



## Immediate Response Procedures

The College of Animal Welfare should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. The Immediate Response procedures may be activated in response to any number of situations, but some of the more typical might include:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students at the College)
- An intruder on the College premises (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 College
- The close proximity of a dangerous animal roaming loose
- A terrorist alert

It is not possible to prescribe generic details of the College's Immediate Response Procedures as there are a number of variables that would dictate exactly how the College responds to those situations identified, for example:

- Access to the College alarm system to raise an alarm in an emergency
- Other means of internal communications – messenger, mobile phone, internal emails, texts etc.
- College site plan i.e. the layout of the buildings and their proximity to other buildings
- Age of learners
- Geographical location (the four College centres)

The following basic principles will be adhered to:

- Staff will be alerted to the activation of the plan by a recognised signal audible throughout the College
- Students who are outside of the College will be brought inside as quickly as possible
- Those inside the College will remain in their classrooms
- All external doors and, as necessary windows will be locked (depending on the circumstances, internal classroom doors may also need to be locked)
- Once in a lockdown mode, staff should notify the office immediately of any students not accounted for (and instigate an immediate search for any missing)
- Staff will encourage the students to keep calm
- As appropriate, the College will establish communication with the emergency services as soon as possible

- If necessary, parents of specific learners will be notified as soon as it is practicable to do so via the College's established communication systems
- Learners will not be released during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should await further instruction

It is of vital importance that the College's Immediate Response procedures are familiar to members of the Senior Management Team, College administrators, teaching staff and non-teaching staff. To achieve this, various drills will be undertaken at least annually. Regular practices will increase student familiarity. The College will also, as part of good practice:

1. Conduct a number of table top exercises to test the procedures against various scenarios
2. Immediate Response arrangements will be rehearsed with staff and learners
3. Immediate Response drill information will be displayed in every classroom alongside information relating to the fire drills

## **Lockdown Arrangements**

Lockdown arrangements will be determined by the College on an individual basis as they will be dependent to a large extent on the premises design (each centre is different), the class arrangement resources available. An example of the lockdown procedure is described below:

### **1. Partial Lockdown**

**Alert staff 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 and learners at the College. 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, learners and staff to return to the building
- All staff and learners to remain in the building and external doors and windows locked
- Free movement may be permitted within the building dependent upon the circumstances
- All situations are different. Once all staff and learners are safely inside senior staff will conduct an ongoing and dynamic risk assessment based on advice from the emergency services. This can then be communicated to staff and learners
- Partial lockdown is a precautionary measure but puts the College in a state of readiness (whilst retaining a degree of normality) should the situation escalate
- In the event of an air pollution, 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. Full Lockdown

**Alert staff full lockdown** - this signifies an immediate threat to the College and may be an escalation of a partial lockdown.

### Immediate Action

- All learners to return to base classroom or agreed location
- External doors locked, classroom doors locked (where a member of staff with a key is present)
- Windows locked, blinds drawn, learners to sit quietly out of site, for example under desk or round a corner
- Register taken to ensure that all learners are accounted for.
- Staff and learners remain in lockdown until it has been lifted by a senior member of staff/emergency services
- At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building. During the lockdown staff will keep agreed lines of communication but not make unnecessary calls to the central office as this could delay more important communication.
- Examples of discreet communication channels might be:
  - Where staff have access to an internal email system then they could access their account and await further instruction. In practical terms staff would need to be familiar with accessing their account through a variety of means (laptop, smartphone or tablet).
  - Where a College uses ParentMail then staff could be put into a defined user group. This could then be used for communicating instructions via text message in an emergency.

### Evacuation

**Certain response procedures will require immediate evacuation of the premises.** In the event of a full evacuation of the College being actioned during a terrorist or bomb threat, the Police may recommend that personnel are moved further away from the College. During a terrorist alert the Senior Management Team will direct everyone as required.

### Communication between Parents and the College

College Immediate Response procedures, especially arrangements for communicating with parents should be routinely shared with parents either by newsletter or via the College website. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. Parents should be given enough information about what will happen so that they are:

- Reassured that the College understands their concern for their child's welfare, and that it has done everything possible to ensure their safety
- Do not need to contact the College. Calling the College could tie up telephone lines that are needed for contacting emergency services
- Do not come to the College. This could interfere with emergency providers access to the College and may even put themselves and others in danger
- Wait for the College to contact them about when it is safe for them to come and get their children and where this will be from

The communication with parent's part of the plan needs to reassure parents that the College understands their concerns for their children's welfare and everything that can possibly be done to ensure their safety will be done, however it may also be prudent to reinforce the message that the College is in a full lockdown situation. **During the period the switchboard and the entrances will be unmanned, external doors locked and nobody allowed in or out.**

### **Emergency Services**

It is important to keep lines of communication open with the emergency services as they are best placed to offer advice as the situation unfolds. The College may or may not be cordoned off by the emergency services depending on the severity of the incident that has triggered the lockdown. Emergency services will support the decision of the Principal with regard to the timing of the communication to parents. In the event of a prolonged lockdown or even more severe scenario the services have the capacity to provide humanitarian assistance by establishing a reception centre for friends and family outside of the cordoned area.

Date Reviewed: December 2024

Date next Review Due: December 2025