Lockdown and Critical Incident Management Arrangements for Carmarthenshire Schools

Guidance for Head Teachers and Senior Managers

3rd October 2022

Cyngor Sir Gâr
Carmarthenshire
County Council

Ysgol Gynradd Gorslas

Lockdown and Critical Incident Policy

Contents

1.0 Introduction 4

2.0 Creating Lockdown Procedures for Schools 5

3.0 Partial Lockdown 6

3.1 Alert to staff: 6

3.2 Partial Lockdown - Immediate action 6

4.0 Full Lockdown 7

4.1 Alert to staff: 7

4.2 Immediate action 7

5.0 Communication 8

5.1 Internal Communication 8

5.2 External Communication 8

5.3 Emergency Services 8

6.0 Training 9

7.0 Post Incident 9

8.0 Conclusion 10

Appendix A - NaCTSO Stay Safe - Firearms and weapons attack 11

Appendix B - Lockdown Flow Chart 12

Appendix C – School's In House Lockdown Arrangements ..... Error! Bookmark not defined.

This guidance should be read in conjunction with WECTs "*Protecting Schools – An integrated approach" – Toolbox for Head Teachers.*

This guidance is available from South Wales Police - WECT

1.0 Introduction

Lockdown is the ability to quickly restrict access and egress to a school site or building (or part of) through physical measures in response to a threat, either external or internal.

The aim is to either prevent pupils, staff or visitors from moving into areas of danger or preventing/frustrating an attacker from accessing a site (or part of). Due to their nature, some school sites may not be able to physically achieve lockdown.

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 and pupils.

Procedures should aim to minimise disruption whilst ensuring the safety of all pupils, staff and visitors.

Examples of situations that may trigger a full or partial lockdown include:

- A reported incident/civil disturbance in the local community
- An intruder on the school site
- An intruder in the school building
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- Extreme weather conditions e.g. Met Office Red “Risk to Life” warning issued
- Instruction issued by the police or other emergency services

In addition to this guidance, schools should read and consider the Stay Safe principles published by the National Counter Terrorism Security Office (NaCTSO) that details the actions that should take in the event of a fire arms or weapons attack

2.0 Creating Lockdown Procedures for Schools

All schools should consider the need for an effective and tested lockdown procedures. Schools should consider two types of lockdown; 'partial' and 'full'. These arrangements would be determined by schools on an individual basis, as they will be dependent to a large extent on local circumstances such as premises design and layout, class arrangements, resources available, etc.
It is not possible to develop a specific guidance document for each school. Therefore, the following general principles should be included by schools in their plans (***It is intended that this procedure should be amended and adapted for your individual school needs)***:

- A senior member of staff is nominated as Lockdown Manager (LM) (plus deputies in their absence) to initiate, manage and conclude the lockdown.
- Larger schools may consider nominating Assistant Lockdown Managers (ALM) to supervise in specific areas of the school e.g. Heads of Departments
- A recognised signal, audible throughout the school is used to alert staff to the activation of the plan. This signal should only be used for this purpose.
- The creation of an action plan to be implemented in the event of a partial or full lockdown
- The use of the fire alarm should be avoided to prevent an incorrect response to an incident.
- Pupils/staff who are outside of the school buildings should be brought inside as quickly as possible.
- Those inside the school should remain in their classrooms or proceed directly to the nearest classroom.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked).
- Blinds/curtains drawn and windows on internal doors covered.
- Once in lockdown mode, staff should notify the LM immediately of any pupils not accounted for and any additional pupils/staff in their classroom via the agreed communication channel.
- The school should establish communication with the Emergency Services as soon as possible.
- Carmarthenshire County Council (LA) should be notified as soon as practical via Department of Director of Education & Children Services - schoolemergency@carmarthenshire.gov.uk
- If it is necessary to evacuate the building, the fire alarm should sound.
- The school should arrange suitable alternative accommodation for pupils and staff in the event of the school being evacuated.
- Ensure procedures are in place for members of staff who do not have a regular office or classroom.
- Ensure catering, cleaning, breakfast club staff are included in your school lockdown plan.
- Establish an official lockdown termination announcement/signal so that all staff know that it is authentic, that is only used for this purpose.
- Specific arrangements should be made for pupils/staff with different needs (i.e. hearing/visual impairment or mobility needs).
- Areas in the school that cannot be effectively locked down should be identified and the lockdown procedures should include instructions on removing staff and pupils from these areas to an alternative place of safety (i.e. toilets/outbuildings).
- Geographical location –when considering likely response time of emergency services

3.0 Partial Lockdown

3.1 Alert to 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 pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Staff and pupils should remain in the school building and all doors leading outside should be locked and windows secured. No one should be allowed to enter or leave the building; however teaching and work can continue as usual. Schools should make an informed decision as to whether pupils should remain in class rooms or be allowed to travel around the school. Staff and pupils engaged in outdoor activities should be called back into school.

