



Lockdown & Woodrush Restricted Access of Premises ('WRAP') Lockout

*Dynamic Procedures
part of Critical Incident Plan*

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Definitions & nature of threat lockdown

Lockdown can be an escalation from a call to the school or alert raised as a result of a detected threat to personnel or the safety of the site.

Lockdown can be a **precautionary** or **preventative** response that aims to:

- mitigate escalation of threat to persons and the safety of the building;
- increase our state of preparedness against imminent threat;
- optimise the safety of personnel;
- retain a degree of control across the school site and its population.

What external threats may trigger an activation of Lockdown procedure?

- A **call to the school** of an imminent threat to the school population or persons
- A directive from a **local authority police** or **emergency services**
- A directive from a department of **central government** or the military

What internal threats may activate Lockdown procedure?

- An **unidentified intruder/intruders** presenting a threat
- An **identified intruder/intruders** presenting a threat
- An **identified member of the school population** presenting a threat

Examples of threats could include:

- A violent threat or person wielding a weapon
- An individual under the influence of drugs or in an unstable mental state
- A threat of an act of terrorism
- An airborne chemical release
- Natural disaster
- Military response
- A bomb threat
- Wild/dangerous animal

Core facilities and resources that feature within Lockdown procedures

Rooms most suitable for lockdown	▪ Classrooms ▪ Changing rooms ▪ Community spaces ▪ Offices
Alternative / Refuge sites (with toileting facilities)	▪ 1st Meadow Green Primary School ▪ 2nd Orchards Primary School ▪ 3rd Wythall Park ▪ 4th Becketts Farm
Communication arrangements	▪ Two-way radios ▪ Classroom telephones ▪ Staff Laptop devices ▪ WhatsApp ▪ Desktop devices ▪ School mobile phones ▪ Email

Communication channel users ('Marshals')	Senior Leadership (SLT), School Management Team (SMT), Estates Team, IT team, Technical Team, Heads of Year, Engagement Leaders, PE Staff, Hub Desk
Key implicated stakeholders	▪ Students, Staff (Woodrush based & Trust based) ▪ Visitors, Parents / Carers ▪ Coppice Primary School ▪ St Mary's Church ▪ Wendy House Tenant ▪ Youth Centre Team ▪ Hub Users: Conference, Sports Team, Café, Exams, Library ▪ External Leasing ▪ Contractors

Lockdown procedures responsibilities and readiness:

- Lockdown procedures are a core feature of our safeguarding of learners and employee as part of the school's organisational duties and responsibilities.
- It is the responsibility of all staff to understand the importance of swift, coordinated, response to a live risk.
- It is vital that staff and young people in the school understand the importance of adherence to these procedures, under the direction of leaders and marshals.
- Each academic term (three times per year), these procedures will be revisited and reviewed as part of the school's risk, safety and security policy.
- Each term, marshals receive updates and opportunities to test out the procedure against various scenarios to enable these procedures to be refined and adapted to optimise their efficacy.
- Following any application of these procedures, a comprehensive review will be conducted, involving leaders, response services representatives and our critical response advisors.
- The Headteacher and Estates Manager take responsibility for the dissemination, training and renewal of these procedures.

The two protocols and actions

In the event of a school threat one of the following procedures will be activated.

WRAP Lockout	FULL Lockdown
= Securing the site perimeter to restrict all access and exit	= Invacuation of personnel, securing inside the building
External alert or risk	Internal or External threat

Both protocols follow the core actions of:

1. SIGNAL	2. SWEEP swiftly	3. SECURE until SAFE
Raise the alert to marshal	Assist others to safety	Maintain & assert vigilance

Marshals

Marshals are the trained, designated, staff who will enforce these critical incident procedures to optimise the safe movement and protection of persons following an incident or an imminent or suspected threat. All marshals should retain a two-way radio on their persons when on site.

Marshals list and radio channel directive:

	SLT	Site & Technician	Hub Managers	Pastoral Leaders Admin & Student Service
Marshals	JYB, DDM, MHB, INW, JNR, SAC, JYH, AYS, SCB	CRB, NH JM, PH, IT Managers, EAR, SHC, JEB	CES, Hub Duty Managers, ALZ	JEF, DEC, CLB, JSF, JSW, RLP, SEA/FAR, ZEB JEL, JAD, KED
Daily working Channel	1	3	3	1
Move to Incident Channel	1	1	1	1

Lead Marshalls

The following leaders and managers will take the lead in the event of a critical incident or alert. They will be responsible for communicating with the Marshal team, decision-making, and liaison with the emergency services and community stakeholders.

