

COGNITA

Breaside Preparatory School



Security Action Plan

September 2025

LOCKDOWN/STAY SAFE PROCEDURES
<p>These procedures should have the ability to quickly restrict access and egress to the site or building through physical measures in response to a threat. The aim of the lockdown is to prevent people moving into danger areas or preventing or frustrating the attackers accessing a site (or part of). The initiating threat can be either internal or external to the building.</p> <p>There are 3 Threat scenarios that will require the school to go into lockdown:</p> <ol style="list-style-type: none"> 1) Threat outside the school 2) Threat inside the building 3) Threat in your immediate vicinity

NOTIFICATION	
<p>How will the school notify staff that a lockdown is occurring?</p> <p>Consider:</p> <ul style="list-style-type: none"> • <i>Email notification</i> • <i>Pop up notice on networked computer</i> • <i>PA/Tannoy broadcast</i> • <i>In person notification by staff member/word of mouth</i> • <i>Dedicated lockdown alarm tone</i> • <i>Two way radios for those staff remote/playing fields</i> • <i>Notifying staff and pupils away from school premises of lockdown</i> 	<ul style="list-style-type: none"> • Email notification • In person notification by staff member/word of mouth • Dedicated lockdown alarm tone • Two way radios for those staff remote/playing fields • Notifying staff and pupils away from school premises of lockdown

ACHIEVING LOCKDOWN	
<p>Identify all access and egress points in both public and private areas of the school</p> <p><i>Access points may be more than just doors and gates</i></p>	<p>Gates, Front door, over fences.</p>
<p>Identify how quickly and physically you can secure access/egress points</p> <p><i>How will you stop people leaving or entering your school</i></p>	

<p>Allocate staff roles and responsibilities in lockdown</p> <p><i>Include how you will train staff and practice this procedure</i></p>	<p>Roles & Responsibilities:</p>
<p>Procedure for lockdown within the school for staff and pupils to follow following notification:</p> <p>Eg:</p> <ol style="list-style-type: none"> 1. <i>Move immediately to nearest room with as many people as possible.</i> 2. <i>Lock and barricade door/consider covering windows/pulling down blinds</i> 3. <i>Turn off lights or maintain minimal lighting</i> 4. <i>Move away from windows and doors</i> 5. <i>Turn mobile phones off or to silent</i> 6. <i>Keep calm and quiet</i> 7. <i>Stay in room until all clear signalled.</i> 	

WEAPONS OR FIREARMS ATTACK
<p>A weapons or firearms attack is a person or number of persons, killing or attempting to kill as many people as possible, within a short period of time. They may be motivated by religious or political extremism, be suffering from an illness or from a relationship crisis.</p>
STAY SAFE PROCEDURES

The school will adopt the 'Stay Safe' principles (Run, Hide, Tell). The following actions should be undertaken if an incident is occurring.

Run

- You should quickly assess the danger and respond. Do not wait for instructions. Help others only if you deem it safe to do so.
- Whenever possible you should evacuate, if this isn't possible you should hide.
- Leave your belongings behind
- Keep your hands visible
- Evacuate regardless of whether others agree to follow
- Do not attempt to move wounded people
- Call 999 when you are safe

Hide

- Hide out of sight
- If possible hide behind a solid object
- Lock the door
- Blockade the entry with heavy furniture
- Try not to restrict your movement options
- Silence your mobile phone
- Remain quiet

Tell

Call 999

The more information that you can pass to police the better, but NEVER risk your own safety or that of others to gain it.

When it is safe to do so, think about the following questions (emergency telephone operators will record this information):

- Exact location of the incident.
- Is it a firearms / weapons incident?

- Number and description of attackers.
- What else are the gunmen carrying?
- Are the gunmen moving in any particular direction?
- Type of firearm if known - long-barrel or handgun?
- Are the gunmen communicating with others?
- Number of casualties / people in the area.
- Use all the channels of communication available to you to inform staff, visitors and neighbouring premises of the danger.

Do not expose yourself to danger in the process of helping others.

What if the fire alarm sounds?

