



**Durham and Newcastle Diocesan Learning Trust**  
**Company Number 10847279**

## **Lock Down & Bomb Evacuation Procedures**

Policy Reviewed November 2020  
Version: 2  
Date of Next Review: Annual  
Responsible Officer: H and S consultants/COO

## Rationale

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 staff, pupils and visitors in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all. Although this document provides advance planning of what needs to be done to lockdown our school, we recognise that flexibility of these plans could save lives.

Lockdown procedures may be activated in response to any number of situations, these may be:

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

**Note:** Lock down & bomb evacuation drills will not be carried out during the pandemic whilst social distancing restrictions are in place.

## The school's lockdown plan is as follows:

Signals	
<b>Signal for lockdown</b>	Staff will be alerted to the activation of the plan through a recognisable signal in the alarm system- continuous siren. (This is different to the signal for the fire alarm)
<b>Signal for all - clear</b>	The repeat of the above signal or communication through designated adults or a member of the emergency services.

Lockdown	
Initial response	Action
<b>Ensure all pupils are in their classroom.</b>	Class teacher is responsible for pupils in their own class. The class teacher to secure internal door, shut all windows and blinds. The class teacher to encourage children to take cover under a table and keep them calm. If children are in the hall, they are to be taken to their classroom as quickly and safely as possible.
<b>Ensure all pupils are inside the building.</b>	Class teacher to take the children to the nearest building and in to the nearest vacant classroom (if their own classroom is close and vacant that should be used).
<b>If the risk is outside the building, lock secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.</b>	Senior leadership and admin staff to make sure this has happened.

<b>Call emergency services</b>	Admin staff will establish communication with the emergency services Admin staff will make sure that the Emergency Services have mobile numbers for the Senior leadership team.
<b>Seek best protection for children, staff and visitors</b>	Block access points Encourage children and staff to sit under tables or behind a wall Keep out of sight Close blinds Turn off lights Stay away from windows and doors Class teacher to take a head count of children in the room
<b>If possible check for missing/injured pupils, staff and visitors</b>	Senior leadership team and admin staff. Class teacher to take a head count of children in the room.
<b>Remain inside until an all clear has been given or unless the evacuation alarm is sounded or you are told by emergency services.</b>	The evacuation alarm will be the fire alarm however; staff, pupils and visitors will follow the lead of either the emergency services or senior leadership team as to where to go.
<b>Contact parents</b>	Admin will contact parents via text messaging as soon as practically possible. Parents must respect the advice from the emergency services and not try to intervene, if asked not to.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, an annual staff meeting is dedicated to the training of all staff in the lockdown procedures. Part of this training involves the principals of 'Stay Safe', **see Appendix A**

## **Procedures:**

### **Partial Lockdown**

Senior leadership team and admin staff will alert staff of a 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, pupils and visitors in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

### **Immediate Action:**

1. Staff will be alerted by Senior leadership team or admin staff.
2. All outside activity to cease immediately, pupils and staff return to building. All staff and pupils remain in building and external doors and windows locked.
3. Movement may be permitted within the building dependent upon circumstances, but a member of staff must supervise this.
4. All situations are different, once all staff, pupils and visitors 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, pupils and visitors.
5. Partial lockdown is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

6. 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.

## Full Lockdown

All staff will be alerted to a full lockdown through a recognisable signal in the alarm system. Senior Leaders and office staff know the code to set this of on the alarm system. This signifies an immediate threat to the school and may be an escalation of a partial lockdown. This can also be done through the use of internal phones, or word of mouth if there is no access to the bell.

### Immediate action:

1. All pupils return to classroom. Children must be made aware of where the nearest safe area is to go if they are in the toilets or anywhere else in the school other than their classroom. **If children are outside, staff will, depending on the situation move them to the nearest 'safe place' indoors or move them to 'hide/take cover' or leave the premises by the gates either in the two car parks or the playground. This will ultimately depend on where the threat or risk is.**
2. Classroom doors blocked.
3. Windows locked, blinds drawn, lights and smartboards switched off, pupils sit quietly out of sight.
4. The Class teacher will take a head count of the children. Check attendance in class by referring to the register number, which should be clearly marked up on the board daily for anyone covering. If any child is missing this should be communicated to the HT or member of SLT if possible.
5. Staff and pupils remain in lockdown until a senior member of staff or emergency services has lifted it.
6. At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the building.
7. Staff will remain with their pupils at all times and maintain, as best as they can a calm atmosphere in the room and keep alert to the emotional needs of the pupils. Pupils must be quiet. **NO ONE SHOULD MOVE ABOUT THE SCHOOL.** During lockdown staff must keep all lines of communication open and must not make any unnecessary contact with anyone during this time.

