



**Oxford Sixth Form College**

A NORD ANGLIA EDUCATION SCHOOL

# Lockdown Policy

Revised: August 2024

Review date: August 2025

Additional Review: March 2025

## **Forward**

The nature, position and age of our buildings makes it very difficult to effectively lockdown the College, ensuring that all staff and students are inside the building and that there won't be any staff or students that are likely to approach the College whilst in lockdown.

In all cases, the College will be guided by the authorities in charge of the situation, for example, the police or fire-brigade.

This policy has been written using the guidelines from the National Counter Terrorism Security Office and the Department for Education (DfE).

Lockdown procedures 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 staff and students in the College. Procedures should aim to ensure there is a planned, prepared, organised and practiced response to any risk, threat or hazard that might impact on the staff, students or the capacity of the building to operate normally.

Incidents can occur with or without warning. With warning incidents will trigger the Emergency Crisis Committee (ECC). Without warning incidents are dynamic and fast moving and will be dealt with by the most appropriate person available working within the procedures detailed below.

Lockdowns will be triggered by activating the whole College lockdown email and will end when a senior member of staff advises that lockdown is over.

In addition to the specific instructions highlighted below, the overriding request is that everyone uses their common sense – procedures like this can never legislate for every eventuality.

There are two types of lockdown:

- **External Lockdown, or Soft Lockdown**

This is in response to a threat that occurs outside the College buildings or site. This could be a report that a person or persons regarded as a threat by the police are in the vicinity of the College or an external health hazard such as a toxic cloud. In these cases, the initial response is to lockdown the buildings until the threat has passed, or the Principal deems it appropriate to evacuate the building/s. The goal of this lockdown is to prevent the threat from entering the building.

In the event of an external fire or flood, the response is to evacuate all or some of the premises.

- **Full Lockdown**

This threat usually exists when the danger is inside a college building. This could be an intruder or person whose intent on site has yet to be established but is regarded as a danger to students and/or staff. This scenario involves a serious and immediate threat that

requires urgent action. This high-level threat could come from such things as an attacker or a dangerously out of control intruder.

In this situation, the international standard is to 'run, hide, tell' and as a last resort, counter' where circumstances allow.

## **Procedures**

The most vulnerable site is the Ivy Williams Building (IWB) because of their open doors and public access to the reception area. Therefore, both reception desks are fitted with a panic alarm which rings on the first floor. This is the first indication that there is a problem in the reception area.

All college buildings are fitted with a speaker system that can operate independently of each other, or can be involve multiple buildings. The Audiebant system can be operated swiftly by any member of the reception team or a manager. One of the messages is coded and specifically for the reception team to alert all staff there is a problem in the reception area and that they need help. Boarding houses have a similar coded message that they can use to alert staff there is a problem there.

(See Appendix D for a guide on how to use the system).

There are two further messages on the Audiebant system; the first to evacuate the building and the second to lockdown the building.

When a message is activated, a message will come up on everyone's PC to say we are in Lockdown.

Any Manager who becomes aware of the need to lockdown or evacuate the building may initiate the process by activating the system.

When an instruction from the system is heard and seen, all staff must follow the instruction.

## **Full Lockdown**

This procedure is designed to protect the community from any external imminent threat. On hearing and/or seeing the message, staff and students should do the following:

- A. Remain calm but alert – the building should fall silent immediately, only whisper to give instruction.
- B. Collect students in corridors or communal spaces and make your way into a room within a building immediately. All corridors, toilets and communal areas should be clear. Do not allow students to visit the toilet.
- C. If you are already in a room, stay there.
- D. Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows
- E. Close windows / blinds

- F. Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)
- G. Hide your staff lanyard into a pocket so that you could not be identified or required to open doors by an intruder.
- H. Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by an intruder).
- I. Keep students inside classrooms, ideally seated on the floor in the least visible part of the room, out of sight of door vision panels as far as possible.
- J. Be prepared to follow further instructions but only from a recognised/trusted senior member of staff or member of the emergency services.
- K. Only use a mobile phone if you feel the situation has developed further and information has to be relayed.
- L. Ignore any fire drill unless you and your class are obviously at risk.
- M. Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access.
- N. Remain like this in the room with doors barricaded until you receive the all clear

### **External Lockdown or Soft Lockdown**

These procedures are designed to secure the building from any external threat. Upon initially hearing and/or seeing the lockdown message, full lockdown procedures should be followed. If the threat is external, staff and students will be advised by a senior member of staff. In this situation:

- A. Remain calm but alert.
- B. Keep all windows closed and building doors closed. Keep blinds closed.
- C. Keep students inside, usually classrooms but this also might include common rooms or corridors if the situation is prolonged and their visibility is not an issue, e.g. toxic cloud.
- D. Keep the students calm and be prepared to follow further instructions, either by email or face to face.
- E. Students should not use a mobile phone at all; staff should be prepared to use a mobile phone if they feel the situation has developed further and information has to be relayed.

