



Exams Lockdown Policy

Purpose of the policy

This policy details the measures taken at Tor Bridge High in the event of a centre lockdown during the conducting of examinations.

A lockdown may be required in the following situations:

- an incident or civil disturbance in the local community which poses a risk
- an intruder on the site with the potential to pose a risk
- local risk of air pollution, such as a smoke plume or gas cloud
- a major fire in the vicinity
- a dangerous animal roaming loose
- any other external or internal incident which has the potential to pose a threat to the safety of staff and candidates

Tor Bridge High has devised lockdown procedures after consulting GOV.UK's [Developing Dynamic Lockdown Procedures](#) guidance.

With regard to conducting examinations, the focus before, during and after an exam will be:

- the welfare and safety of exam candidates and centre staff engaged in the conducting of examinations
- maintaining the integrity and security of the examinations/assessments process
- how to achieve an effective lockdown
- how to let people know what's happening
- training staff engaged/involved in the conducting of examinations
- STAY SAFE principles (Run, Hide, Tell)
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Roles and responsibilities

Head of centre

- To ensure that a dedicated lockdown notification is in place and recognised by all staff and candidates
- To ensure that all staff involved in the conducting of examinations are trained in how to raise the alarm for a lockdown, act effectively and made aware of their responsibilities
- To arrange appropriate training for all exams-related staff in lockdown procedures
- To ensure that candidates are aware of the procedures relating to a lockdown, particularly those arriving late for an examination who cannot access the exam room due it being locked down
- To ensure that all candidates and staff are aware of an exit point in case an intruder manages to gain access, or the room becomes unsafe
- To provide written lockdown procedures for exam room/invigilator use
- To inform the relevant Emergency Services immediately in the case of any potential threat to the safety of exams staff and candidates

Senior leadership team (SALT)

- To have accountability for all exams staff and candidates taking examinations during a lockdown
- To run training/drills for examination candidates on lockdown procedures

- To inform parents/carers about the centre's Lockdown policy in relation to the conducting of examinations
- To have a presence around exam room areas prior to the start of each exam session
- To liaise with the appropriate authorities and awarding bodies regarding candidates taking examinations during a lockdown
- To use the exam room attendance register(s) to compile a list of all candidates not accounted for

Exams officer

- To train invigilators in the centre's lockdown procedure
- Where safe/possible, to liaise with SALT/invigilators in all exam rooms during a lockdown
- To assist with Lockdown training for staff and students where applicable to the conducting of examinations

Invigilators

- To be aware of the centre's lockdown procedure
- To complete attendance registers as soon as possible so candidates can be identified in the event of a lockdown
- Where safe/possible, to communicate with the exams officer during a lockdown to confirm the situation in a particular exam room

Lockdown procedure

Before an examination

If a lockdown is required as candidates are entering/waiting to enter the exam room, the following procedure will be employed:

- A member of SALT will be present around exam room areas
- Candidates will be instructed to enter the exam room immediately
- Candidates will be instructed to remain silent, hide under exam desks or sit against a wall/around a corner but not near the door
- Where safe/possible, the SALT member will communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode)
- The exams officer will collate the information from all exam rooms and forward this to the head of centre immediately
- Invigilators will
 - lock all windows and close all curtains/blinds
 - switch off all lights
 - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
 - take an attendance register/head count if possible
 - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room

During an examination

If a lockdown is required during the exam/when candidates are in the exam room, the following procedure will be employed:

- Invigilators will:
 - tell candidates to stop writing immediately and turn their papers over.
 - collect the attendance register
 - make a note of time when the examination was suspended
 - instruct candidates to remain silent, leave all examination materials on their desks and hide under exam desk
 - where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode).
 - lock all windows and close all curtains/blinds
 - switch off all lights

- lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
 - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately
- The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services
- If appropriate, where safe/possible, and following centre policy, the exams officer (or invigilators in the absence of the exams officer) will initiate the emergency evacuation procedure
- The exams officer will collect all examination papers and materials for safe/secure storage following advice from the appropriate awarding bodies

After an examination

If a lockdown is required after the exam/as candidates are leaving the exam room, the following procedure will be employed:

- Invigilators will:
 - stop dismissing candidates from the exam room
 - instruct candidates who have left the room to re-enter the exam room
 - instruct candidates to remain silent and hide under examination tables
 - where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode).
 - lock all windows and close all curtains/blinds
 - switch off all lights
 - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the exam room
 - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately

