

## **Storyy AP Lock Down Procedure**

**LOCK-DOWN – Guidance for Staff at Storyy AP. Please keep Children and Young People with you inside the building, secure doors and windows. From the Radio Broadcast ‘Initiate Immediate Lockdown’ all staff are to consider themselves on duty until released by the Provision Manager.**

### **Summary of the procedure**

1. The Provision Manager will broadcast a radio message ‘initiate immediate lockdown’ to signify that a Lock-down (or test) is taking place. This will be followed by a pulsing whistle to alert children and young people
2. Staff should refer to the staff radios for further information which will identify if this is a test, full lock down or partial lockdown. Partial Lock Down – all external entrances locked and no movement of staff or children and unless authorised. Full lock down – all external entrances locked, no movement of staff or children and young people. Internal classroom doors locked (where possible), blinds drawn, students and staff moved away from windows and doors and seek shelter under desks. Staff should continue to monitor radios for further instructions.
3. If the broadcast sounds during session, children, young people and mentors who are supporting should remain in their room with their group.
4. Children and young people who are off the site and in a safe place supervised by adults, should stay there. The provision manager should establish contact with activity leader to receive updates/advice.
5. For the duration of the alarm, children and young people will not be allowed outside and movement will be restricted to the minimum. Any adult movement should be done in a minimum of pairs. Please keep children and young people with you until further notice.
6. The Provision Manager or delegated staff member will secure all external doors. Any agreed movement will then take place via doors marked green.
6. Unauthorised persons will not be allowed into the provision.
7. Students will not be permitted to use their mobile devices during the period of lock down. (Control of communications is critical to prevent an upsurge in parental input caused by misinformation from children and young people).
8. The office will issue an e-mail to parents explaining when authorised.
9. During the emergency, if a fire bell rings, it will be switched off until it is known whether there is an actual fire. Evacuation in this circumstance will be in small groups to the muster point allocated.

**Further details** The all clear will be issued directly from The Site Manager

**Lock Down practice:**

All sites must practice full lock down on a termly basis.

**Specific Staff Responsibilities:****Provision Manager:**

1. Immediately upon notification of an incident requiring lockdown, radio all staff with lockdown message and ensure procedure initiated
2. Take register to ensure all present and on site
3. Once building secure and children and young people in place of safety, contact appropriate emergency services
4. Contact worker in charge of any groups off site and if safe, advise them to stay there and not return to provision at current time
5. Contact Storyy Associate Director or Storyy AP Head of Operations to advise of situation
6. Ensure a telephone line is kept clear for communication with Head Office and Emergency Services

**Storyy Associate Director or AP Head of Operations:**

1. Liaise as appropriate with Provision Manager and Emergency Services
2. Advise Brian Murphy (Director)
3. Delegate a senior staff member to contact all parents/carers and advise them of the situation
4. Manage any media interest

**Student instructions for Lock-down**

1. In the event that the provision needs to go into lock-down you will hear a pulsing whistle.
2. The provision will follow a lock-down procedure. If the alarm rings during session time, you will need to remain in the session with staff until instructed to do otherwise.
3. All movement around the building will be stopped.

4. All external doors will be locked. No child or young person will be permitted to be outside of a building.
5. If you are outside of the building for an activity please move immediately to the building
6. If you are off site with a staff member, please follow staff instructions. They may keep you off site rather than returning to the building
7. Stay where you are. Your teacher will receive instructions and relay these to you.
8. Staff may ask you to move away from doors and windows and sit underneath a table
9. Your teacher will instruct you to put your phones on the desk.
10. The school will send an e-mail to your parents to let them know the alarm has gone off and we are in lock-down.
11. You will be instructed to text your parents to confirm you are safe. Only your teacher can sanction further use of your phone.
12. Await instructions from staff, who will be notified when it is safe to return to provision activities or travel home via your usual transport.

Procedure written by Natalie Lee- 15/08/2024

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