A 'partial lockdown' may also be a precautionary measure that puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

All situations are different. Once all staff and pupils are safely inside, the LM and senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.

3.2 Partial Lockdown - Immediate action

- The school is alerted to the activation of the plan by a recognised signal, audible throughout the school that is only used for this purpose.
- Emergency services notified via LM
- Carmarthenshire County Council (LA) should be notified as soon as practical via Department of Director of Education & Children Services - schoolemergency@carmarthenshire.gov.uk / argyfwngysgol@sirgar.gov.uk
- All outside activity to cease immediately, pupils and staff return to building. (There needs to be a means of communicating the alert to duty staff at break times, sports lessons etc.).
- All staff and pupils remain in the building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.

Staff should await further instructions from the Emergency Services who will advise on the best course of action in respect of the prevailing threat**.** Pupils must not be released to parents during a lockdown unless authorised by LM or emergency services.

Staff and pupils should remain in partial lockdown lock down until it has been lifted by school's LM/ALM or the emergency services.

If at any point during the lockdown there is a requirement to evacuate the school, this should be activated by the fire alarm. **The fire alarm should not be used to raise the initial alarm as it may trigger an evacuation that could lead pupils and staff to the source of danger.**

4.0 Full Lockdown

4.1 Alert to staff: 'Full lockdown'

This signifies an immediate threat to the school or may be an escalation of a partial lockdown. The aim of a full lockdown is for all pupils, staff and visitors to be located in a place of safety and the school and its rooms to appear empty.

In the event of a firearms or weapons attack, the Stay Safe guidance at annex A should be followed.

The fire alarm should not be used to raise the initial alarm as it may trigger an evacuation that could lead pupils and staff to the source of danger

Schools should use the following procedures as a guide to develop their own arrangements:

4.2 Immediate action

- The school is alerted to the activation of the plan by a recognised signal, audible throughout the school that is only used for this purpose.
- Emergency services notified via LM
- Carmarthenshire County Council (LA) should be notified as soon as practical via Department of Director of Education & Children Services - schoolemergency@carmarthenshire.gov.uk / argyfwngysgol@sirgar.gov.uk
- All outside activity to cease immediately, pupils and staff to return to building. (There needs to be a means of communicating the alert to duty staff at break times, sports lessons etc.).
- All pupils/staff kept in their classroom or moved to the nearest designated safe place.
- Non-teaching staff (administrative, catering, cleaners) should remain in their workplace.
- External doors locked. Classroom doors locked (where a member of staff with key is present) or barricaded with available classroom furniture if doors cannot be locked.
- Windows locked, blinds drawn, windows covered (so an intruder cannot see in).
- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (. Consider locations behind substantial brickwork or heavy reinforced walls).
- Lights, smartboards and computer monitors should be turned off.
- Mobile phones turned off or onto silent mode so they cannot give away your position.
- A register to be taken of all pupils/staff in each classroom/office.
- Communicate register of staff/pupils to a pre-agreed central office including the details of other pupils or staff in the classroom.

Once the lockdown has be activated the LM and staff should await further instructions from the Emergency Services who will advise on the best course of action in respect of the prevailing threat**.**

Staff and pupils should remain in lockdown until it has been lifted by the school's LM/ALM or the emergency services. **Pupils must not be released to parents unless authorised by LM or emergency services.**

If at any point during the lockdown there is a requirement to evacuate the school, this should be activated by the fire alarm. **The fire alarm should not be used to raise the initial alarm as it may trigger an evacuation that could lead pupils and staff to the source of danger.**.

5.0 Communication

5.1 Internal Communication

During the lockdown, staff will keep agreed lines of communication open, but should 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 e-mail system, 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 e.g. laptop, smartphone or tablet.
- Other methods including as text messages or WhatApp could be used as appropriate
- Where a school uses 'Parentmail' or other systems, then staff could be put into a defined user group. This could then be used to communicate instructions via text message in an emergency.
- Staff should avoid using the internal telephone system as this should be kept clear for communication with emergency services

5.2 External Communication

It should be anticipated that in the event of a lockdown a large volume of calls will be made to both the school and Local Authority with requests for information and updates. These can be from parents, press, TV News Channels and public.

During the lockdown, only the LM should communicate details of the threat to the emergency services and the Local Authority. This will avoid duplication and contradictory information.

The Local Authority via the Marketing and Media Team will provide parents, the press and others with timely and accurate information until the lockdown and subsequent debrief is completed.

Communication with parents should provide reassurance that the school understands their concern for their children's welfare and that everything will be done to ensure their children's safety. It may be useful for schools to develop a pre-recorded voice message to inform callers that the school is in lockdown and request that parents do not come to the school as pupils will not be released until the emergency services have declared the lockdown over. This message should also contain the details of alternative numbers parents and others should call for information and updates.

