



Accessibility Policy

Reviewed: July 2022

Next Review Date: July 2023

Wilmington Academy

Academy Emergency Management and Business Continuity Plan

Academy Address Common Lane <div style="text-align: right; padding-right: 50px;"> Wilmington Kent DA2 7DR </div>	
Academy Contact Number 01322 272 111	
Plan Administration	
Version Number	2
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Electronic copies of this plan are available from	nicholas.campbell@latrust.org.uk
Hard copies of this plan are available from Location of emergency grab bag(s) Date of next year review Person responsible for review	Main Office, Wilmington Academy Reception, Wilmington Academy September 2022 Academy Estates Manager
Plan Distribution	
Name Mike Gore	Role Issue Date Principal October 2021
Nick Campbell	Academy <div style="text-align: right; padding-right: 50px;">October 2021</div> Estates Manager

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SECTION 1 – INTRODUCTION

1.1 Aims and Objectives

To provide a flexible response to an emergency or disruptive incident so that Wilmington Academy can:

- Minimise the impact of an emergency or major incident
- Ensure

that the emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated

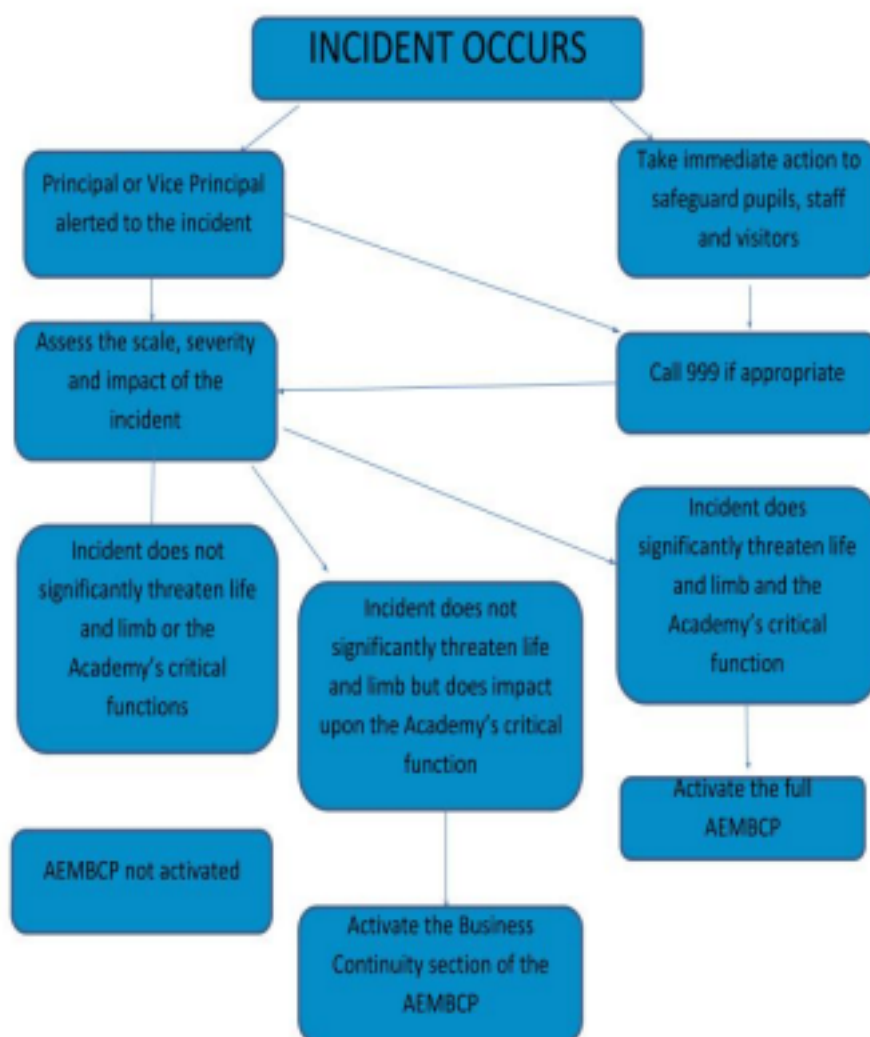
- Maintain high standards of welfare and duty of care arrangements for pupils, staff and carers
- Ensure that decision making and actions during the emergency situation are properly recorded
- To minimise educational and administrative disruption within a school
- To facilitate the return to normal working arrangements at the earliest time

