



## Security Lockdown Procedure At PBH

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.

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.

### Actions

1. Any member of staff, visitor or student who becomes aware of an internal or external incident that may pose a threat to staff or students in the school must inform the Headmaster, Head of Boarding or an appropriate member of the staff on duty immediately.
2. Normally the Head of Boarding, Headmaster or the most senior member of staff on duty will make the decision to initiate a security lockdown.
3. An early decision will need to be made whether to initiate a security lockdown across the KPS estate, or limit it to one or more of the Senior School at Bark Place, the Sixth Form at Queen's Gate and Boarding House at Princess Beatrice House.

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4. Consideration must be given to pupils and staff temporarily away from the Boarding buildings, for example visiting the supermarket, and whether to direct them back into or away from the Boarding buildings.
5. At the direction of the Headmaster, Head of Boarding or most senior member of staff on duty the security lockdown alarm will be sounded. This alarm is an intermittent sound of 3 bleeps.
6. A member of staff should be directed to call the Police via the 999 system. They must be prepared to:
7. Identify themselves clearly and state the school location(s) affected.
  - i. Describe the situation.
  - ii. State if anyone is hurt, the number of casualties and the nature of any injuries.
  - iii. Stay on the line and continue to provide any information.
  - iv. Advise police where they will be met and who will meet them.
8. Anyone legitimately on school premises should be directed to the nearest classroom or secure area.
9. Where possible doors should be locked and action taken to increase protection from attack such as barricading doors and windows and closing windows and blinds.
10. Lights, fans or mobile air conditioning units should be turned off to reduce noise and the risk of exposure to chemical/biological attack.
11. Occupants should hide or sit on the floor under desks, away from windows and stay as silent as possible.

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12. Mobile phones should be set to silent and should not be used other than to communicate vital emergency information to staff or the police.
13. Where possible and safe to do so, items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) should be hidden or locked away.
14. Wherever people are gathered, exit routes should be identified in case an intruder does gain access.
15. A check should be made for missing or injured pupils, staff or visitors. If possible, a register should be taken.
16. Doors and windows should be locked shut and everyone should remain inside unless told to evacuate by emergency services, or the all clear is given. This all-clear alarm is when the alarm is silenced.

## **Communication**

During a security lockdown staff will be given further information and instructions via internal communications (Teams, Reach and WhatsApp)

As soon as practicable when a security lockdown has been initiated parents should be informed with as much information as possible about the situation. They should be asked not to try and contact or attend the school or their child until requested as this could place themselves or others in danger.

## **Drills**

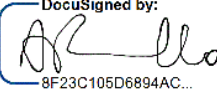
The Security lockdown procedure should be practised at least once each term.

Reviewed by Facilities Manager: Richard Grant

Date Reviewed October 2024

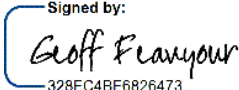
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Headmaster

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20 January 2025

KPS Advisory  
Board

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04 December 2024

Date Reviewed October 2024

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