



## Lockdown, Bomb Threat & Suspicious Package Procedure

### Policy for Alternative Provision Providers used by County Durham Schools

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#### Purpose

- 1.1 To identify the appropriate dynamic lockdown procedures to deal with an intruder / terrorist within the organisation.
- 1.2 To identify the appropriate dynamic lockdown procedure to deal with a situation external to the organisation.
- 1.3 To identify the procedure for a suspicious package.
- 1.4 To identify the appropriate dynamic lockdown procedures to deal with a bomb threat.
- 1.5 To clarify key roles, the internal decision making and the internal / external communication channels in the event of an emergency.
- 1.6 To establish appropriate training / practice drills for staff and students and establish the key resources needed to support this.
- 1.7 To identify methods of guidance for visitors around the lockdown procedures.
- 1.8 To explain the likely response of the emergency services.
- 1.9 To clarify the communication for stand down / all clear after the emergency is terminated.

## **Scope**

2.1 This procedure refers to staff, students, visitors and contractors to Education Plus (all sites).

## **Definitions**

3.1 A lockdown is an emergency procedure designed to secure and protect staff, students and visitors / contractors. This should be seen as a sensible and proportionate response to any external or internal incident, which has the potential to pose a threat to the safety of anyone within the organisation. The aim of the lockdown is to prevent people from moving into danger areas and prevent intruders from accessing the sites.

The lockdown procedure should be used when it maybe more dangerous to evacuate buildings than to remain inside.

## **Procedure**

### **5.1 Procedure for an intruder / terrorist**

5.1.1 In the event of a dangerous intruder being identified on site, staff should inform the Director / Area Leads / Head of Site. If there is a clear threat, i.e a weapon has been identified, they should call 999.

5.1.2 Director / Area Leads / Head of Site are to be informed immediately, and the decision will be made to evacuate or lockdown. Everyone needs to follow the principles of the 'Run Hide Tell' procedure. (Appendix 2)

5.1.3 If evacuation is deemed the most appropriate action (terrorist / intruder location must be known), then the fire alarm will not be sounded, as this may cause panic and place people in the path or vicinity of the attacker. The communication to evacuate will be via WhatsApp or verbal instruction (staff group already established). The location of any attack will be used to find the safest escape route.

5.1.4 If lockdown is deemed the most appropriate action, then on seeing / hearing the notification of lockdown, staff in lockable classrooms and offices etc. should follow the procedure identified in 'Emergency Checklist Card'. (Appendix 1). Students are advised that if a lockdown takes place during break time, they are to go to their next lesson. However, if this is not possible, and they are unable to enter this area, they are to be advised to go to the nearest office/lockdown area.

5.1.5 Staff, students and visitors in open spaces should go to the nearest lockable room / office, guided if possible, by a member of staff.

5.1.6 Director / Area Leads / Head of Site will liaise with the Police / Emergency Services. Site information will be made available. The Police will identify when it is safe to come out of lockdown. Remain where you are until the end of lockdown. This will be communicated either verbally or via WhatsApp.

**Note:** Education Plus has no designated security control room, therefore front-line staff will have responsibility for completing critical tasks. It must be remembered however that front line staff must also act to protect / save themselves and therefore may not be able to complete critical tasks. Escaping from the threat and leaving the area of an attack is ideal. However, running is not always an option and attempting to leave a location may bring you into the path of the attacker.

## **5.2 Procedure for an external situation**

5.2.1 If the external threat has been received via the Police, their advice is to be followed. Director / Area Leads / Head of Site should be notified immediately.

5.2.2 If any staff are aware of any emergency threat external to the organisation, where they feel allowing students to leave site would be dangerous, then Director / Area Leads / Head of Site should be contacted. The Police should be contacted to verify the threat.

5.2.3 The decision will be made with the information available, as to whether lockdown is appropriate and if so, the lockdown notifications will be issued. (See 5.1.3)

5.2.4 If lockdown is deemed the most appropriate action, then on seeing / hearing the notification of lockdown, staff in lockable classrooms and offices etc. should follow the procedure identified in 'Emergency Checklist Card'. (Appendix 1). Students are advised that if a lockdown takes place during break time, they are to go to their next lesson. However, if this is not possible, and they are unable to enter this area, they are to be advised to go to the nearest office/lockdown area.

5.2.5 Director / Area Leads / Head of Site will liaise with the Police / Emergency Services. Site information will be made available. The Police will identify when it is

safe to come out of lockdown. Remain where you are until the end of lockdown. This will be communicated either verbally or via WhatsApp.