1.2 Scope of the Plan

This plan is designed to allow schools to cope in a wide range of emergencies, including those occurring:

- Within the school during the school day
- To the school outside of school hours
- On school trips and journeys
- To pupils on the way to or from school
- From events immediately outside the school gates
 - From events that adversely affect an area wider than the school itself

SECTION 2 – ACTIVATION TRIGGERS AND INITIAL ACTION



SECTION 3 – CONTACT DETAILS

3.1 Academy Emergency Management Team		
Name and Title	24hr Telephone contact	Email Address
Mike Gore Principal	07779 127422	michael.gore@wilmingtonacademy.org.uk C/O Wilmington Academy
Academy Estates Manager – Nick Campbell	07834 367749	nicholas.campbell@latrust.org.uk C/O Trust
Site Manager –	07795 961399	graham.gardner@wilmingtonacademy.org.uk C/O

Graham Gardner		Wilmington Academy
3.2 Leigh Academies Trust		
Name and Title CEO – Simon Beamish	24hr Telephone Contact 07711 670482	Email Address Simon.beamish@latrust.org.uk Leigh Academies Trust Strood Academy, Carnation Road, Rochester ME2 2SX
Deputy CEO – Steve Avis		stephen.avis@latrust.org.uk Leigh Academies Trust Strood Academy, Carnation Road, Rochester ME2 2SX
Business Director – Phil Whittall	07729 611146	phil.whittall@latrust.org.uk Leigh Academies Trust Strood Academy, Carnation Road, Rochester ME2 2SX
Cluster Estates Manager – Jo Allen	07912 731898	jo.allen@latrust.org.uk Leigh Academies Trust

		Strood Academy, Carnation Road, Rochester ME2 2SX
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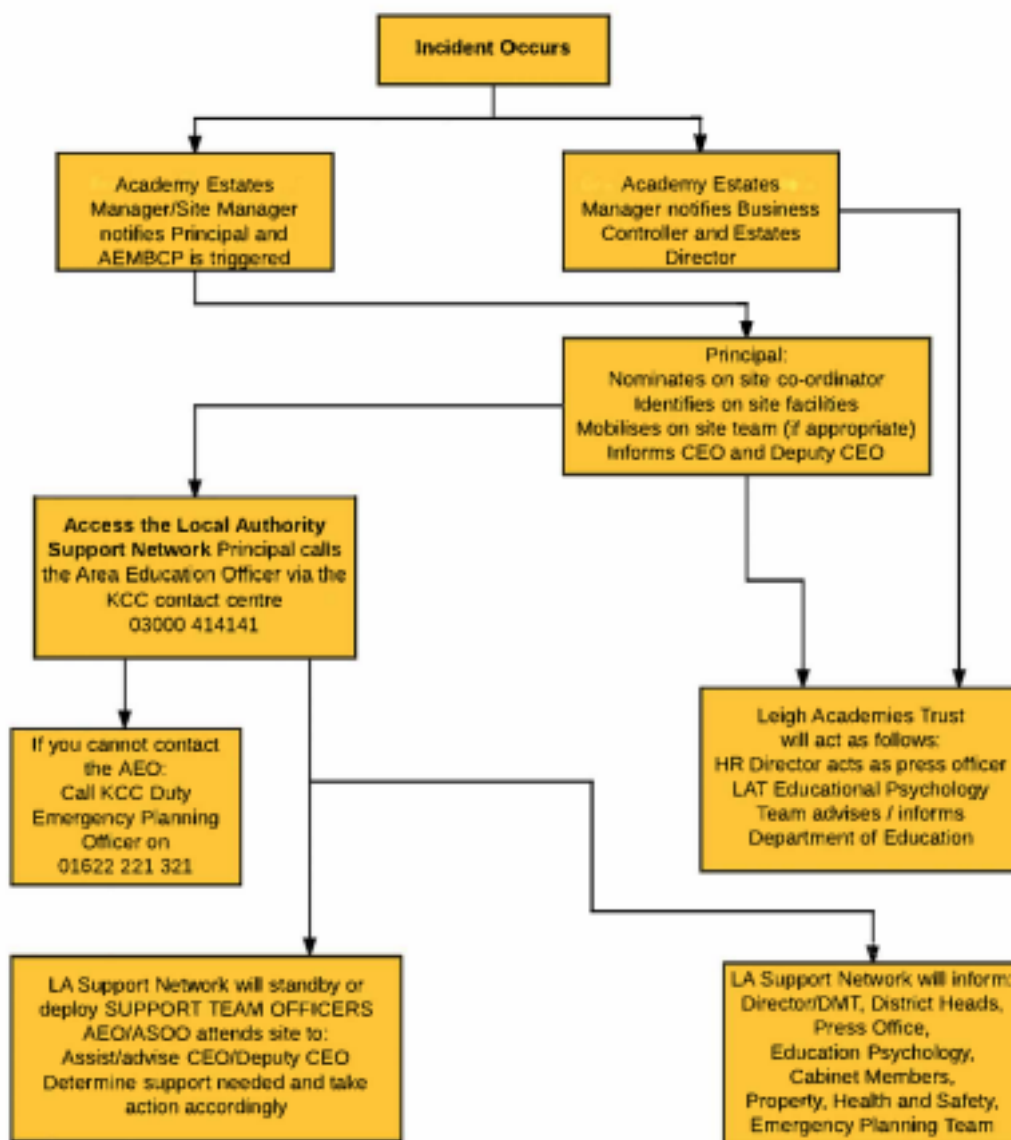
3.3 Stakeholders and Extended Services		
Name and Title	24hr Telephone Contact	Email Address
		All information available via the Site and Academy Estates Manager N/A
		All information available via the Site