Ending a lockdown

- The lockdown will be ended by either
 - the identification/authorisation of Emergency Service officers/SALT/head of centre entering each exam room
- Invigilators will undertake a head count/register and confirm attendance with the exams officer/SALT
- Where applicable and if advised to do so by SALT/ head of centre, and following JCQ guidelines, if there is sufficient time remaining, candidates may restart their examination
- Invigilators will then:
 - ask candidates to return to their desks, remind them they are under exam conditions and allow a settling down period
 - recalculate the revised finish time(s) to allow for the full exam time
 - tell the candidates to turn their papers over and re-start their exam
 - amend the revised finish time(s) on display to candidates
 - note how long the lockdown lasted on the exam room incident log (to later inform a report to the awarding bodies and where relevant, any centre-wide lockdown recording form/log)
- The exams officer will
 - provide a report of the incident for awarding bodies (via the special consideration process or as advised by awarding bodies)
 - safely/securely store all collected exam papers and materials pending awarding body advice/guidance
- Where applicable/possible/available, SALT/exams officer will

- negotiate any alternative exam sittings with the awarding bodies
- offer, arrange and provide support services to staff and candidates
- At the earliest opportunity, SALT/head of centre will prepare a communication to parents/carers advising them of events (including relevant actions and outcomes)
- Where possible, exams staff and candidates will be invited to attend an assembly lead by the head of centre to discuss the lockdown and offer ongoing support
 - If this is not possible, communications will be provided via a centre text/email/newsletter and information uploaded to the centre website

Owner: Exams Officer

Review Date: January 2020

Next Review Date: January 2021

Emergency Procedure 1 (EP1) – Possible fire in school

The purpose of this document is to make clear the procedures to be followed in the event of fire. It is important for every member of the School community, staff/students/visitors, to know exactly what to do and where to go.

It is every member of staff's responsibility to ensure that:

- Visitors to the School are informed of the Emergency Evacuation Procedures on arrival
- They are aware of the guidelines given in the case of fire and of the fire exit routes from every room they use
- They have in mind a secondary route which will be used **only** when the main route is cut off. In some rooms, this will be obvious, but in room with only one door, this may mean using windows
- Every student is aware of the Emergency Evacuation Procedures and escape routes for every room that they use
- Emergency Evacuation procedures are clearly displayed in every room in which they teach
- When the emergency alarm sounds, every student listens to their instructions
- Every student leaves the room sensibly and proceeds to the Assembly Point. (Coats/bags may be taken providing they do not delay the evacuation process)
- Students are aware that at the Assembly Point (see Emergency Evaluation Point Plan) they are to line up, in single file, in Tutor Group register order and that they should remain so until instructed that it is safe to enter the building again
- They remain in the room until the last student has left, check that all windows are closed, the door locked (see below) and then proceed to the Assembly Point.

We have been advised by a fire officer visit that individual rooms do not need to be checked. By locking the door this can be used as confirmation that the area is risk free.

- They are familiar with evacuation procedures and should acquaint themselves with the position of fire alarms in the School (not merely those near their area of work)
- They report any defects in the system (eg. lack of fire notices, damaged fire equipment, sticking doors etc) to the Campus Facilities Manager.

Anyone discovering a fire should sound the alarm by smashing the glass of an alarm call point. If possible, and safe to do so, they should also pass this information to the Campus Facilities Manager (or in his absence a member of the site staff) via Reception or, once they have reached the Emergency Muster Point, via a member of SALT who, in turn, will pass on the information to the Campus Facilities Manager (Mobile: 07977412502) or member of site staff. The Campus Facilities Manager or member of site staff should telephone the emergency services and then inform the Headteacher, or a member of SALT, of any details about the location and nature of the fire. In the event of an emergency the fire alarm bell will sound in the relevant building. Site staff are responsible for identifying the location of the alarm trigger. Administration staff are responsible for immediately collecting all necessary checklists, registers, high visibility jackets, etc from the Administration Office located within room L214. It will be easily apparent which building has triggered an alarm. There is a separate alarm system to the Soundhouse which will not be triggered if the alarm is raised anywhere other than the Soundhouse. To overcome this a member of the administration team should proceed immediately to the Soundhouse and trigger the alarm from the nearest call point. All administration staff have received training from the Campus Facilities Manager on how to trigger the alarms in each building and where the nearest call point is from each entrance. On hearing the emergency alarm all staff and students should proceed immediately to the Emergency Muster Point located within the MUGA via the nearest exit which will be clearly signposted.

On arrival at the Emergency Muster Point the Director of Finance (or a nominated member of the Administration Team) should ensure that the visitors' book, supply register, the signing in/out register and staff register are brought to the Emergency Muster Point. Registers should be collected from the administrators of Austen, Faraday and Tenzing school offices. If not available, the relevant school administrator will collect these from the Register Collection Point. Reception staff should ensure that

an adequate number of first aid boxes are taken to the Assembly Point. Designated First Aiders should make themselves known and be ready to assist if necessary.