## Communication between parents and the school

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

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

- **Are reassured** that the school 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 school.** Calling the school could tie up telephone lines that are needed for contacting emergency provider.
- **Do not come to the school.** They could interfere with emergency provider's access to the school

and may even put themselves and others in danger.

- **Wait for the school or the emergency services to contact them** about when it is safe for them to come and get their children, and where this will be from.

**Parents will be told** *'..the school is in a full lockdown situation. During this period the phones will be unmanned, external doors locked, and nobody allowed in or out. An update will be provided as soon as possible'.*

## 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 school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown

Provide the following instructions to the Emergency Services;

- **Identify yourself, the school name and full address**
- **Describe the situation/type of situation (all known information).**
- **Identify if anyone is injured, type of injury and the severity of the injuries if known.**
- **Stay on the line and provide information as requested**

Emergency Services will support the decision of the Headteacher with regard to the timing of communication to parents.

## Staff Roles

Any member of staff can give the order to lockdown the school

1. Office staff ensure that their office is locked, and emergency services called.
2. Office staff or Head ensure the school gate is locked using the button located in the school office.
3. Head or office staff member locks the school's front door.
4. All teachers lock doors that open out onto car parks or the school playground.
5. Kitchen staff ensure that all outside doors and gates are locked
6. Site Manager or Senior Leadership to ensure that all exits, and internal doors are closed and locked if possible.
7. Individual teachers / HLTAs / TAs lock / close and lock classroom door(s) and windows, shutting blinds or curtains. Ensure lights and computers / smart boards are turned off. Nearest adult to check exit doors in Early Years, KS2 / KS1 and outdoor classroom doors / blinds are closed.

## Lockdown drills

Lockdown practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

# Appendix A

## Stay Safe

### Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

### 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.

### **Armed Police Response**

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

### **Officers may**

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

### **You must STAY SAFE**

- What are your plans if there were an incident?
- What are the local plans? e.g. personal emergency evacuation plan.

## Bomb Evacuation Procedures

### Principles

The overriding consideration must always be the safety of staff, pupils, visitors and the general public. The purpose of this guidance is to ensure any emergency situation can be dealt with in a pre-planned and organised manner to maintain the safety of all persons and co-ordinate an evacuation in conjunction with the emergency services.

All staff and pupils must be aware of evacuation procedures (see the Fire Plan). All persons on site (visitors, contractors etc.) must be instructed on the procedures for evacuation of the building/establishment.

A bomb threat can be communicated in a number of different ways. The threat is likely to be made in person over the telephone; however, it may also be a recorded message, communicated in written form, delivered face-to-face or, increasingly, sent by email or social media (e.g. Twitter or Instagram, etc.). A threat may be communicated via a third-party, i.e. a person or organisation unrelated to the intended victim and identified only to pass the message.

### Procedures

#### Immediate steps if you receive a bomb threat communication

Any member of staff with a direct telephone line, mobile phone, computer or tablet etc., could conceivably receive a bomb threat. Such staff should, therefore, understand the actions required of them as the potential first response to a threat message.

If you receive a telephone threat, you should:

- stay calm and listen carefully
- have immediate access to a checklist on key information that should be recorded (see bomb threat checklist – attached)
- if practical, keep the caller talking and alert a colleague to dial 999
- if displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended
- if the threat is a recorded message write down as much detail as possible
- if the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice
- know who to contact in your organisation upon receipt of the threat, e.g. building security/senior manager. They will need to assess the threat.

#### If the threat is delivered face-to-face:

- try to remember as many distinguishing characteristics of the threat-maker as possible

#### If discovered in a written note, letter or as graffiti:

- treat as police evidence and stop other people touching the item

#### If the threat is received via email or social media application:

- do not reply to, forward or delete the message
- note the sender's email address or username/user ID for social media applications
- preserve all web log files for your organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

**REMEMBER** Dial 999 and follow police advice. Seek advice from the venue Fire Manager as soon as possible

### Assessing the credibility of bomb threats

Evaluating the credibility of a threat is a critical task, particularly if the attack being threatened is imminent. This is a tactic used to place additional pressure on decision makers. Police will assess the threat at the earliest opportunity. When specific intelligence is known to police, advice will be issued



accordingly; however, in the absence of detailed information, it will be necessary to consider a number of factors: -

- is the threat part of a series? If so, what has happened elsewhere or previously?
- can the location of the claimed bomb(s) be known with precision? If so, is a bomb visible at the location identified?
- considering the hoaxer's desire to influence behaviour, is there any reason to believe their words?
- if the threat is imprecise, could an external evacuation inadvertently move people closer to the hazard?
- is a suspicious device visible?