### **5.3 Procedure for dealing with a suspicious package**

5.3.1 Staff discovering a suspicious package on site or receiving what they perceive to be a suspicious package, shall apply the 4Cs protocol, which are as follows:

- i. **Confirm** – has the item suspicious characteristics: wires, batteries, liquid, puttylike substance, tape
- ii. **Clear** – the immediate area and cordon off; move at least 100m away and out of line of sight with the item
- iii. **Communicate** – inform Director / Area Leads / Head of Site, call 999.
- iv. **Control** – access to the area until safe

Note: If required the site may need evacuating and the alarm will be activated.

### **5.4 Procedure for dealing with a bomb threat**

5.4.1 If any member of staff receives a bomb threat via telephone / PC they should call 999 or alert a colleague to see if they can keep the caller talking. Try to remain calm, record the call if possible and write down the exact wording of the threat. They are to follow the Police advice and contact Directors / Area Leads / Head of Site.

5.4.2 If any member of staff receives a bomb threat face to face, try to note as many distinguishing features as possible.

5.4.3 The site will need to be searched whilst the Police assess the threats made. If the site is evacuated solely based on the call and no further assessment has been made, police will not conduct a full site search.

5.4.4 If an external evacuation is deemed the safest course of action, the fire alarm will not be sounded. Only if the Police have instructed an evacuation or a suspicious package has been found during the site search, requiring evacuation. The communication to evacuate will be via WhatsApp or verbally. Care will be needed to avoid panic. Assembly points should be 500m from the suspect area and not in the car park / garage forecourt. The Police will establish cordons when on site. Director / Area Leads / Head of Site will liaise with Police to identify when it is safe to return to the building.

5.4.5 Do not wait for the Police to arrive before implementing plans unless specific advice has been given by them.

5.4.6 If the location of the device / threat is not known, then evacuation represents a credible and justifiable course of action, i.e. Police advice.

5.4.7 Staff to be kept informed via phone calls / WhatsApp. Staff, students, visitors and contractors are expected to fully cooperate with all instructions.

### **6.0 Likely response of the emergency services**

6.1 The Police / Emergency Services will be informed about any intruder or bomb threat by Director / Area Leads / Head of Site.

6.2 If the reason for the site lockdown is an external emergency, the Director / Area Leads / Head of Site will liaise with the Police to identify when it is safe to stand down from lockdown.

6.3 If the Emergency Services attend site due to an internal emergency, staff and students are fully expected to cooperate with any instructions given during and until the termination of the lockdown.

6.4 The priority of the Police will be to arrest the perpetrator or resolve the threat as quickly as possible. Once this has been successfully completed the Police will coordinate with the Director / Area Leads / Head of Site to terminate lockdown in a phased manner.

6.5 The Police may require the site to remain closed for several days after an incident to carry out further investigations. The Police may request statements from staff and students.

**Appendix 1 – Emergency Checklist Card – Lockdown Procedure for Classrooms and other areas**

✓	Actions by Member of Staff
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	Keep all students, staff, visitors and contractors inside. Bring in any identifiable staff and students from outside and take to the nearest lockable room.
	Lock all doors, close all windows and blinds, turn off lights and electrical equipment.
	Push tables, cupboards etc, against the door to form a barricade, if door cannot be locked.
	Instruct all to take cover under the tables.
	Remain where you are until the end of lockdown is signalled, either verbally, via WhatsApp or Police

✓	<b>Actions by Member of Students</b>
	Move away from windows and doors.
	Take cover under tables.
	Remain silent.
	Follow instructions from members of staff and remain where you are until instructed otherwise by a member of staff.

## **Appendix 2 – Run, Hide, Tell**

Run	<ul style="list-style-type: none"> <li>• Escape / move away from the intruder or incident</li> <li>• Take others with you if practical</li> <li>• Consider the safest option</li> </ul>
Hide	<ul style="list-style-type: none"> <li>• If you cannot run, hide</li> <li>• Find a safe place to hide from the intruder or incident</li> </ul>

	<ul style="list-style-type: none"> <li>• Turn all mobiles on silent (not vibrate). Do not make any non-essential calls</li> <li>• Lock doors if possible</li> <li>• Hide out of sight</li> <li>• Lock and barricade all doors with furniture or heavy objects</li> <li>• Close and lock all windows</li> <li>• Close blinds and cover windows</li> <li>• Turn off all lights and audio equipment</li> <li>• Stay low to become less visible</li> <li>• Do not assemble in large open areas if possible</li> <li>• Keep quiet and try to remain calm</li> </ul>
Tell	<ul style="list-style-type: none"> <li>• Call 999 if you are in no immediate danger</li> <li>• Tell others of the danger if you do not endanger yourself</li> <li>• If you can escape to a safe place where you cannot be heard by the intruder, call 999, giving as many details as possible</li> <li>• Staff should try to account for all of their students, anyone missing or unaccounted for needs reporting during the all clear process</li> <li>• If it is necessary to evacuate the building, the fire alarm will not be sounded, communication will be either verbal or via WhatsApp</li> </ul>