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| 1 | **Name of Building** | |  | | | |
| Main School Building 1 | | Untitleddsfgdfag.png  **LCO** Lockdown Control Officer  Is the Head teacher (MF)  Then DB / TH / EB / AG  To support this document please read EASEE Guidance school lockdown procedure | | | |
| West Hall Building 2 | |
| East Hall Building 3 | |
| Dining Hall 4 | |
| Milverton Primary School,  Greatheed Road, Leamington Spa, CV32 6ES  01926 424043  Headteacher: M Fisher 07919898155 | |
| 2 |  | | **Main School** | **West Hall** | **East Hall** | **Dining Hall** |
| **Event requiring Lock-down** | | Contact HT / Office | Phone HT / Office | Phone HT / Office | Contact HT / Office |
| **Isolating Water** | | Boiler House | Boiler House |  | Inner Foyer |
| **Isolating Electricity** | | Boiler House | Boiler House |  | Circuit breaker |
| 3 |  | | **Main School** | **West Hall** | **East Hall** | **Dining Hall** |
| **Raising the Alarm** | | In the event of a lockdown the school bell will be sounded 5 times in short intermittent bursts – this is located in the school office  Emergency lighting is installed, BS5266, tested twice a year.  Located in main hall, ICT room, hall corridor, boiler room, kitchen and West Hall. | | | |
| **Alarm Sounds** | |
| **Visual Beacons** | |
| 4 | **If the alarm sounds** | | Everyone must remain in the room they are in and lock and block all entrances and follow room guidelines  Testing of the alarm system is carried out weekly | | | |
| 5 | **Upon Activation**  **Everyone should follow the procedure to lockdown the building.**  **Only named individuals should move around the building.** | Main School | **Offices**  To follow actions guidelines, draw blinds, move under desks to make phone calls.  Stay under desks until instructed. | | | |
| **Library** close windows and blinds, children under desks away from windows and glass door, against the wall with whiteboard and adjacent bookshelves, complete actions, doorstop behind door  **2TB,** **3/4TH** close windows and blinds, children under desks away from windows and glass door, complete actions, doorstop behind door | | | |
| **5/6 T,** **5/6 G , 5/6 JB** close windows and blinds, children under desks away from windows and glass door, complete actions, doorstop behind door  **ICT** close blinds, children under desks away from windows under computer benches around the corner from main door, complete actions, doorstop behind door | | | |
| **School Hall**  Close windows and curtains, lock blue fire door, move children into boys changing rooms, sit in silence, complete actions, | | | |
| **3/4B**, **3/4JN** close windows and blinds, children under desks away from windows and glass door, complete actions, doorstop behind door | | | |
| West Hall | **RH,** **RNS** all children into RH classroom, close windows and blinds, children under desks away from windows and glass door, complete actions, doorstop behind door  **Y1**,**Y1/2** close windows and blinds, children under desks away from windows and glass door, complete actions, doorstop behind door | | | |
| East Hall  Caretaker house | Puddleducks nursery – lockdown procedures should be in place  Caretakers house – lockdown procedures should be in place | | | |
| Dining Hall | Dining hall – if children in dining hall move into main school building through white door and go to own classrooms, lock entrances to kitchen, put down hatches, kitchen staff to remain in kitchen away from windows  Turn off main gas and electrics. | | | |
| Outside | Immediately bring children inside and send to their classroom space. | | | |

BELP - Building Emergency Lock-down Plan

Date Issue: 01.01.18

Issue Number: 1

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| 7 | **Specific Responsibilities**  **If teacher is not in class replacement must complete specified jobs** | Head Teacher | Sound alarm, Draw blinds, lock front door  Contact CSW regarding incident  Email all staff to communicate, any sightings or issues need to be sent immediately to head teacher on loop email to all staff. |
| Emma Bish | Check external visitors, log who is supposed to be where  Contact Police/fire/ambulance following instruction from HT regarding incident  Start log, timeline, |
| Catherine / Ravi | Call Puddleducks to inform them of lockdown procedure  Get on text service to send emergency text to parents, stating emergency lockdown in operation, do not contact school, more information will follow, please be ready for swift response when required. |
| Class Teachers | To instruct and lead the children under desks and silence, open computer email ready to receive communication |
| Teach Asst | To follow teacher instructions to complete actions and keep children safe and read story in quiet voice |
| L Nicol / N Shilton | Lock external fire door to classroom |
| C Habel / Jo Williams | Bolt external door |
| K Wall | Lock external fire door to classroom, close hall blinds |
| J Clark Hall | Bolt external door, close hall blinds |
| Jo Twigger | To lock external single fire door (twist lock) |
| C Tribe-Phillips / K Hague | To lock external white door (twist lock) |
| Megan Jeremiah | To lock external brown fire door (twist lock) |
| Sarah Brock | To lock external brown fire door (twist lock) |
| Alastair Geddes | To lock hall door, close windows, curtains across |
| Danielle Belmega /Emily Jackson | To lock red external door |
| Gemma Tempest | To close windows, blinds across |
| 9 | **Special Considerations** | Contractors | Any workers on site E Bish instruct to T Heard if on site |
| Visitors | Checked against visitor sign in book |
| OSH Clubs | Clubs hold their own register of attendance, lockdown at place indicated. |
| PEEP required | None |
| 10 | **Special Arrangements** | Flamable products | High risk areas are: Boiler house, COSHH storage cupboard, Outdoor store and Kitchen |
| 13 | **Training** | | Review procedure and plan with staff annually and in induction process  Lockdown practice with whole school annually |
| 14 | **Procedures for other building users** | Puddleducks | Own procedures listed on wall in building |
| Clubs | Clubs hold their own register of attendance, lockdown at place indicated. |
| POSH | Dining hall – children move to school playground |