Consideration should be given as to whether other means of communication including social media are appropriate at this time.

5.3 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.

In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency. This response will be co-ordinated via Education & Children Services. A

reception centre for friends and family could be set-up outside of the cordoned area e.g. at a local Leisure Centre, church hall. community centre.

6.0 Training

Due to the fast moving nature of incidents that could trigger a lockdown, it is important that staff are able to act quickly and decisively to protect themselves, pupils and visitors.

All staff should have a clear understanding of their roles and responsibilities in a lockdown situation and fully understand the procedures to be adopted by their school.

In particular, those with key functions including:

- Lockdown Manager and Assistant Lockdown Manager(s)
- School's Senior Management Team
- Administration staff
- Teaching and non-teaching classroom staff
- Site managers/caretakers

As appropriate for their age and cognitive ability, pupils should also be made aware of the plan (regular practices will increase their familiarity).

Staff's understanding should be checked with regular training refreshers. A lockdown drill should be undertaken at least once a year and thoroughly reviewed to monitor the effectiveness of your arrangements. This could be done as a walkthrough with staff if appropriate or as a desk top exercise.

Parents should be informed that the school has a lockdown plan and that it will be regularly tested. However, for obvious reasons it is not advisable to share the contents of the plan.

It would be good practice to:

- Conduct table top exercises with the School's Senior Management Team to test the procedures
- Practice lockdown arrangements with all staff and pupils against various scenarios
- Display lockdown arrangements information in staff rooms
- Establish agreed methods of communication from staff to the lockdown manager should a dangerous intruder be located on the school premises.
- An overview sheet outlining the school's procedures will be displayed in the staffroom and other places throughout the school as appropriate (see Appendix C).

7.0 Post Incident

The LM should arrange a debrief for staff, pupils, parents, LA Officers and others as soon after the incident as is reasonable. The aim of the debrief is to measure the effectiveness of the way the lockdown was initiated and carried out. It will identify any weaknesses or gaps in the effectiveness of the school's planning and operation and also what worked well.

These should be recorded, and the school's procedures amended as appropriate.

8.0 Conclusion

No guidance can cover every possible scenario, but with effective planning and communication, everyone will be prepared should a lockdown situation occur. The more planning, preparation and practice that has taken place, the greater the chance there will be less panic and confusion, enabling staff to protect the children in their care to the best of their ability.

Appendix A - NaCTSO 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.