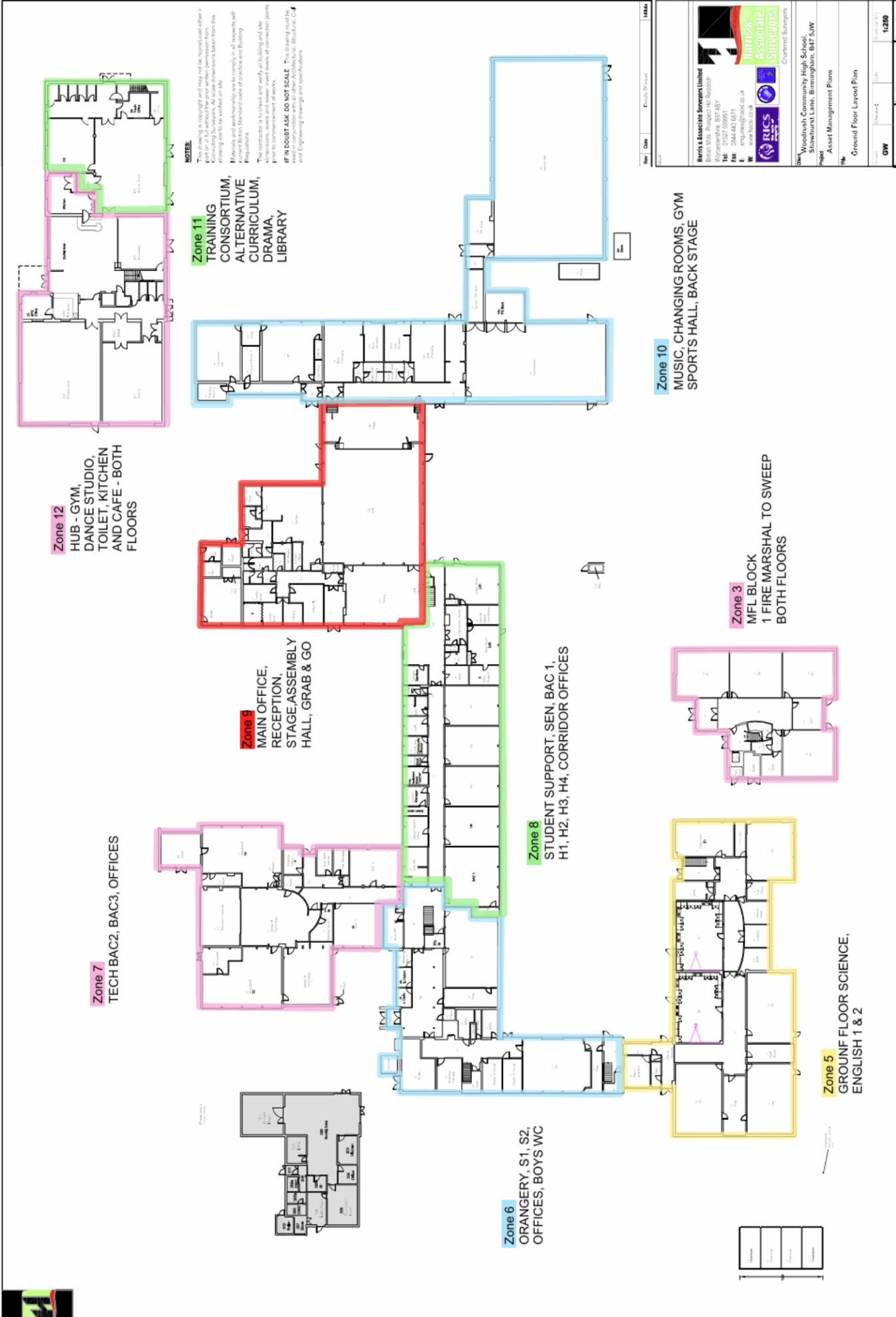
Volume down & Accurate Brief Clear

Leader : JYB, CRB, INW, CES, DDM, MHB

School Zones	ZONE 1	ZONE 2	ZONE 3	ZONE 4	ZONE 5	ZONE 6
	Maths	6Form/Sci	MFL/Eng	Art/Food	Sci/Eng	Orangery
Ground	-		Eng rooms E3-6	-	Eng 1, 2	Pastoral offices; Sci: S1, S2, KS4 toilets; Liberty Suite: Consultation rooms; KS4 Boys toilets
1st floor	Maths: M1, M2, M7	Sci: Prep, S8, S9, M8, Sixth Form Finance office	MFL: L1, L2, L3, L4 rooms, toilet & Offices	Comp/Sc: BAC4 Art: 1, 2, 3 DT: Food rooms Hums: 5,6 Staff room	Sci: 3, Prep, 4, 5, Repro, Toilets	-
2nd floor	Maths: M3, M4, M5, M6	-	-	-	-	-
	ZONE 7	ZONE 8	ZONE 9	ZONE 10	ZONE 11	Zone 12
	Tech/BACs	Hums/SEND	Reception/Hall	Music/PE	HUB	Hub
Ground	Tech: 1, 2, 3, 4 Workshop BACs: 1, 2, 3 S7	Student Services & Student Support; Hums: 1, 2, 3, 4 Corridor, offices, toilets	-	Music, backstage, PE changing rooms, Gym, Sports Hall	-	Studios, Café, Toilets
1st floor	-	-	-	-	HUB: Offices, Conference rooms; School library, Public library, toilets	-

Site zone Ground

Fire Marshal Zone Map - Ground Floor



Fire Marshal Zone Map – 1st & 2nd Floor

WRAP Lockout

Woodrush Restricted Access & Perimeter ('WRAP') Lockout: Restricted access lockdowns are precautionary measures that aim to increase the state of preparedness whilst also retaining a degree of normality to educational activity within the school perimeter.

1. SIGNAL

Witness to inform reception in person or Marshals on radios. Lead Marshall/ Head / Deputy to be informed and approve to activate perimeter lockdown. Reception / SLT to announce: <i>"WRAP Lockout procedures activated. Please ensure all staff and students to remain on site and indoors. This is a precautionary measure. Lessons and activities can continue as normal. Radios to 1"</i> All marshals to remain on Channel 1.	Reception to inform Hub Reception to check they have received the message. SLT or SMT to instruct Reception or call from Head's office for Emergency Services - providing location of threat if necessary. Marshall and SLT to meet as directed by Head/DHT assess risk and action. Personnel on outer fields to come into fenced sports spaces	Hub Centre Manager or Duty Manager to lock main entrance doors and manage release of visitors. Any students, staff or visitors to stay within or outside building until further notice is given. All students to remain or return to supervised spaces	