### **Evacuation**

If, as a last resort, we are instructed to evacuate a building we will send instructions via senior staff or members of the emergency services and ask you to relocate your students to a designated safe space; St Ebbes Boarding House (see Appendix 1).

### **Invocation/Activation Procedure: With Warning**

#### **Primary Action**

The Principal (or Vice Principal in their absence) is advised or becomes aware of an Incident.

#### **Secondary Action**

In the Principal's absence this role is taken by Vice Principal.

- The Principal agrees that a Critical Incident should be declared.
- The Principal will call out the Emergency Crisis Committee (ECC).
- The Principal will agree with ECC that the lockdown procedure should be initiated and will start the appropriate signal.
- SMT will liaise with authorities and relay information as best they can, using internal and mobile phones.
- SMT will declare the all clear when appropriate.

### **Invocation/Activation Procedure: Without Warning**

#### **Primary Action**

The person becoming aware of a situation will call 999 then inform main Reception of their concerns. Ideally, they should request another member of staff call 999 whilst they inform Reception. If Reception cannot be raised or if Reception has been compromised, they will then try to raise a member of SMT or the Maintenance Team directly.

#### **Secondary Action**

Reception will try to contact a member of SMT; if no one can be raised, they will contact the Maintenance Team by mobile.

The SLT member or member of the Maintenance Team will make a final attempt to contact other senior colleagues; if this is not possible, they will make the decision to activate lockdown. This person will assume the role of incident controller until such time as they are relieved, or the incident is defused.

### **Training**

The procedures should be fully tested at least twice per year, using a different scenario each time, one lockdown/reverse evacuation and one violent intruder scenario (if the response is different).

At the beginning of each academic year, the nominated staff for the roles listed below should be refreshed. As a guideline, the nominations should be as follows:

Incident Commander: Principal and two other members of the SMT (Maintenance Team in SMT absence)

Communications Hub: Receptionists where possible. SMT will advise otherwise

Exit Doors Locked: Members of staff who are likely to be in the vicinity of each door (one person for each door)

Internal Doors Locked: Members of staff who are likely to be in the vicinity of each door (one person for each door)

Mechanical Services Shutdown : Maintenance Team

## Appendix A



Department  
for Education

# Lockdown Guide for all staff

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

## Signals

Alarm or signal for lockdown shelter	All staff hear and/or see the instruction to <b>'LOCKDOWN NOW'</b>
Signal for stand down / all-clear	All staff will hear and/or see the message that we are out of <b>'Lockdown'</b>

## Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Carole Nyssen	07786 950 552
Deputies	Melissa Tynegate	07384 257 155
	Marc Lewis	07747 217 148
Communications Officer	Marc Lewis	07747 217 148

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

### Rooms most suitable for lockdown

- 1 Exams Office, First floor
- 2 IT Office IWB, level 2, Maintenance store cupboard Basement
- 3 Art Room, level 3 DH

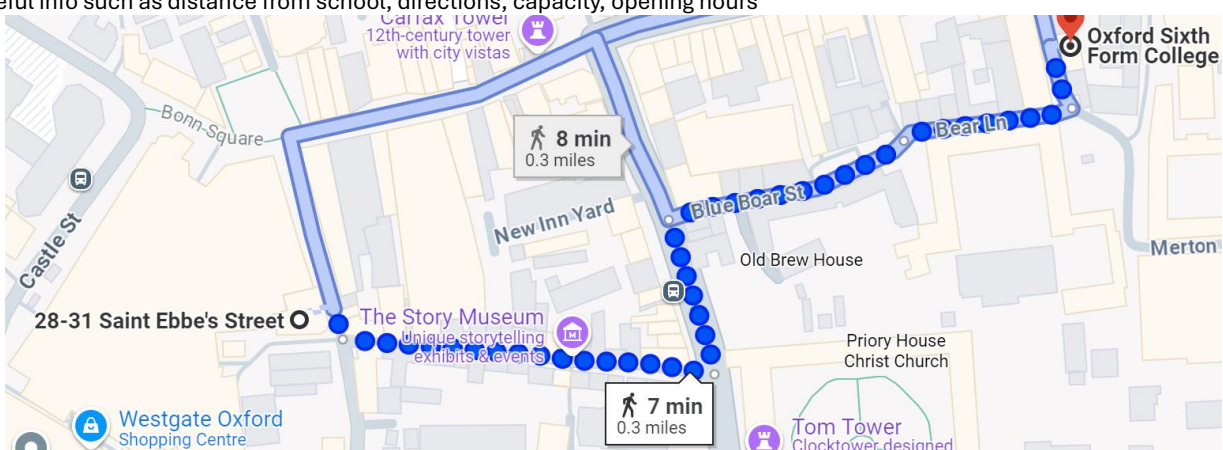
It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

### Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Mobile phones (**on silent** & only use if the emergency is not an intruder in the building)

Instant messaging on MST/ email / text message

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) <b>must be pre-arranged.</b>	
Name of venue	St Ebbes Boarding House, 28-31 St Ebbes OX1 1PU
Type of venue	Boarding House
Contact name	Zig or Szilvia, Houseparent's: Gifty or David
Contact telephone number	07557 948 905
Useful info such as distance from school, directions, capacity, opening hours	
	

**Other useful contacts:**

Name	Emergency Contact Number
Patrick Horne (Principal DVB)	<a href="mailto:Patrick.Horne@doverbroecks.com">Patrick.Horne@doverbroecks.com</a> 01865 688600
Paul Dewbury (H&S OIC)	<a href="mailto:paul.dewbury@oxcoll.com">paul.dewbury@oxcoll.com</a>
Ian Skinner (Facilities Oriel College)	<a href="mailto:ian.skinner@riel.ox.ac.uk">ian.skinner@riel.ox.ac.uk</a> 07747 114182
Pensons Gardens	<a href="mailto:Pensons.HP@oxfordsixthformcollege.com">Pensons.HP@oxfordsixthformcollege.com</a> 07557 941257

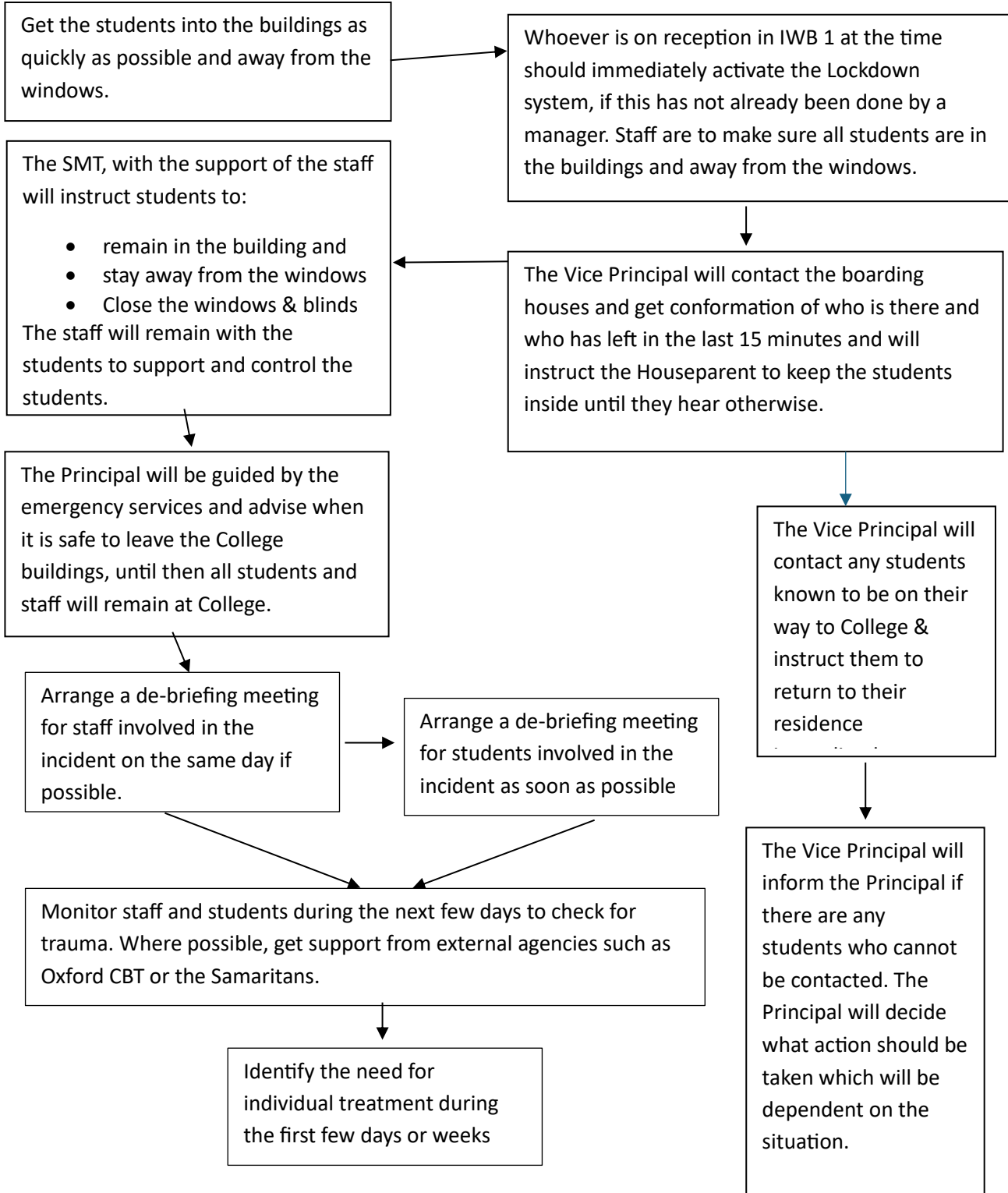
Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows	
Close windows / blinds	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under desks, and away from windows	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured students, staff and visitors	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	



