



KITE COLLEGE

Kent Inclusive Technical Education

Emergency Lockdown Policy & Procedure

March 2024

Policy Ref:

	Date	Signature
Authorised Principal: Sarah Miller		
Approved Trustee:		
Next Review Due:		

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1. Rationale

In the event of staff and learners being faced with hazards within the grounds or building, KITE College may be locked down to maintain safety.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students in college);
- An intruder on college premises (with the potential to pose a risk to staff and learners);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud, etc.) or chemical, biological or radiological contaminants;
- A major fire in the vicinity of college;
- The proximity of a dangerous animal(s) roaming loose.

This policy applies to employees, volunteers, parents/carers/learners, and people visiting college site. It covers the procedures staff and the college community should take if the College is required to go to lockdown.

2. Aims

- To provide a safe and secure environment for our students, staff and visitors.
- To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

3. Implementation

All staff and visitors

It is of vital importance that college's lockdown procedures are familiar to members of the senior leadership team, teaching staff, non-teaching staff and visitors. To achieve this, a lockdown drill will be undertaken at least once a year.

For parents and carers

Parents too should know that the College has a lockdown policy, and a copy should be placed on the College website.

If lockdown occurs, parents will be notified as soon as it is practical and safe to do so. However, parents are requested not to come to college, as learners will not be released to parents during a lockdown event. Parents are also asked not to call the College, as this may tie up emergency lines that must remain open. Parents should not expect learners to call them, nor should they call learners mobiles, as the lock-down situation requires silence in order not to alert an intruder to the presence of learners and staff in classrooms or workshops.

Emergency Services will support the decision of the principal regarding the timing of communication to parents and carers.

4. General Preventive Measures

Due to the nature of the setting and safeguarding requirements, access to the College building is by key fob or code by college staff only. Staff should always ensure that:

- Entrance doors/gates to the building from publicly accessible spaces are kept shut;
- Neither electronic or manual locking devices are overridden or deactivated under any circumstances;
- Access to college is restricted to authorised visitors only;
- All security checks for visitors are in place before they are permitted to enter college past the reception area;
- Access codes/information are not shared with any individual outside of college.

5. Lockdown Procedures

Partial Lockdown

The following procedures should be followed when the threat is **outside** of college building:

Alert to staff: “**Partial Lockdown**” via walkie-talkie/ telephone tannoy system repeated three times.

Immediate action:

- Exterior perimeter doors/gates ARE TO BE LOCKED (by site staff);
- All outside activity to cease immediately, learners and staff return to inside of the building if safe to do so;
- All staff and learners MUST remain inside;
- All internal doors should be closed and locked where safe to do so and first floor Doorguards de-activated;
- Learners should be kept away from doors and windows;
- Senior staff will contact emergency services and will conduct an ongoing risk assessment based on advice from the emergency services;
- Tutors should take attendance of learners in each classroom/workshop and prepare a list of missing and extra learners in the room;
- If the fire bell sounds, unless an immediate danger is evident, YOU ARE NOT to leave the building (alarm to be silenced if appropriate and safe to do so);
- DO NOT leave the site until you have heard the “all clear” announcement by a member of SENIOR LEADERSHIP or the emergency services.

Full Lockdown

The following procedures should be followed when the threat is **inside** of the College building:

Alert to staff: “**Full Lockdown**” via walkie-talkie/telephone tannoy system repeated three times.

Immediate action:

- Exterior doors to be closed/gates to be closed (by site staff);

- All internal doors should be closed and locked where safe to do so and first floor Doorguards de-activated;
- At no time should staff attempt to physically remove, tackle or disarm an unwanted visitor. Staff will follow the directives of Police as instructed or requested.
- Learners that are OUTSIDE of the buildings SHOULD NOT re-enter the building. Staff should escort learners to an alternative safe place.
- Immediately direct all learners, staff and visitors into the nearest classroom or secure space
- Do not allow anyone out of the classroom/workshop during a lockdown under any circumstances.
- All mobile phones should be kept on silent but left powered on to aide with communication.
- Doors are locked / shut and objects placed in front of the doors.
- Windows to be closed, lights turned off, blinds drawn, door windows covered if possible. Learners are to sit quietly out of sight (e.g. around a corner and away from windows).
- Tutors should take attendance of learners in each classroom/workshop and prepare a list of missing and extra learners in the room.
- Exercise caution where the fire alarm is activated and only evacuate where an immediate threat is evident (visible flames/smoke or the smell of smoke), while not putting yourself or others at greater risk.
- DO NOT respond to anyone at the door until “all clear” is announced over the radio.
- DO NOT leave the building until you have heard the “all clear” by SENIOR LEADERSHIP or the emergency services.

6. Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Principal	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.	Sarah Miller
Senior Leadership	Escort visitors to agreed safe place. (DfE guidance says that a named individual should be responsible for guiding visitors to a safe place, so make sure you assign this task to someone.) Communicate with parents/carers.	Alison Websper Stuart Cumming
Tutors, Pastoral Staff & LSPs	Bring students to classroom or other place of safety. Take register and stay with pupils.	

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Site manager	Make sure all access points are secured. (DfE guidance says that a named person should be responsible for this.)	Jon Chandler

7. Lockdown drill action check list

Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practice going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all students, staff and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for learners, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all learners, staff and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured learners, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		