Communication:** Establish silent communication methods (e.g., text, email, specialized apps) to inform staff without alerting intruders.
- **Roles:** Appoint "Lockdown Leaders" to coordinate with emergency services.
- **Exceptions:** If a fire alarm sounds during a lockdown, it may indicate a need to evacuate; follow pre-arranged plans.
- **Drills:** Regularly train staff and pupils on procedures.

Contents

- Purpose
- Scope
- Authority
- Procedure
- Training and Drills

Purpose

- To ensure the safety of students, staff, and visitors when there is a threat that makes it safer to remain secured in place, move to a protected internal space, or evacuate to a controlled secure external area rather than follow normal movement around the building.

Scope

- This procedure applies to all members of the Creative Academy community, including students, staff, visiting practitioners, contractors, and visitors present on site at the time of an internal or external threat. It applies to all studios, offices, communal spaces, entrances, and the Multi Use Games Area (MUGA).

Authority

- If there is sufficient time and information for them to be consulted, the decision to implement this procedure is the responsibility of a member of the Senior Management Team, hereafter referred to as the Incident Lead. The procedure may also be triggered on the instructions of the emergency services.
- Out of hours, or if there is an immediate threat to life, the decision to implement this procedure may be taken by the most senior staff member present on site. They must report this to a member of the Senior Management Team as soon as possible, and that member of the SMT will immediately become the Incident Lead.

Procedure

- Identifying the Threat
 - The procedure is activated when an internal or external threat is identified.
 - This includes, but is not limited to:
 - Armed individuals or other violent persons.
 - Intruders attempting to gain access to the building.
 - Nearby major incidents involving fire, explosions, bomb threats, hazardous materials, or serious disorder.
 - Civil unrest that is likely to lead to violence.
 - Other emergencies as determined by the Incident Lead.
- Notification of Lockdown

- The Academy's emergency communication systems may include:
 - Audible alarm or clearly repeated verbal instruction.
 - Telephone, mobile, text, email, radio, or internal messaging where available.
 - Direct verbal communication by staff in studios and communal areas, where safe to do so.
 - Staff and students must act immediately when a lockdown instruction is given.
- Actions for Staff, Students and Visitors

Government advice, if caught up in a terrorist incident, is to **RUN, HIDE, TELL.**

- Once a lockdown is signalled, only staff authorised by the Incident Lead may open doors, admit persons into the building, or permit movement between spaces. Students must not open external or internal doors to let anyone into the building or into a secured room.

When in a Studio or Other Internal Room

- Move immediately to the safest available protected space, which will usually be the studio or room you are already in if it can be secured.
- Close and lock the door immediately where a lock is fitted.
- If the door cannot be locked, staff must barricade the door using available furniture or equipment where safe to do so.
- Staff must position students away from doors, internal vision panels, and windows, keeping them low and out of sight.
- Close blinds or curtains where available and switch off lights if safe to do so.
- Silence mobile devices, keeping them on vibrate only if necessary.
- Remain silent and calm and avoid unnecessary communication.
- Staff must take a register as soon as possible and report missing or additional persons to the Incident Lead when safe to do so.
- No one is to open the studio or room door unless instructed by the Incident Lead or emergency services, or unless the person seeking entry is a recognised member of staff managing the response.

When Evacuating the Building During Lockdown

- If instructed to evacuate the building during a lockdown, staff must lead students promptly and calmly to the Multi Use Games Area (MUGA) using the safest available route.
- All students, staff, and visitors must congregate in the MUGA and remain together in their class or designated groups.
- The MUGA gates or access points are to be secured and locked by staff so that the group is contained in a controlled secure area until further instruction is given.
- Only staff may manage access into or out of the MUGA during a lockdown.
- Staff must take a register immediately and report numbers, missing persons, injuries, or concerns to the Incident Lead.
- Students and visitors must remain calm, quiet, and follow all staff instructions until the all-clear is given.

When Outdoors

- Staff and students who are already outside should move immediately to the MUGA if instructed and if it is safe to do so.
- If movement to the MUGA is not safe, they should move to the nearest secure cover or secure space and await further instructions from staff or emergency services.

For Vulnerable Individuals

- Staff should assist individuals with disabilities, injuries, or additional needs to reach a secure location.
- Protected spaces and evacuation support arrangements should be identified in advance for those requiring additional assistance.

- Roles and Responsibilities

- ****Incident Lead:****
- Communicates with emergency services and disseminates information to the Academy community.
- Coordinates the overall response.
- Decides when to signal the all-clear.

- **Senior Staff / Designated Staff:**
- Secure entrances, exits, and where necessary the MUGA access points.
- Control whether any person may enter the building.
- Ensure that only staff can let people into the building during a lockdown.

- **Teaching and Support Staff:**
- Ensure students in their vicinity follow lockdown procedures.
- Secure or barricade studios where required.
- Lead evacuation to the MUGA where instructed.
- Assist in calming and directing individuals, including vulnerable persons.

- Communication with Emergency Services

- The Incident Lead or designated staff will:
- Notify emergency services of the lockdown.
- Provide updates on the situation and respond to requests for information.
- Seek advice on when to signal the all-clear.

- All-Clear Signal

- The lockdown will only be lifted on the instruction of the Incident Lead or emergency services.
- Notification of the all-clear will be communicated via the same systems used to initiate the lockdown, including audible signal, email, text, or verbal communication where necessary.

- Until the all-clear is given, no student or visitor may re-enter the building or leave a secured space unless directed by staff or emergency services.
- Training and Drills
 - All staff and students must receive lockdown training on an annual basis.
 - Regular lockdown drills will be conducted to ensure preparedness.[1]
 - Drills should include both barricading in studios and movement to the MUGA so that staff and students are familiar with both responses

Reviewing this statement or policy

This policy or statement will be annually reviewed to ensure it is fit for purpose, up to date and effective. Student representation will be part of the process to ensure that it is fair and clear.

Any changes will be uploaded to the website, ensuring that it is accessible to prospective and current students. For general enquiries and/or complaints regarding this statement, please contact the Creative Academy using the information below:

- By phone - 01753 875400
- By email - info@creativeacademy.org
- By post - Creative Academy, 73a Stoke Poges Lane, Slough, Berkshire, SL1 3NY
- By website - using the contact us page on www.creativeacademy.ac.uk
- For complaints - please see the complaints process on the website