		and Academy Estates Manager	N/A
		All information available via the Site and Academy Estates Manager	N/A
		All information available via the Site and Academy Estates Manager	N/A
		All information available via the Site and Academy Estates Manager	N/A
		All information available via the Site and Academy Estates Manager	N/A

3.4 Other Academy Staff			
Name and Title	24hr Telephone Contact	Email	Addresses
Cucina	N/A	All information available via the Site and Academy Estates Manager	N/A
Cleantec Service Ltd	N/A	All information available via the Site and Academy Estates Manager	N/A
Alarms	N/A	All information available via the Site and Academy Estates Manager	N/A
	N/A	All information available via the Site and Academy Estates Manager	N/A
	N/A	All information available via the Site and Academy Estates Manager	N/A

SECTION 4 – LOCAL AUTHORITY SUPPORT NETWORK

In the event of an Academy related emergency the proposed arrangement with the Local Authority is:



SECTION 5 – ROLES AND RESPONSIBILITIES

The following checklist is provided to assist the Academy Emergency Management Team to carry out their roles and responsibilities once the AEMBCP has been activated. These checklists are a general guide, further actions may be required that are specific to the incident as it occurs.

5.1 Principal

Action Completed	Time by
Activate the Academy Emergency Management Team	
Commence a log of all action and decisions (see Appendix 1)	
Ensure safety/welfare of pupils and all adults in the care of the Academy	

Identify any vulnerable pupils or adults needing specific support
Activate the Local Authority Support Network
<p>Decide whether to keep; pupils in classrooms and <u>safe areas or consider evacuation (see Appendix 3)</u></p> <p><u>Consider activating Academy closure arrangements</u></p> <p>Ensure that the AEMT are effectively carrying out <u>their designated roles and responsibilities</u></p> <p>Ensure that the Academy emergency grab bag has <u>been collected</u></p> <p>Liaise with the emergency services</p> <p>Keep staff informed of the situation</p> <p>Ensure CEO is kept informed of the situation and the <u>response arrangements</u></p> <p>Prepare information and advice to parents</p> <p>Call meetings of the AEMT as required and ensure that the AEMT and LA receive regular situation updates</p>
Consider business continuity arrangements to assist the Academy in delivering critical functions to a minimum service level and making a speedy return to normal functions