### **Checking your venue for suspicious items – Search considerations**

Regular searches of your establishment, proportionate to the risks faced, will enhance a good security culture and reduce the risk of a suspicious item being placed or remaining unnoticed for long periods. Additionally, if you receive a bomb threat and depending upon how credible it is, you may decide to conduct a 'search' for suspicious items. To that end:

- ensure plans are in place to carry out an effective search in response to a bomb threat
- identify who in your venue will coordinate and take responsibility for conducting searches
- initiate a search by messaging over a public address system (coded messages avoid unnecessary disruption and alarm), by text message, personal radio or by telephone cascade
- divide your venue into areas of a manageable size for 1 or 2 searchers. Ideally staff should follow a search plan and search in pairs to ensure nothing is missed
- ensure those conducting searches are familiar with their areas of responsibility. Those who regularly work in an area are best placed to spot unusual or suspicious items
- focus on areas that are open to the public; enclosed areas (e.g. cloakrooms, stairs, corridors, lifts etc.) evacuation routes and assembly points, car parks, other external areas such as goods or loading bays
- develop appropriate techniques for staff to be able to routinely search public areas without alarming any visitors or customers present
- under no circumstances should any suspicious item be touched or moved in any way. Immediately start evacuation and dial 999
- ensure all visitors know who to report a suspicious item to and have the confidence to report suspicious behaviour

Remember: it is vital that regular drills are carried out to ensure all are familiar with bomb threat procedures, routes and rendezvous points. Disabled staff should have personal evacuation plans and be individually briefed on their evacuation procedures. Similarly, all visitors should be briefed on evacuation procedures and quickly identified and assisted in the event of a threat.

Familiarising through testing and exercising will increase the likelihood of an effective response to an evacuation and aid the decision-making process when not to evacuate/invacuate.

### **Planning for evacuation**

#### **Actions to consider**

Responsibility for the initial decision making remains with the management of the location being threatened. Do not delay your decision-making process waiting for the arrival of police. Police will assess the credibility of the threat at the earliest opportunity. All bomb threats should be reported to the police and their subsequent advice followed accordingly. It is essential that appropriate plans exist, they should be event and location specific. Venue options to manage the risk include: -

## External evacuation

Leaving the venue will be appropriate when directed by police and/or it is reasonable to assume the threat is credible, and when evacuation will move people towards a safer location.

Where possible the assembly point should not be a car park. Evacuation procedures should also put adequate steps in place to ensure no one else enters the area once an evacuation has been initiated. The police will establish cordons depending upon the size of an identified suspect device. Always follow police direction and avoid assembly close to a police cordon.

## Internal or inwards evacuation ('invacuation')

There are occasions when it is safer to remain inside. Staying in your venue and moving people away from external windows/walls is relevant when it is known that a bomb is not within or immediately adjacent to your building.

If the suspect device is outside your venue, people may be exposed to greater danger if the evacuation route inadvertently takes them past the device. A safer alternative may be the use of internal protected spaces.

If the location of the device threatened is unknown, evacuation represents a credible and justifiable course of action.

## Decision not to evacuate or inwardly evacuate

This will be reasonable and proportionate if, after an evaluation by the relevant manager(s), the threat is deemed implausible (e.g. a deliberate hoax). In such circumstances police may provide additional advice and guidance relating to other risk management options. It may be considered desirable to ask staff familiar with the venue to check their immediate surroundings to identify anything out of place.

## 1. Bomb evacuation Procedure

The bomb evacuation procedure is activated via Emergency bell (alarm lasting for 10 seconds) which is located in the Main School Office. Do not proceed to the Fire Assembly point (this is not a safe distance). **Evacuation is to the designated bomb assembly point which is on The Green (the preferred option is to exit school by the The front entrance and facing classrooms (Year 1/2 and Y3/4))** If for any reason the assembly point area is compromised, then the Fire Manager will designate another area for assembly and inform staff as soon as feasibly possible and before evacuation proceeds.