SLT and reception to alert community sites, if deemed necessary: [Coppice Primary 01564 826709] [St. Mary's 01564 823248] Inform parents, if appropriate via Arbor: As a precautionary measure, following notice of an known / suspected incident outside of the school, the school has secured its perimeter and restricted exit and entry. Please do not attempt to access site or communicate with your child[ren] to avoid any alarm or panic. We will update ASAP. Thank you.
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2. SWEEP to SAFETY

Lead Marshals to sweep outside threat areas e.g. ASTRO/FIELD ensuring all staff and students are within the main gated perimeter.	Site Team: carry out perimeter check ensuring all gates and other access points are on access control and padlocked.	SLT Marshal to inform offsite fixtures / trip leads (with imminent expected return) of threat. Instruct to not return to site until deemed safer to do so. Decision to be: i) not return to school, remaining in contact with SLT. ii) Allow students to make way home iii) arrange parent collection from selected alternative safe location away from school i.e. Meadow Green Primary School (B47 6EQ) or Orchards Primary School (B61 8QN)
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3. SECURE until SAFE

All Staff, visitors and students: remain in school buildings with external doors and windows locked, Movement across the Quad and outdoor areas limited to lesson changes only. SLT, HOY and ELs to monitor quad and movement between lessons.	All Staff and Students: Remain in WRAP until authorised all clear given by Lead Marshal, emergency services (OR if the threat increases, a full lockdown becomes necessary). Staff with Visitors: Consider whether visitors are safe to leave site or should remain inside.	Class teacher: takes registers at the beginning of each new class. Free movement may be permitted within the building dependent upon dynamic a threat assessment by SLT. PEEPs individuals to receive additional attention to reassure and assist	Reception / Lead Marshal to send text / app to update and instruct parents SLT: Consider safe time and location for parent collection with advice from Police after all clear.
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FULL Lockdown

A FULL lockdown is an emergency procedure in response to an immediate threat to the personnel inside the school.