5.2 Associate Principal

Action Completed	by	Time
In the absence of the Principal adopt their roles and responsibilities		
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the AEMT		
Obtain as much information as possible from the Principal about the situation		
Commence a log of all actions and decisions		
Lead arrangements to ensure safety/welfare of pupils and all adults in the care of the Academy		
Lead and direct all Academy staff to support decisions taken by the Principal		

Seek advice from the Principal on whether to keep pupils in classrooms and safe areas or consider <u>evacuation</u> If directed by the Principal – make arrangements for the evacuation of the Academy to designated evacuation points or back up location
If directed by the Principal – make arrangements to activate closure arrangements
Keep staff informed
Assist the Principal in providing consistent advice/information to parents
Attend meetings of the AEMT as required, and ensure that you receive regular situation updates
Consider business continuity arrangements to assist the Academy in delivering critical functions to a minimum service level and making a speedy return to normal functions

5.3 Academy Estates Manager

Action Completed	by	Time
Obtain as much information as possible from the Principal and/or Vice Principal about the situation		
Commence a log of all actions and decisions		
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the AEMT		
Support the Principal and/or Vice Principal in contacting the members of the AEMT and request they carry out their roles and responsibilities as described in the AEMBCP		
Advise the Principal and/or Vice Principal if any member of the AEMT is unavailable and cannot carry out their roles and responsibilities		
Ensure copies of the AEMBCP are available for the AEMT		

<p><u>Ensure that pupil records and registers are available</u></p> <p>Ensure that pupil medical records</p> <p>Highlight to AEMT any pupils that may need specific <u>support</u></p> <p>Ensure that parental/carer records and contact <u>numbers are available</u></p> <p>Ensure that staff records and contact details are <u>available</u></p> <p>Ensure that the visitor and pupil signing in/out book is available</p>
Lead the office staff in assisting the AEMT with information needs and the emergency response
Assist the Principal and/or Vice Principal in providing consistent advice/information to parents
Where possible cancel any planned visitors to the Academy
Advise service providers of the interruption to the normal arrangement for provision of goods/services to the Academy (catering, transport etc)
Attend meetings of the AEMT and ensure that you receive regular situation updates
Consider business continuity arrangements to assist the Academy in delivering critical functions to a minimum service level and making a speedy return to normal functions

5.4 Site Manager

Action Completed	by	Time
Obtain as much information as possible from the Academy Estates Manager about the situation		
Commence a log of all actions and decisions		
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the AEMT		
Ensure that emergency services are able to access the incident quickly and without obstruction		
Ensure all building and gate keys are available		
If required – immobilise the gas supply, electricity or water supply (see Appendix 2)		

If required assist with evacuation

Where possible assist with ensuring the security of
the Academy site

Attend meetings of the AEMT as required, and
ensure that you receive regular situation updates

Consider business continuity arrangements to assist
the Academy in delivering critical functions to a
minimum service level and making a speedy return to
normal functions

5.5 Cluster Estates Manager

Action Completed	Time
	by
Ensure that all staff are aware that you are carrying out your designated roles and responsibilities as a member of the AEMT	
Obtain as much information as possible from the Principal and/or Vice Principal about the situation	
Commence log of all actions and decisions	
Assist the Principal and/or Vice Principal in providing consistent advice/information to parents	
Attend meetings of the AEMT as required, and ensure that you receive regular situation updates	

Consider business continuity arrangements to assist
the Academy in delivering critical functions to a
minimum service level and making a speedy return to
normal functions

SECTION 6 - BUSINESS CONTINUITY

6.1 Purpose of the Business Continuity Phase

The purpose of the business continuity phase of your response is to ensure that critical functions are resumed as quickly as possible and/or continue to be delivered during any disruption. This may involve activating one or more of your business continuity strategies to enable alternative ways of working. During an incident it is unlikely that you will have all of your resources available to you, it is therefore likely that some 'non critical' functions may need to be suspended at this time.