## Scenarios

### **Terrorist attack in the centre of Oxford (See Critical Incident Policy) Appendix B**

In this scenario a bomb has gone off somewhere in the centre of Oxford, but you don't know where. All you know is there was a very loud noise, lots of dust and smoke flying up and now you can hear sirens. There are students outside the building, and you know there are students in all three city centre buildings.



It is unlikely that this will occur however, the basic principle and advice from the National Counter Terrorism Security Office is 'Run, Hide, Tell'. If this should occur, it is important to take one of two options:

**If it is safe** to do so, activate the Audiebant system to **EVACUATE** the building.

**Option 1: the safest option:** If you are able to leave the building safely then you should do so immediately and quickly, 'Run' to St Ebbes if the incident is in the teaching building, vice-versa if the incident is at St Ebbes or Pensons Gardens. Leave all belongings behind you.

Help others to leave, but don't let it hinder your exit.

When it is safe to do so 'Tell' the police what has happened, you will need to provide as much information as possible:

Name & address of the College

- How many gunmen there are
- Where you last saw them
- If there are any staff or students left in the building
- If anyone has been hurt
- Where you are now

**DO NOT GO BACK INTO THE BUILDING UNDER ANY CIRCUMSTANCES UNTIL THE POLICE TELL YOU IT IS SAFE TO DO SO.**

**Option 2:** If you cannot run then you need to 'Hide'. A good hiding place will be somewhere where there is a substantial barrier between you and the gunman, e.g. a wall or heavy duty metal object, something that bullets are not likely to get through. IF it is safe to do so, barricade the door & switch of the lights, PC/laptop screen, any fans running and close the blind/s.

Switch all mobile phones to silent and turn off vibrate.

Remain very quiet and still until the police tell you it is safe to come out of your hiding place. Remember, the police will not know if you are a genuine staff or student, do everything they tell you to do.

**Remember, when the police arrive they will not know if you are a victim or one of the gunmen, they may be quite stern with you until they are sure of who you are, do everything they tell you to do.**

**The police service has released the short public information film called 'Stay Safe: Firearms and Weapons Attack' which sets out the key options for keeping safe should the worst happen.**