Care should be taken to ensure that alternative assembly points are of a suitable distance away from buildings and car parks considering the possible spread of blast, glass and debris damage. The assembly point should be:

- More than 100m away from a small item (hand luggage size)
- More than 200m away from a large item or car
- More than 400m away from a large vehicle (load carrying vehicles) – In such an eventuality an evacuation to The Wilson Centre should be considered.

**Unlike a fire evacuation, during bomb threat evacuations windows and internal doors should be left open, and disabled persons may use the lifts. Lights should be left on. If it does not require a detour or significant delay coats and personal belongings such as bags should be removed from the building.**

## 2. Designated Staff

- The Fire Manager will act as the focal point for all communication and will co-ordinate the evacuation procedure.
- Fire Wardens are the staff with area responsibilities.

### 3. Actions to be taken

The Fire Manager will:

1. Notify the police 999
2. Isolate the area - the minimum distance should exceed 50 metres
3. Ensure nothing is touched
4. Evacuate the building/s and assemble at the designated area or alternative if necessary
5. Staff/pupils are not to re-enter the building
6. Liaise with Police and aid carry out a search of the building
7. If the main telephone line received a threat, ensure that the bomb threat detail sheet (**Appendix 1**) is completed and made available to the police on their arrival.
8. Inform the Chair of Directors/Local Management Board of events

### Fire Wardens

In common with fire evacuations Fire Wardens will carry out a check of their search area to ensure everyone has vacated the premises and will direct students, staff and visitors to the designated assembly point. Fire Wardens should check their designated area to ensure that it is evacuated. The all clear for evacuation of the area should be reported to the Fire Manager.

### 4. Operating the Incident/Bomb Alarm

1. Sound alarm, follow Fire Plan arrangements for evacuation
2. Telephone the Fire & Rescue Service to advise of your actions. Use the standard message below:  
"We are ringing to inform you that a bomb threat has been received and we are activating the bomb alarm in order to evacuate the building(s). The information that we have received indicates that the bomb is set to explode at .....am/pm  
The Police have been informed and an Incident Control Point has been set up at  
"....."

### 5. Bomb Threat Detail Sheet (see Appendix 1)

1. It is important to record the actual words used wherever possible
2. Get a colleague to listen to the call with you
3. Listen carefully – stay calm, if possible do not interrupt
4. Keep the caller talking and keep the line open – do not clear it until you are told to do so.

### 6. Reoccupation of the Building

Following evacuation and after search of the building, confirmation that the building may be reoccupied should be sought from the police attending the incident.

### 7. Further Guidance to staff

Further guidance to staff on package bombs/incendiary devices and suspect devices is enclosed at **Appendix 2** and **Appendix 3**.

**ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT**

- 1 Remain calm and talk to the caller
- 2 Note the caller's number if displayed on your phone
- 3 If the threat has been sent via email or social media, see appropriate section below
- 4 If you are able to, record the call
- 5 Write down the exact wording of the threat:

<p>When Where What How Who Why Time</p>
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**ASK THESE QUESTIONS & RECORD ANSWERS AS ACCURATELY AS POSSIBLE:**

1. Where exactly is the bomb right now?	
2. When is it going to explode?	
3. What does it look like?	
4. What does the bomb contain?	
5. How will it be detonated?	
6. Did you place the bomb? If not you, who did?	
7. What is your name?	
8. What is your address?	
9. What is your telephone number?	
10. Do you represent a group or are you acting alone?	
11. Why have you	

Record time call completed:

**INFORM THE FIRE MANAGER –**

Name and telephone number of people informed:

**DIAL 999 AND INFORM POLICE**

Time informed:

**This part should be completed once the caller has hung up and police/ Fire Manager have all been informed**

Date and time of call:

Duration of call:

The telephone number that received the call:

**ABOUT THE CALLER:**

Male

Female

Nationality?

Age?

**THREAT LANGUAGE:**

Well-spoken

Irrational

Taped

Foul

Incoherent

**CALLER'S VOICE:**

Calm

Crying

Clearing throat

Angry

Nasal

Slurred

Excited

Stutter

Disguised

Slow

Lisp

\*Accent

Rapid

Deep

Familiar

Laughter

Hoarse

Other (please specify)

\*What accent?

If the voice sounded familiar, who did it sound like?

**BACKGROUND SOUNDS:**

Street noises

House noises

Animal noises

Crockery

Motor

Clear

Voice

Static

PA system

Booth

Music

Factory machinery

Office machinery

Other (please specify)

REMARKS:

ADDITIONAL NOTES:

Signature: .....