6.2 Critical Function Analysis and Recovery

Key:

Maximum Tolerable Period of Disruption (MTPD) is the maximum allowable time that the organization's key products or services is made unavailable or cannot be delivered before its impact is deemed as unacceptable.

Recovery Time Objective (RTO) is the targeted duration of time and a service level within which a business process must be restored after a disaster (or disruption) in order to avoid unacceptable consequences associated with a break in business continuity.

Function Details					Resource Requirements		
	Critical Functions	MTPD	RTO	Minimum Service Level	Staff Data/ Premises Systems	Equipment	3 rd Party Dependencies
1	Deliver a timetable of education	7 days	1 day	1 member of qualified staff per 30 pupils with key resources	1 member of staff qualified to teacher standard per 30 pupils N/A Heated room with access to water and toilet facilities	Tables/chairs/learning resources	N/A
2	Maintain Attendance Records	7 Days	1 day	Maintain paper records	1 trained member of staff N/A Heated area with access to facilities	Paper record sheets, admin resources, table/chair, telephone	N/A
3	Maintain financial services	7 Days	1 day	Maintain paper records	1 member of staff Sage Heated area and Parent Pay if with access to facilities	Telephone, admin resources, table/chair	N/A

					available		
4	Maintain IT services	7 Days	1 day	Email	1 member of staff Servers Access to Leigh and Longfield Academy	Computer and servers	N/A

6.2.1 Strategies for Continuity of Services

Arrangement to manage a loss or shortage of Staff or skills	Further information (e.g. Key contacts, details of arrangements, checklists)
a. Use of temporary staff e.g. Supply teachers, office staff, etc.	
b. Multi-skilling and cross training to ensure staff are capable of undertaking different roles and responsibilities, this may involve identifying deputies, job shadowing, succession planning and handover periods for planned (already known) staff absence e.g. maternity leave	
c. Using different ways of working to allow for reduced workforce, this may include: Larger class sizes Use of Teaching Assistants, Student Teachers, Learning Mentors etc. Virtual Learning Environment opportunities Pre prepared educational materials that allow for independent learning Team activities and sports to accommodate larger numbers of pupils at once	Consider occupancy of local community centres, KCC buildings and areas at other Leigh Trust buildings
d. Using mutual support agreements with other Schools: emergency secondments	In the first instance utilise any buildings still available on the site. In the second instance use of WGSB or other Trust facilities.
e. Ensuring staff management issues are considered i.e. managing attendance policies, job description flexibility and contractual requirements etc.	
f. As a last resort, providing a child minding (rather than educational) service using the above volunteers and remaining staff (to less on local and wider economy)	

Arrangements to manage loss of technology/communication/data/power	Further information (e.g. Key contacts, details of arrangements, checklists)
a. Back ups of key school data e.g. CD or memory stick back ups, photocopies stored on and off site, mirrored servers etc.	All Academy data is backed up via Bromcom which is cloud based. All financial information can be accessed by the

	Finance Director at Strood Academy
b. Reverting to paper based systems e.g. paper registers, whiteboards, etc.	Loan of resources from other academies. Purchase necessary paper equipment from KCS 08452708811
c. Flexible lesson plan Lesson plans can be accessed through	Bromcom which is cloud based
d. Emergency generator e.g. Uninterruptible Power Supply (UPS)	
e. Contact the utility company responsible or appropriate repair contractor	Electricity – Briar Associates 01384 397777 Gas –Briar Associates -01384 397777
f. <u>Emergency lighting Hemlow – 0208 293 6606</u> Arrangements to manage denial of access to our premises or loss of utilities	Further information (e.g. Key contacts, details of arrangements, <u>checklists</u>)
a. Using mutual support agreements with other schools	Leigh Academy, Wilmington Grammar School for Boys