The school will not respond to a fire alarm if it sounds during a lockdown as it may be a ploy by an armed intruder.

The staff and pupils should stay calm in their lockdown area, if safe to do so and attempt to verify fire alarm activation with on-site contact or emergency services.

If fire is verified, follow fire/evacuation procedures.

Invacuation v Evacuation

It is impossible to write a procedure to cover all eventualities but having procedures in place will hopefully remove staff and pupils from immediate danger and give SLT a clear route to follow in the first few moments of an emergency that necessitates a lockdown.

The first few minutes of any emergency are the most confusing and frantic and the primary aim of those trying to control the situation is to preserve life and to get survivors to a place of safety.

Whether or not to invacuate or to evacuate people will depend on the type of attack, the number of assailants and their type of weapons. If for example the incident involves a single person without a firearm then it may be safe to evacuate out of the opposite end of the site and away from danger. On the other hand in the event of an IED detonation, retaining people within the building away from the windows may be a wiser choice.

Emergency Services/Armed Police Response

When police officers arrive, they may be armed and wearing unfamiliar uniform clothing and equipment. They may be forceful, shouting commands and pushing individuals for their own safety. They may not be able to assist the wounded until the area is safe.

Staff will be instructed to:

- Remain Calm
- Not to drop anything in their hands
- Keep their hands visible and raise their hands with their fingers spread
- Avoid making quick movements
- Not to grab the officers or ask them for assistance, follow their instructions and evacuate in the direction they have come from.

Suspect Post or Parcels

If a suspect package/envelope is discovered proceed as follows:

- Do Not Open the Envelope or Package
- Leave it and evacuate the room if practical and keep others from entering.
- Notify SLT or Site Manager who will then contact either the LA environmental health dept or the Police.

Packages that are opened that contain suspicious material:

Contain the exposure

- Close off room (doors and windows), do not allow anyone other than qualified emergency personnel to enter.
- Close the package or envelope to limit additional exposure. Do not clean powder up.
- Do not touch your eyes, nose, or any part of your body
- Wash your hands thoroughly with soap and water.
- If clothing is heavily contaminated don't brush vigorously
- If possible, close down the buildings heating/air conditioning/ventilation system
- Make list of all people who has actual contact with the powder for investigation authorities
- Notify the Head

Anthrax organisms can cause skin infection, gastrointestinal infection or pulmonary infection. To do so the organism must be rubbed into the damaged skin, swallowed or inhaled as a fine, aerosolised mist. All forms of disease are generally treatable with antibiotics. Anthrax cannot be easily aerosolised out of an envelope or package containing powders.

The same facts and conditions are generally true for other bacteria likely to be considered as biological weapons.

Suspicious Items

If a suspicious item has been discovered, that is out of place, a bag, or a large back pack or suitcase in an unusual place say hidden in the grounds, then they should seek to identify the owner of the unattended item. If no owner is identified, then they should apply the HOT principles.

H idden – ie placed where not readily seen or noticed as unusual

O bviously – suspicious by its physical appearance

T ypical – not typical of what you would expect in that environment.

These items may have external wiring, visible batteries, switches, timers, circuit boards, secured by plastic adhesive tape, annotations on it, modified wooden or plastic boxes, contain powders or putty like substance, carefully wrapped plastic bags.

If deemed suspicious – call 999 and ensure all staff and pupils are moved away from the immediate vicinity.

This must be at least 100m away from the item.

Suspicious Vehicles

If a vehicle that has either entered the school grounds or is parked near the school is deemed to be suspicious as it shouldn't be there, looks out of place in the area, or seems to have been there for a long time.

The school will initially try to identify and owner of the vehicle and if this cannot be achieved then they will call 999 and give them as many details as possible.

The exclusion zone for a car is 200m and a van is 400m. Areas this distance away have been identified where the school will be evacuated to.

Communication and Training

It is essential that all staff are fully aware and trained in the implementation of this security plan and comply with any security arrangements.

It is important that any staff or pupils that are away from the school when an incident occurs there is some way of communicating to them the situation happening at the school and where they should go with the pupils in the interim.