1.SIGNAL

Colleague to ALERT reception or a Marshall of threat.	LOCKDOWN ALARM to be activated at Reception	Reception, Lead Marshals, SLT to contact services (999 or 112)
Marshall announcement <i>"A threat has been reported. Activating full LOCKDOWN protocols. Radios to REMAIN ON CHANNEL 1. SLT & Marshalls, please support full lockdown procedures. Remain on Channel 1."</i>	Marshalls to actively respond <i>"[NAME] MESSAGE RECEIVED and sweeping'.</i> NB. Check SLT Head (JYB), Deputies (DDM / MHB / INW) and repeat message until IT have been informed. Hub Desk, Café Staff, Training Consortium and Librarians to lock external and internal door	School announcement IT Management to activate the 'Lockdown Procedures Alert' on work stations. LOCKDOWN PROCEDURES ALERT This is not a test. Please remain in safe spaces, secure entries and await further instructions.

2.SWEEP to SAFETY

- **Marshal to quickly support in vacuating of students, visitors and themselves** through briefly checking corridors; directing persons towards locked room
- **Colleagues assisting individuals with PEEP (Personal Lockdown plans)**
- Students on to redirect to Changing Rooms or Coppice playground (whichever is closest).

3. SECURE until SAFE

1	Ensure all learners and adults are INSIDE the establishment building. If located in outer field, RUN HIDE & TELL Protocols to avoid near	
2	LOCK / SECURE entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
3	Marshals to dial 999 or 112 (from a mobile phone). Dial once for each emergency service required.	
4	Ensure people take action to increase PROTECTION : ▪ BLOCK access points if / as possible and able ▪ Sit on the floor, under tables or against a wall, face away from windows. ▪ Keep OUT OF SIGHT, draw curtains / blinds, stay away from windows and doors. ▪ TURN OFF LIGHTS	
5	Identify an exit point in case you need to escape a threat.	
6	If possible, register those with you using Arbor or emailing lockdown@woodrush.org	
7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

When ready: LEAD MARSHAL send out Community notice (to Parents, Coppice, St.Mary's):

IMPORTANT: LOCKDOWN AT WOODRUSH. Due to a detected threat, the school has activated its Lockdown protocol. Emergency Services have been notified and are supporting. All staff will be maximising the safety of students. **Please do not attempt to enter the school site.** Further information will be sent when available.

Additional factors to help during an INVACUATION

Staff with students	▪ Do not evacuate, ignore fire alarm unless you see smoke or sight of fire. ▪ Gather any/all students into the nearest classrooms or other lockable offices or rooms. ▪ Staff must keep students in classrooms until given the all-clear by school staff or those confirmed as emergency services. Resist temptation to explore noises ▪ Shut and if possible lock windows, close blinds and turn off lights, turn off mobile telephone ringtones and vibrate function (but keep staff phones switched on - silenced). ▪ Push furniture such as filing cabinets or desks against doors to further slow or restrict access if locking is not possible ▪ Staff should attempt to promote a calm atmosphere in classrooms, providing quiet emotional support to students as necessary ▪ When safely invacuated, collate a register of students and any colleagues. ▪ Staff should remain with any students they find themselves with until given the all clear by a uniformed officer or SLT member
All staff	▪ Sit on floors, under desks and keep away from doors and windows ▪ Switch off electronic devices that may make a noise. ▪ Do not allow anyone out of the classroom during a lockdown procedure in any circumstance, as there is the possibility mistaken identification. ▪ If the time is protracted, consider cordoning off an area in the room as a temporary 'bathroom' using plastic bottles etc.
Staff with visitors	▪ When safely invacuated, collate a list of adults / visitors in the space.
Available Adults	▪ Use a WOODRUSH EMERGENCY WhatsApp to communicate, and can support Marshals to form a school emergency response team – using silenced mobile phones to communicate.
Reception & attendance Officers	▪ Once safe to do so, run the last whole school registration report to be given to emergency services on arrival.

Post incident

All staff	▪ Assist emergency services with immediate post incident investigation.
Lead Marshals	▪ Marshals to manage the release of zoned classrooms and offices. ▪ All staff to attend a briefing before leaving. ▪ Once all clear is provided and post-incident communication plans are confirmed, parents should be instructed to collect their children from either the school or assembly area. Consideration should be provided for providing students and parent briefing, written letters, teacher meetings or intranet messages home.

Associated documents:

- Exam's Lockdown policy
- Individual Personal Support Plans (PEEPS)