The Campus Facilities Manager or member of site staff on duty will ensure that, where possible, a sweep of the building takes place to ensure that everyone has left the building and that all windows have been closed.

On reaching the Emergency Muster Point, Tutors should:

- Collect the register for the relevant school administrator
- Go to their Tutor Point and check the register immediately, returning it to their Head of School (or Deputy)
- Identify any students who cannot be accounted for
- Return to their tutor group and stand at the front of their students who should be in alphabetical order and silent

On reaching the Emergency Muster Point, Deputy Heads of Schools should:

- Be available to receive registers from Tutors (working in conjunction with Heads of School)
- Report any student unaccounted for (or not) to a member of SALT as soon as the registers are returned to them by tutors
- Report any staff in the School who are unaccounted for to a member of SALT

Administration, Resources, Learning Support, Mealtime Assistants, Technicians, Cover staff and any teacher who does not have a designated tutor group should report to the designated Administrator(S) located at the Register Collection Point. Once accounted for staff not attached to a specific school should help other staff with students registers, tutor group line ups etc to assist with the process of accounting for all students/staff. All other staff should report as follows:

- Canteen staff should report to the Catering Manager who will, in turn, report the name of any person unaccounted to a member of SALT
- Visitors should report to the Director of Finance who will, in turn, direct them to their register point

Students who are wheelchair users or any mobility restrictions will have a Personal Emergency Evacuation Plan (PEEP) which should be followed in the event of an emergency. The LSA supporting the student should notify either the teacher (during lesson time) or another member of staff during break times of the student's whereabouts if not on the MUGA. This member of staff should, in turn, ensure the relevant HOS is made aware.

Heads of school/tutors role

Tutors should regularly revise these procedures with their students in tutorial lessons. Heads of Schools should reinforce fire procedures within their School assemblies. Heads of Schools may also wish to use assembly time to practise Emergency Evacuation procedures.

SALT roles

All members of SALT should make their way to the MUGA along with the rest of the occupants. The first member of SALT arriving at the MUGA should control access through its entrance gate with a second colleague located on the approach path to help control any congestions. One member of SALT will then be delegated to move to the front of the building and, in the event of parents or other visitors arriving on site, direct them to a safe area, as advised by the Emergency Services. The Headteacher or Deputy Headteacher) should report the names and status of any missing persons together with any further information about the location and nature of the fire to the Emergency Services at the front of the building as soon as possible. Heads of School should liaise between SALT and their Deputy Head of School to ensure accountability.

Fire fighting equipment is strategically located in the Soundhouse and at other points of high risk in adjacent buildings. However, the safe evacuation of the premises will always be paramount before considering other actions.

Use of Fire Fighting Equipment

Only staff trained in fire-fighting, if considered safe, should attempt to extinguish the fire using the nearest appropriate fire extinguisher. A judgement will need to be made between the benefits of firefighting and any delay in performing evacuation duties.

Only use fire fighting equipment if the correct type extinguisher for the circumstances is available and it is safe to tackle the fire.

Some building areas are protected by a sprinkler system; the system in the main is designed to protect the building structure in the event of a serious fire.

WHERE IT IS PROVIDED IT IS AS A 'LAST RESORT' FACILITY IN THE EVENT OF EXITS BEING BLOCKED BY FIRE. NEVER ATTEMPT TO FIGHT A FIRE UNLESS IT IS IMPERATIVE TO DO SO. THE SAFE EVACUATION OF THE BUILDING MUST BE PARAMOUNT.

Procedures to follow in the event of evacuation taking place (either planned or unplanned) before or after normal school hours (deemed to be 7.30am – 3.00pm)

If the fire alarm sounds either before 7.30am or after 3.00pm all staff, visitors and students on site must evacuate by the front door of the building they are in and make their way to the upper part of the main staff car park, via the pedestrian gate adjacent to the Energy Centre or via the front of the Soundhouse. In the event of a fire causing a blockage to your planned exit you should move horizontally to the next fire exit.

When you arrive at the designated area of the staff car park you should wait here until a member of the site staff informs you that it is safe to re-enter the premises.