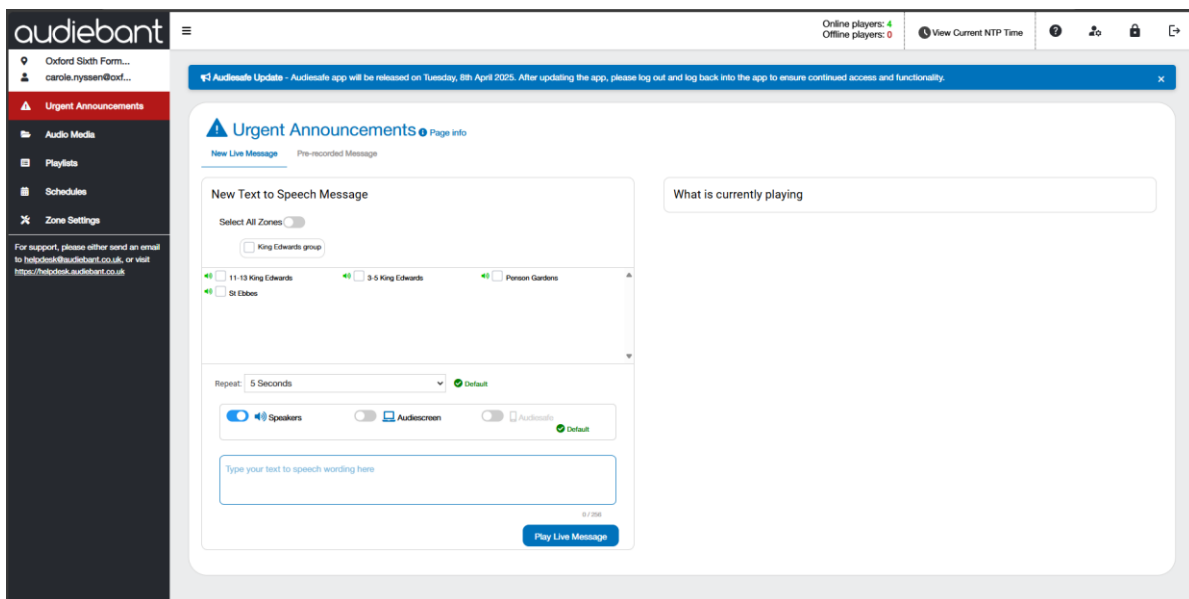
<https://www.gov.uk/government/publications/stay-safe-film>

You will only be able to operate the system if you have been authorised.

Link to login to Audiebant: [Audiebant Lockdown Solution V3](#)



Click on 'Urgent Announcements'



Click on Pre-recorded Message and Select the zone where you want the Live Message to play at:

The screenshot shows the 'Urgent Announcements' interface. At the top, there is a blue triangle icon with an exclamation mark, followed by the text 'Urgent Announcements' and a 'Page info' link. Below this, there are two buttons: 'New Live Message' and 'Pre-recorded Message'. The 'Pre-recorded Message' button is highlighted with a blue box and a blue arrow pointing to it from the right. Below the buttons is a large white box titled 'Pre-recorded Message'. Inside this box, there is a 'Select All Zones' toggle switch which is currently turned off. Below the toggle is a checkbox labeled 'King Edwards group'. Below that is a list of zones, each with a speaker icon and a checkbox: '11-13 King Edwards', '3-5 King Edwards', 'Penson Gardens', and 'St Ebbes'. Below the zones is a 'Message:' dropdown menu with 'Duty Manager' selected. Below the message is a 'Repeat:' dropdown menu with '5 Seconds' selected and a 'Default' indicator. Below the repeat settings are three toggle switches: 'Speakers' (turned on), 'Audiescreen' (turned off), and 'Audiesafe' (turned off) with a 'Default' indicator. At the bottom right of the box is a blue button labeled 'Play Pre-recorded Message'.

Click on the drop down menu and select the message you want to play:

Then click on 'Play Pre-recorded Message'

New Live Message Pre-recorded Message

### Pre-recorded Message

Select All Zones

King Edwards group

11-13 King Edwards     3-5 King Edwards     Penson Gardens  
 St Ebbes

Message:  ▼

Repeat:  ▼ ✓ Default

Speakers     Audiescreen     Audiesafe ✓ Default

[Play Pre-recorded Message](#)

To stop the Live Message from playing simply click on 'Cancel All Messages'

Urgent Announcements Page info [Cancel All Messages](#)

New Live Message Pre-recorded Message

#### New Text to Speech Message

Select All Zones

King Edwards group

11-13 King Edwards     3-5 King Edwards     Penson Gardens  
 St Ebbes

Repeat:  ▼ ✓ Default

Speakers     Audiescreen     Audiesafe ✓ Default

0 / 256 [Play Live Message](#)

#### What is currently playing

Penson Gardens 🔊 Can the Duty Manager please return to the office. (5 seconds repeat)