

# Lock Down Procedure

## Dealing with Outside Threats

Please note that this procedure is for general guidance. The nature of events which would trigger this procedure can be volatile and unpredictable. The ability to react and adapt as a situation changes is important.

If you perceive a severe threat e.g. dangerous intruder(s) on site

- Ensure your own personal safety and move quickly away from the threat
- Locate and inform the nearest technician immediately who will sound the air-horn alarm which will then trigger a cascade of identical alarms throughout the school
- If the technician is not there, sound the air horn yourself if it is safe to do so
- If possible inform SLT via mobile phone of the nature of the danger
- Warn others of the danger but ensure your safety

On hearing the sound of an intermittent air-horn (3 bursts then a pause repeated):

- Remain in place if in a room.
- If you are near an emergency button (not fire alarm!!), press it.
- If on the field/outside move to the closest available classroom/changing rooms.
- Lock the room and stay with your students/colleagues inside the room
- Close curtains, switch off lights and projector. Keep the computer on.
- Maintain silence and await further instructions (which may come through email and WhatsApp)
- Exam students remain in place – see additional examination procedures below
- If you are a stand-by invigilator, move to your designated exam room asap
- Anyone in staff housing should ensure the houses is locked and remain in place

Meanwhile:

### G4S

- Lock all gates and limit movement and exercise discretion
- Alert Garda using emergency call buttons

### SLT/Senior Admin

- Alert Garda response team to assist with security
- If not teaching an emergency meeting takes place
- Parents are informed and told when to collect their children

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## All Clear

- A physical note, an email and WhatsApp message from SLT will declare ALL CLEAR. The message will provide additional information as required.
- Bwana Manda to inform G4S of the all clear.
- School may:
  - a) continue to remain **open**
  - b) be declared **closed to lessons** or
  - c) **Fully closed**

## If School is Closed To Lessons after a Lock-Down

- Parents of day students will be told via all means possible, but they must only collect their child if they deem it safe to do so.
- Parents of boarders will also be informed and have the option of collecting their children if they choose to and deem it safe to do so.

## If School is Fully Closed after a Lock-Down

- All parents will be told via all means possible, but they must only collect their child if they deem it safe to do so.

The School will provide supervision, food and accommodation for any student until such time as they can be collected.

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## Known, Extended, Heightened Security Requirements e.g. During Election Period

1. Armed police hired
2. Additional response teams hired
3. SLT will communicate with other schools and security companies for advice and make a daily decision on whether or not the school is to open
4. Updates posted on school website and App
5. The School Board are given regular updates.
6. The School may partially open for selected groups of students e.g. seniors.
7. Teachers who are not able to travel safely to work must inform the DH Curriculum ASAP
8. Invigilators who are not able to attend are to communicate with Exams Officer ASAP
9. A daily briefing for teachers will take place at 6:45am in the staff room.
10. A daily briefing for support staff will take place at 7:30am in the dining room

## TECHNICIANS RESPONSIBLE FOR SOUNDING THE ALARM

<b>Gift Anguleti</b>	Music and drama room	Air horn to be sounded for a <b>MINIMUM of 1 minute</b> , 3 short bursts then a pause repeated.
<b>Jimmy Manda</b>	Art, CDT and History, Business Studies, economics	
<b>Benson Kassim</b>	Boys boarding, staff room	
<b>Anderson Chopi</b>	IT, Library, MFL	
<b>John Ngalande</b>	Maintenance, Sixth Form, Learning Support	
<b>Florence Chirwa</b>	Girls hostel, sick-bay, kitchen/dining, drama studio, Geog/English	
<b>Moffat Champiti</b>	P. E.	
<b>Yobe Chanza</b>	Science and Mathematics	
<b>Ali Chisani/ A Kholowa</b>	Kitchen	

## Examination procedures

- If possible, continue with the exam
- If disruption is too severe and the exam cannot be continued
  - Stop the exam, instruct candidates to put down their pens, watch to ensure compliance
  - Main invigilator to begin an incident sheet with time of interruption and initial actions
  - If disruption extends beyond 5 minutes, papers are to be collected
- When possible to do so, return exam papers and/or resume the examination
  - Main invigilator to complete incident sheet and calculate the total duration of the delay
- The amount of time that the exam was stopped for should be added to the end of the original scheduled finish time

### In the event of an extended delay;

- If the delay means that the examination will now finish within 30 minutes of the start of the next examination session the start of the second examination will be delayed so as to allow candidates a 30 minute break (this decision to be made and communicated by Exams Officer)
- To maintain security of examination papers in the event of an extended delay all candidates will be expected to surrender all mobile communication devices at the point of signing in, upon first arrival at school. These will be marked with student id and kept secure by 'Manda' until the owner is leaving the site, or after the end of the final examination of the day.
- Parents are to be instructed that messages can be relayed to students via the school App.
- If the delay means the examination would finish greater than 30 minutes before the start of the next examination, the second examination will begin at the normal scheduled start time.
- The Examinations Officer will communicate the details of any interruptions with the exam boards at the earliest possible time

## **Known, Extended, Heightened Security Requirements e.g. During Election Period**

- Exam board procedures for dealing with disruption to examinations due to political unrest can be summarised as follows;  
CIE = Withdraw, refund, re-enter for next examination session  
Edexcel = Apply for special consideration, although this may be refused
- Candidates will therefore be advised to make every effort to attend for their external examinations where it is safe to do so
- Temporary boarding may be applied for in advance if concerned about travel to and from school during a period of suspected unrest

### During an examination period that overlaps with heightened concerns

- Copies of examination registers to be held by attendance officer who will log any notified absences. These are to be passed to the Examinations Officer who can use them to assist with communication with the exam boards
- Additional invigilators to be allocated to each major exam room (Main Hall, Drama Studio, ICT5). These may be teacher invigilators
- Additional 'stand-by' invigilators to be allocated to each major exam room to assist with additional security requirements in the event of an extended delay to an examination. These may be teacher invigilators
- Additional standby study rooms and supervision to be organised for students unable to return home due to lock down procedures

## Appendix: **Lock Down Procedure – Holidays/Out of Hours**

If you perceive a **severe threat** e.g. dangerous intruder(s) on site

- Ensure your own personal safety and move quickly away from the threat
- Hit the nearest security button labelled emergency (not fire alarm!)
- If possible inform SLT via mobile phone of the nature of the danger
- Warn others of the danger but ensure your safety

On hearing the sound of an **intermittent air-horn** (3 bursts then a pause repeated) or receiving an electronic message alert:

- Remain indoors.
- If you are near an emergency button (not fire alarm!!), press it.
- If on the field/outside move to the closest available room/house.
- Lock the room and remain in place
- Close curtains switch off lights and projector. Keep the computer on.
- Maintain silence and await further instructions (which may come through email and WhatsApp)

### **G4S**

- Sound air-horns
- Lock all gates and limit movement and exercise discretion
- Alert Guarda using emergency call buttons

### **SLT/Senior Admin**

- Alert Guarda response team to assist with security
- Co-ordinate response via mobile phones and email