b. Pre agreed arrangements with other premises in the community i.e. Libraries, Leisure centres, Colleges, University premises	Leigh Academy, Wilmington Grammar School for Boys
c. Virtual Learning Environment opportunities	The LA Trust server can be accessed at Longfield & The Leigh Academy
d. Localising the incident e.g. isolating the problem and utilising different sites or areas within the school premises portfolio	The site manager will assess safe areas within the premises that can be used
e. Off site activities e.g. swimming, physical activities, school trips	All off site activities will be cancelled
f. Stagger lessons across break times and lunch to maximise use of available space, and extend the school day to expand the time available in classrooms	The Principal will assess whether staggering lessons is appropriate
Arrangements to mitigate the loss of key suppliers, third parties or partners	Further information (e.g. Key contacts, details of arrangements, checklists)
a. Pre identified alternative suppliers	

b. Ensuring all external providers have business continuity plans in place as part of contract terms	
c. Insurance cover	Dept. for Education – to be dealt with by the CEM and Business Director
d. Using mutual support agreements with other schools	Working with Leigh Academy and Wilmington Grammar School for Boys

SECTION 7 – RECOVERY AND RESUMPTION

7.1 Purpose of the Recovery and Resumption Phase

The purpose of the recovery and resumption phase is to resume 'business as usual' working practises for the school as quickly as possible. Where the impact of the incident is prolonged, 'normal' operations may need to be delivered under new circumstances e.g. from a different location

7.2 Recovery and Resumption Actions

	Action	Further Info/Details Actioned (tick as appropriate)
1.	Agree and plan the actions required to enable recovery and resumption of normal working practises	Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated
2. 3.	Respond to any on-going and long term support needs of staff and pupils Once recovery and resumption actions are complete, communicate the return to 'business as usual'	Depending on the nature of the incident, the Academy Emergency Management Team may need to consider the use of <u>Counselling Services</u> Ensure all staff are aware that the AEMBCP is no longer in effect. Text message alert sent to all staff and parents. Information added to the website and given to local radio stations. Advise LA.
4.	Carry out 'debrief' of the incident with staff (and possibly with pupils). Complete a report to document opportunities for improvement and any lessons learnt	The incident de-brief report should be reviewed by all members of the AEMT to ensure key actions resulting from the incident are implemented within the designated timescales. Governors may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the academy
5.	Review this AEMBCP in the light of lessons	Implement recommendations for improvement and up-date this plan. Ensure any revised

APPENDIX 2 – SITE INFORMATION

Utility Supplies
Gas
Water
Electricity
Heating

Location Notes Green housing near exit gate
On the grass by the front entrance gate Brown housing near exit gate
Energy Centre main school

Internal Hazards	Location Notes
Asbestos	Post 16 Block
Chemical stores	Apollo A31/A32 situated in the main bldg

	Media briefing area
Pre-designated areas	Locations Notes
AEMT briefing area	

APPENDIX 3 – EVACUATION

Signals	
Signal for fire evacuation	Single repeating tone alarm
Signal for bomb evacuation	Single repeating tone alarm
Signal for all clear	Site Manager or emergency services to direct return to Academy

Assembly Points – fire evacuation	
Fire evacuation assembly point A	Tennis Courts
Fire evacuation assembly point B	Car Park
Fire evacuation assembly point C	Main School Field
Fire evacuation assembly point D	TVOC hall on the fence opposite the building

If the Academy has been evacuated and pupils are not able to return to the Academy (or go home) it may be possible to relocate temporarily to another building (e.g. buddy school)

Pre identified buddy school/place of safety/ rest centre	Buildings not affected at Wilmington Academy, large split site
Name of premise Wilmington Grammar School for Boys	
Type of premise Secondary school	
Contact name and details of key holder	See Appendix 4
Address See Appendix 4	
Directions/Map See Appendix 4	
Est travel time 1 minutes walking	

Capacity Will only be used as a distribution point for pupils to be collected by their parents
Facilities/resources Toilets and kitchen

Academy Closure	www.kentclosures.co.uk
Email	This information is held by the Business Manager and are not to be disclosed as this document is available to the general public

APPENDIX 4 – Evacuation to WGSB

Wilmington Academy Emergency Evacuation Procedure 2017

In the event that the whole Academy needs to be evacuated off of site, the following procedures need to be adhered to.

The emergency off site premises is WGSB School located in Common Lane Road, Wilmington, Kent.