Emergency Procedure 2 (EP2) – Phone call informing of a device in school

- Reception staff in a shared office should:
 - if receiving the call, hold up the orange “BOMB threat -Please initiate BOMB protocols” card. They should then proceed to take the call noting down the information on the form provided for this purpose.
 - if in the room where the call has been taken use another phone to inform the Headteacher and the Campus Facilities Manager.
- Reception staff who are working alone should:
 - proceed to take the call noting down the information on the form provided for this purpose.
 - inform the Headteacher and the Campus Facilities Manager.
- The Headteacher will:
 - discuss the situation with the Campus Facilities Manager
 - call 999 or delegate this to the member of staff who took the call
- The Campus Facilities Manager will:
 - after discussion with the Headteacher, take responsibility for the site search (this may be delegated to other members of the site team)
 - report back to the Headteacher who will decide on further action
- If an evacuation is deemed necessary, the Headteacher will coordinate the response. This will be done on a case by case basis, but assuming:
 - a) that there is sufficient time to do so:
 - a member of staff will be instructed to open the gates/access points to Emergency Evacuation Points
 - messages will be sent via email to network PCs.
 - senior staff, assisted by the Fire Marshalls, will be directed to evacuate the school room by room in an orderly manner. In the first instance students will assemble on MUGA following guidelines for Emergency Procedure 1.
- In the event of insufficient time for a room by room evacuation the Fire Alarm will be sounded and the procedures for a full evacuation under EP 1 will be followed.

Emergency Procedure 3 (EP3) – Possible Intruder (s) / Wild Animal (s) in school

- Reception staff (or other members of SALT / the Campus Facilities Manager) should:
 - Secure the reception area to stop people leaving or entering the site as appropriate to the threat.
 - Call 999
 - Use the email system to send a message to all network PCs reading....

“INTRUDER ON SITE INITIATE EMERGENCY PROCEDURES 3 (EP3) LOCK
DOWN – HIDE”

- The IT Network Manager will supplement this with a pop up notification reiterating the message above. Emergency messages will be sent to all computers (teacher machines and student machines if needed) using Message Centre via Powershell’. These methods of communication will accompany a word of mouth response to the threat.
- Members of SALT and the Campus Facilities Manager who are inside Cade will convene in the main admin office, if it is safe to do so.
- All staff out of classrooms should
 - ensure all students are inside a school building and heading to a classroom
 - support the word of mouth response by notifying other staff/ students of the situation
 - lock or secure any external entry points where possible
 - lock themselves into the nearest available room, adding an additional ‘furniture barricade’ if it is practical to do so
 - draw curtains/blinds where fitted and turn off lights/ projector screens
 - turn their own mobile phone and other electronic devices to silent with ‘vibrate’ off
 - log-on to a PC and the school email system if available
- All staff in a classroom with students should:
 - lock their classroom doors if possible, adding an additional ‘furniture barricade’ if it is practical to do so
 - instruct students to turn off mobile phones
 - turn their own mobile phones and other electronic devices to silent with ‘vibrate’ off
 - draw curtains/blinds where fitted and turn off lights/ projector screens
 - instruct all persons in the room to stay away from the windows and doors
 - ensure they are logged-on to the teacher’s PC and the school email system if available
- All staff should remain inside the locked room until evacuated by the emergency services or the all clear has been given. This will be done in one or more of the following ways:
 - A message to all network PCs via the email system in the form of:

“THE SITE HAS NOW BEEN DEEMED SAFE. EMERGENCY PROCEDURES 3 (EP3) NO LONGER IN PLACE AND NORMAL PROCEDURES CAN BE RESUMED. PLEASE REMAIN VIGILANT.”

- room by room visits by members of SALT / the Campus Facilities Manager

1) **Actions should the fire alarm sound during a 'lock-down'**

It is recognised that this is an extremely difficult decision; the potential risk to life from a major fire probably outweighs the risk from a lone intruder intent on causing harm. However, it could be that a lone intruder decides to sound the fire alarm in the hope of gaining access to staff and students as they exit the building, in which case the perceived extra risk from fire would not be real.

Advice sought from NaCTSO (National Counter Terrorism Security Office) is to stay in the room unless smoke is coming in. In the meantime, the Headteacher will make a decision, based on a dynamic risk assessment of the information available at the time, and will communicate this through the emergency channels outlined above.

Individual staff may have to take responsibility for the students in their immediate care and in the case of a marauding knife/firearm attack should apply the principles of RUN-HIDE-TELL as best they are able.

Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

Tell

Call 999 - What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

2) **Additional information for 'lock-down' protocols**

The PE department will have a mobile phone for initial communication via text message sent by a member of SALT / Campus Facilities Manager (07391298905) .

PE classes that are outside will evacuate through the gate next to the 3G and assemble at the far end of the athletics field. A member of staff should lock the gate behind them. A dynamic risk assessment should then be made as to whether to remain on the school site (preferable if no immediate threat to life) or to move students off-site. If a decision is made to move off-site, every attempt should be made to do this in an orderly manner with the intention of taking shelter.

- 3) In the event of a serious incident requiring police attendance, the IT Network Manager can provide remote network access to the emergency services to provide off site access to in school CCTV footage.

“.....excellent well-planned procedures....” **B T Taylor FRSPH SFIIRSM RSP** Doctrine & Bond (8th March 2018)