Print Name: .....

Date: .....

## **ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA**

- 1 DO NOT reply to, forward or delete the message
- 2 If sent via email note the address
- 3 If sent via social media what application has been used and what is the username/ID?
  
- 4 Dial 999 and follow police guidance
  
- 5 Preserve all web log files for your organisations to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

Signature: .....

Print Name: .....

Date: .....

**SAVE AND PRINT – HAND COPY TO POLICE AND FIRE MANAGER**

### GENERAL ADVICE FOR STAFF CONCERNING PACKAGE BOMBS/INCENDIARY DEVICES

The instructions below should be followed when dealing with package bombs / incendiary devices. This procedure should be read carefully by all staff.

#### PACKAGE BOMBS/INCENDIARY DEVICES/POWDERS

Postal bombs are not likely to be in large parcels but rather in flat letters weighing up to four ounces, or in packets the size of a book. Bombs can however be of any shape or size and anything suspicious should be reported.

**REMEMBER** – You must not move them. They may explode on opening, so look out for: -

- The postmark and any name and address of sender
- The writing, which may be stencilled
- The balance, which, if uneven, is suspect
- The weight, if it seems excessive for the size treat as suspect
- Any protruding wires, (even the best-prepared devices can be come undone in transit) treat as suspect
- Any hole, (like pinholes) in wrapping or envelope
- Greasy marks, on wrapping or envelope, which could be from 'sweating' explosives
- The smell, some explosives have an aroma of marzipan or almonds
- The 'booby' trap, could be one envelope tightly taped or tied with string inside another, examine both for indications listed above

You must remember the following:

- Keep calm
- Don't move it
- Don't open it
- Don't let anyone else interfere with it
- Don't place in a container
- Don't place on the floor or in a corner
- Do put it on a flat surface
- Ensure that it is easily identifiable to Emergency services
- Evacuate adjacent rooms
- Call the Fire Manager
- Check all mail carefully; this includes local mail, and any delivered by messenger, as there is always the possibility that Terrorist Groups, or other extreme political groups and subversive organisations could adopt this type of terrorism. **IF IN DOUBT – CALL THE FIRE MANAGER**

### GENERAL ADVICE FOR STAFF CONCERNING SUSPECT DEVICES

The instructions below should be followed when dealing with suspect packages. This procedure should be read carefully by all staff.

#### Suspect Devices

Bombs placed within sports bags, holdalls, rucksacks or litterbins are usually designed to cause personal injury and disruption. They can be of varying size and weight, but they all have the potential to be fatal.

On discovery of a possible suspect device notify the Fire Manager. You will need to give as much information as possible on the container and the location (see below). The Fire Manager will then contact the Police.

You must remember the following:

- DO NOT attempt to open the device
- DO NOT move it
- DO NOT place it within a vehicle or other container
- DO NOT tamper with it in any way
- DO NOT allow anyone else to interfere with it
- Clear people from the immediate area

You will need to give as much information as possible when reporting a suspect device.

Make a note of the following (if it appears safe to do so) –

- Type of container
- Size of container
- Does the container appear full/bulging?
- Identifying mark on container
- Its exact location
- Nearest property
- Are there any similar items nearby?
- A description of the person placing the device

#### Personal Safety:

- If you think you are dealing with an obvious bomb or a confirmed suspicious item, move yourself and anyone nearby to an area which is:
  - Not in the direct line of sight of the item
  - More than 100m away from a small item (hand luggage size)
  - More than 200m away from a large item or car
  - More than 400m away from a large vehicle (load carrying vehicles)



- Away from glass and parked cars
- Away from secondary hazards (gas, electricity etc.)
- Behind hard cover
- **IF IN DOUBT – CALL THE FIRE MANAGER**

**Lockdown checklist**

Actions (to activate, and during, a lockdown)	Completed
Liaise with the Police in considering a lockdown	
Activate lockdown using a predetermined activation signal	
Advise the Police and other appropriate emergency service agencies	
Establish the School Incident Management Team (to plan further actions and enact the response plan)	
Allocate specific responsibilities	
Guide visitors to safety	
Divert parents and returning groups from the school	
Ensure a telephone line is kept free	
If in place or in use stop the school bell from sounding during period changes or break times	
Secure external doors and entrances	
Keep main entrance as the only school entry point. This entrance must be constantly monitored, and no unauthorised people have access	
Have a delegated staff member wait at the main entry to the School to guide emergency services personnel, if safe to do so	