A phone call should be made to the Principal and Site Manager on 01322 223090 as they have the keys.

The staff and children should evacuate to the Fire Evacuation points where a full head count will be made. Once all children, staff and any visitors on site are accounted for and it is safe to do so, the whole Academy should evacuate the Wilmington site to the adjacent WGSB site. If not safe to do so, then with caution through the entrance gates and along the pedestrian highway.

It is a very short walk (approx. 50 yards) to WGSB. This is the safest route for all concerned.

In the event that the route is blocked, or it is unsafe to use, the route taken should be to the back of the fields and use the back entrance to WGSB.
Once at WGSB another full head count should be taken.

Where possible the Site Manager should remain on site to liaise with the emergency services.

Key Holders – contact details Name	24hr Telephone	Email
Graham Gardner	07959 61399	Graham.gardner@wilmingtonacademy.org.uk

John Tuck	07832 113978	john.tuck@wilmingtonacademy.org.uk
Shane Bassett	07305 432293	Shane.bassett@wilmingtonacademy.org.uk
Sam Good	07908 618908	Sam.good@wilmingtonacademy.org.uk
Ellis Jenkinson	07516 360135	Ellis.Jenkinson@wilmingtonacademy.org.uk

APPENDIX 5 – LOCKDOWN PROCEDURE

Lockdown Procedure Guidance

Lockdown procedures are 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 academy. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the academy)
- An intruder on the academy site (with the potential to pose a risk to staff and students)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the academy
- The close proximity of a dangerous dog roaming loose

The following basic principles are to be followed in the case of 'Lockdown':

- Staff to be alerted to the activation of the plan.
- Students who are outside of the academy buildings are brought inside as quickly as possible.
- Those inside the academy should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked).
- Once in lockdown mode, staff should notify the academy office immediately of any students not accounted for (and instigate an immediate search for any missing).
- Staff should encourage the students to keep calm.
- As appropriate, the academy should establish communication with the Emergency Services as soon as possible.
- Other external parties should be notified as required e.g. the LA
- If necessary, parents should be notified as soon as it is practicable to do so via the academy's established communications system.
- Students will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should await further instructions.

It is of vital importance that the academy's lockdown procedures are familiar to

members of the senior management team, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year. Parents too should know that the academy has a lockdown plan.

Lockdown Arrangements

1 Partial Lockdown

Alert to staff: 'Partial lockdown'

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and students in the academy. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, students and staff return to the building.
- All staff and students remain in building and external doors and windows locked
- Free movement may be permitted within, but not between buildings dependent upon circumstances.

All situations are different, once all staff and students are safely inside, senior staff will conduct an on going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and students. 'Partial lockdown' is a precautionary measure but puts the academy in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

2 Full Lockdown

Alert to staff: 'Full lockdown'

This signifies an immediate threat to the academy and may be an escalation of a partial lockdown.

Immediate action:

- All students to stay in their classroom.
- All outside activities cease immediately. If in a PE lesson, go straight to the sports hall. If students are at break/lunchtime, go straight to the lecture theatre.
- All students on the plaza areas should move to the nearest classroom or area behind secured doors.
- Staff to ensure the windows and doors are closed / secured, blinds shut where possible and children are positioned away from possible sightlines from external windows / doors.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

- Staff to support children in keeping calm and quiet.
- Register is to be taken and the office informed of any missing students as soon

as it is possible to do so safely, this can be done via email - please ensure you add the code word, in capitals, to the subject line.

- Staff to remain in lockdown positions until informed by the Principal, Senior Leadership Team, office staff or Police (in person) that there is an 'all clear'.

