

Security Threats Policy

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Lockdown Procedures

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of students, staff and volunteers or the good order and learning of students at OnTrak. Procedures should 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 ones might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the OnTrak).
- An intruder on the OnTrak 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 OnTrak.
- The close proximity of a dangerous dog roaming loose.
- Disruptive student behaviour that may affect the safety, learning or behaviour of other students.

It is not possible to prescribe a full set of generic details for OnTrak's lockdown plan, as there are a number of variables that will dictate the best response to situations identified. A basic outline of procedures are outlined below to support the effective management of such situations.

To support the effective implementation of lockdown procedures, it is of importance that the OnTrak's lockdown procedures are familiar to the Head of Centre, OnTrak administrators, teaching staff, non-teaching staff and volunteers. To achieve this, a lockdown drill should be undertaken at least once a year (this may be at a time when students are not in the building). In addition, students should also be aware of the plan and their part in its implementation. Parents too should know that the OnTrak has a lockdown plan, and a copy of this policy will be placed on the OnTrak's website to support this.

It would also be good practice to:

1. Conduct a number of table-top exercises with the Head of Centre to test the procedures against various scenarios.
2. Rehearse lockdown arrangements with all staff and students.
3. Display lockdown drill information in every classroom.

Lockdown Arrangements

Lockdown arrangements should be determined by OnTrak on an individual site basis, as they will be dependent, to a large extent, on local circumstances such as premises design and layout, class arrangements, resources available, etc. Basic principles for successful lockdown procedures could be:

1. Outside Lockdown

Alert to staff: '**Outside 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 OnTrak. 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, shutters and windows to be secured.
- Free movement may be permitted within the building dependent upon circumstances

All situations are different, once all staff and students are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on forthcoming information and advice from the Emergency Services.

This can then be communicated to staff and students. Outside lockdown is a precautionary measure but puts the OnTrak 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. Student Lockdown

Alert to staff: **'Student Lockdown'**

Immediate action:

- All students return to the upstairs classroom.
- Classroom doors locked (These are able to be opened by the internal latch and there must be a member of staff with key is present outside the room).
- Communication will be maintained by the member of staff managing the Student lockdown (most likely the Head of Centre) and the staff managing the classrooms.

Staff and students remain in Student lock down until it has been lifted by the member of staff managing the Student lockdown. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

3. Full Lockdown – (appendix 1)

Alert to staff: **'Full Lockdown'**

This may be as a result of an intruder or civil disturbance in the local community with an imminent risk to staff and students in the OnTrak.

A full lockdown may be deemed the most appropriate course of action if an emergency situation occurs outside the OnTrak grounds and which renders an evacuation unsafe. Staff and students would be expected to stay in a safe area inside until advised otherwise by the emergency services.

Immediate action:

- Ensure all students are inside the OnTrak building. Alternatively, ask students to hide or disperse if this will improve their safety.
- Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.

- Dial 999.
- Ensure people take action to increase protection from attack:
 - Block access points (e.g. move furniture to obstruct doorways).
 - Sit on the floor, under tables or against a wall.
 - Keep out of sight.
 - Draw curtains / blinds.
 - Turn off lights.
 - Stay away from windows and doors.
 - Put mobile phones on silent.
- Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access.
- If possible, check for missing / injured students, staff and visitors.
- Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

Do not evacuate if the fire alarm sounds.

If students are outside when the signal for a full lockdown is sounded, staff could consider taking students to the nearest possible building that can be secured. Students could also be asked to hide or disperse if this will aid their safety.

During a full lockdown, staff may find it difficult to obtain a clear overview of the situation. Communication may be able to be maintained between employees by mobile phone or less conventional means (e.g. using classroom computers to send messages via email etc.).

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. This will include providing best access information such as floorplans and other relevant intelligence. The OnTrak site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the full lockdown. Emergency Services should work with the Headteacher with regard to the timing of communication with parents.

OnTrak security relating to threats

While the majority of threats are anonymous and turn out to be hoaxes, they have to be investigated and taken seriously. Any hoax is a crime and, no matter how ridiculous or unconvincing, it must be reported to the police.

Types of threats:-

- Bomb.
- Postal package.
- Unclaimed bag or rucksack.
- Chemical or biological radiological (CBR).
- Threat by an intruder (firearms / weapons).
- Death threats.

How:-

- By social media platforms.
- Telephone call.
- Email.
- Death threat scribbled on a toilet wall.
- Rumor.
- Ex-employee, Student, visitor or intruder.

Bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption.

Basic advice for staff handling a bomb threat:

- Stay calm and listen.
- Obtain as much information as possible. Remember the 5 'W's. (*appendix 2*)
- When the caller rings off, dial 1471 to see if you can get their number.
- Immediately report the incident to the relevant manager who will notify the police.
- Ask the police if we should evacuate the building and supply any relevant information.

Remember the 5 'W's. WHEN / WHERE / WHAT / WHO / WHY

Suspicious Items

If you find a suspicious item or package:

- Do not touch suspicious items.
- Move away to a safe distance.
- Prevent others from approaching.
- Communicate safely to staff, visitors and the public.
- Notify the police, giving relevant details about it.

When to evacuate the building (away from the suspicious item or threat):

- A threat aimed directly at the building.
- A threat received elsewhere and passed on to you by the police.
- Discovery of a suspicious item in the building (postal package, unclaimed bag or rucksack).
- Discovery of a suspicious item or vehicle outside the building.
- An incident that the police have alerted you about.
- Move away from the building at least 500 metres.

Full Lockdown Procedure

(appendix 1)

Signals

Signal for lockdown	“ FULL LOCKDOWN”
Signal for all-clear	“ALL CLEAR”

Full Lockdown

Rooms most suitable for lockdown	Classrooms.
Communication arrangements	<ul style="list-style-type: none">▪ Mobile phones▪ Instant messaging / email.▪ Other.
Notes	Do not evacuate if the fire alarm sounds during lockdown.

Upon hearing the full lockdown signal, take the action below. If someone is taken hostage on the premises, the OnTrak should seek to evacuate the rest of the site.

Initial response – Full Lockdown

Ensure all students are inside the OnTrak building. Alternatively, ask students to hide or disperse if this will improve their safety.
Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.
Dial 999.

Ensure people take action to increase protection from attack:

- Block access points (e.g. move furniture to obstruct doorways)
- Sit on the floor, under tables or against a wall
- Keep out of sight
- Draw curtains / blinds
- Turn off lights
- Stay away from windows and doors.
- Put mobile phones on silent.

Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access.

If possible, check for missing / injured students, staff and visitors.

Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

Bomb Threat by Telephone

(appendix 2)

Try to ascertain as much information about the explosive device as possible.

The 5 'W's

<u>WHERE</u> - IS THE BOMB?	
<u>WHEN</u> - WILL IT EXPLODE?	
<u>WHAT</u> - DOES IT LOOK LIKE?	
<u>WHO</u> - ARE YOU?	
<u>WHY</u> - ARE YOU DOING THIS?	

Try to ascertain as much information about the caller as possible, this may have a significant outcome on the credibility of the threat.

Whilst you are asking the vital questions regarding the explosive device also take note of the following if possible:

Callers voice: e.g., Male/Female, Young/Old, Accent	
Background Noise: e.g., Noisy, Traffic, Station, Airport, ONTRAK	
Emotion: e.g., Scared, Joking, Angry, Reading from Script	

Dial 1471 immediately to try and get the caller's number.