- **If during the Lockdown the fire alarm sounds this is the cue to evacuate the building immediately. Staff should usher students quickly and quietly to the nearest exit and head towards their normal fire assembly point.**

Staff Roles

1. Principal, SLT and Business Manager will assess the situation and make the decision to initiate the lockdown procedure and ensure that the alert is triggered.
2. Principal in conjunction with Front office staff will ensure that the police is called (if necessary) stating '**Operation Chalkboard**' if appropriate.
3. Site team to ensure that the academy's front doors and other entrances are secure. Site team to override automatic windows if necessary.
4. Teachers and / or support staff to secure / close classroom doors and windows. Blinds to be drawn if appropriate. Hit the emergency gas stop button if appropriate. Nearest adult to check exit doors within the classrooms.
5. Staff in staff rooms to lockdown in this area according to the relevant code word and circumstances.
6. Catering staff to ensure that any doors are shut, shut the shutter, hit the emergency gas stop button and remain in the kitchen.
7. During the lockdown, staff will keep lines of communication open but not make unnecessary calls to the academy office as this could delay more important communication.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN

Communication between parents and the academy

Academy lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the academy website. In the event of an actual lockdown, the incident or development must be communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents should be given enough information about what will happen so that they:

- Are reassured that the academy understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the academy. Calling the academy could tie up telephone

lines that are needed for contacting emergency providers • Do not come to the academy. They could interfere with emergency provider's access to the academy and may even put themselves and others in danger • Wait for the academy to contact them about when it is safe for you to come get your children, and where this will be from.

The Academy should reinforce the message '...the academy is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out...'

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The academy site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Principal regarding the timing of communication to parents.

Lockdown procedure: Planning

Procedures Points to consider/notes Names of Staff who will perform specific duties;

Lockdown Initiator:

Back up Lockdown Initiator:

Lockdown Coordinators:

Back up Lockdown Coordinators:

Responsibilities

Initiate Lockdown

Contact Emergency Services

Lock doors and gates

Find missing children

Unlock doors and gates

Communicate with staff and parents if necessary

Contact Business Director

External agencies that will or may need to be contacted:

Police/Emergency Services - 999

Complete lockdown

All clear signal will be given in the following way:

Principal

Associate Principal

Site Manager/Site Team

Heads of College

Principal

Office Manager

Site team if and when + auto doors

Student Services Managers

Site team after incident, if safe to proceed. Walk around with site check

Principal and Office Manager

Academy Estates Manager to contact Cluster Estates Manager

Code 'CHALKBOARD' Police will attend immediately

Lockdown **alert signal** will be given in the following way:

Partial lockdown

Staff off-site

Parents if necessary

Movement plan for students and staff to follow if they are not in a class room:

Students/staff to make their way to their classroom or their nearest secure building.

Code to relevant staff 'FLORENCE 1'
(external threat not affecting school directly – Everybody to go inside buildings, close all doors and windows)

Code to relevant staff 'FLORENCE 2'
(threat directly affecting the school - Everyone to go inside the buildings, close all doors and windows, site team to close all auto doors, 5 in total. All external and internal doors locked. Blinds drawn remain quiet, sit under desks, put mobile phones on vibrate. Take class register.
PE staff outside will be informed via radio.
Method of communication to be used in the event of a lockdown:

Between the AEMT

Teaching Staff in classrooms

Teaching Staff outside classrooms e.g. on the field

Duty Staff at break/lunch

How will register be taken and communicated to

Email, phone call and radio

Verbally through site team/SLT

Verbally through site team /SLT

Verbally through site team /SLT Main

front office

Email/Text

To proceed to closest building/sports hall

the Lockdown Coordinator MIS Lockdown coordinator

to check designated areas

of the academy. For example:
Neptune Data: ext 149

Jupiter Admin ext 184

Post 16 Admin: ext 156

IRIS Centre (SEN): ext 124

Sportshall PE Office: ext 137
Lockdown procedures will practised at least once a year and drills recorded in [*insert record*].

TVOC Office: ext 165

Horticulture: ext164

Reception: ext 100

All staff/students/visitors
'REMAIN WHERE YOU ARE UNTIL TOLD WHEN IT IS SAFE TO LEAVE'



APPENDIX 6 - BOMB THREATS PROCEDURE

In the event of a bomb threat made to the Academy, the Academy will act according to the National Counter Terrorism Security Office guidance consisting of assessment, action and communication:

See attached or visit

<https://www.gov.uk/government/publications/bomb-threats-guidance>

Hard copies of the Bomb Threat Checklist will be held by all front line staff and the link will be maintained in this emergency plan for reference.