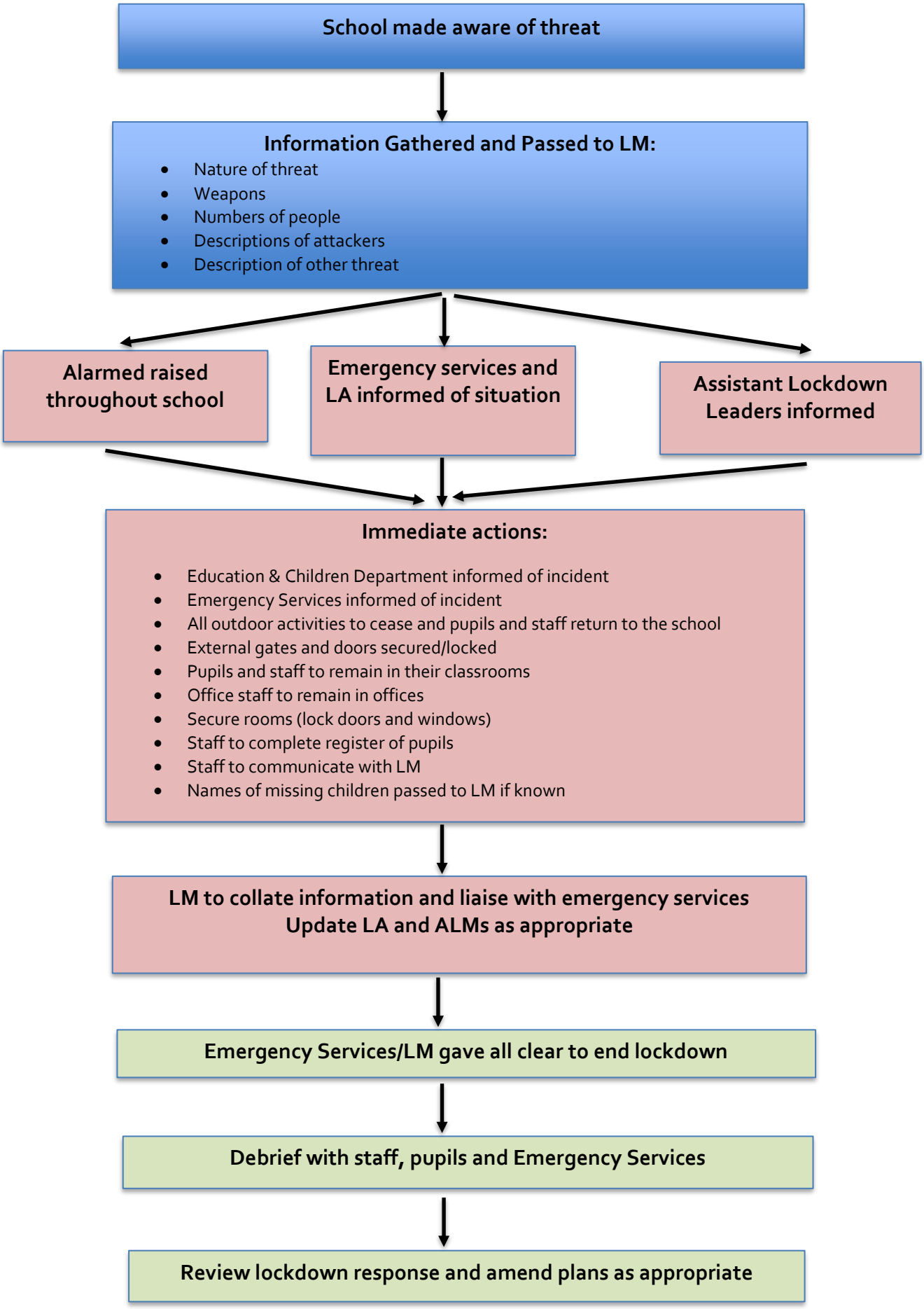
Hide

- 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

Appendix B – In School Lockdown Flow Chart



School Security Action Plan

This document outlines actions to be taken to support security and safety at the school.

These arrangements are intended for crime reduction and the provision of pupil, visitor and staff safety from an intruder with hostile intent.

It is to be read and understood by all members of staff and communicated to visitors as appropriate

The main areas of attention contained within the document are:

- Lockdown (Full and Partial)
- Invacuation/Evacuation
- Weapon or Firearm attack.
- Suspect Post or Parcels
- Suspicious Items
- Suspicious Vehicles
- Communication and Training
- Integrated security

Effective security plans are simple, clear and flexible, but must be compatible with any existing plans i.e. fire safety strategies.

Everyone must be clear about what they need to do in a particular incident.

It is important that visitors to the school i.e. deliveries should be aware of invacuation, evacuation and lockdown procedures in the event they are implemented during their visit to the school.

LOCKDOWN PROCEDURES

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 from accessing the site (or part of it). The initiating threat can be either internal or external to the building (s).
There are three probable threat scenarios that will require the school to go into lockdown:

- Threat from outside the school
- Threat inside the school
- Threat in the immediate vicinity of the school

This section of the document will address the options of Partial and Full Lockdown.

- In a partial lockdown staff and pupils should remain in the school building and all doors leading directly outside should be locked. No one should be allowed to enter or leave the building; however teaching and work can continue as usual. (Depending on the Threat) In a partial lockdown the individual room doors are not locked, and pupils and staff can engage in normal activities within the rooms.

- A Full Lockdown signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the entire school and its rooms to be secure and secondly to appear empty.

Contingency Plan

The school will not immediately 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 the fire alarm activation with on-site contact or emergency services.
If fire is verified, follow school fire/evacuation procedures.

LOCKDOWN PLAN

The following information details our school's specific arrangements for initiating and managing a full or partial lockdown. It is made available and communicated to all staff and reviewed and updated as appropriate and a copy kept on HWB.

How will the school notify staff that a lockdown is occurring?	• Announcing **ENFYS X 3** on the school Sound system. Should the sound system not be accessible, plan • SMS alert sent to all staff **ENFYS X3** • Two-way communication between Site staff and Senior Leadership Team via the phone system or SMS. • Critical Control Responsible Persons communicate verbally within their specified area (Angharad Vaughan-Owen, Angharad Price, Alun Roberts, Anita Macallum)
How will the school inform the Emergency Services that a lockdown is occurring?	Under instruction of SLT. available member of staff to contact 999 and pass on the relevant information: • Nature of emergency • Name of school • Address and postcode. • Contact details (name and phone number) • Other details as required.
How will the school inform the LA's Senior Management Team in Education & Children Services that a lockdown is occurring?	Angharad Vaughan-Owen (Headteacher) to contact LA's Education & Children Services' Senior Management Team - **01267 246645** *If Angharad Vaughan-Owen is off-site Angharad Price to complete this task.* schoolemergency@carmarthenshire.gov.uk

ACHIEVING AND MAINTAINING LOCKDOWN
All school gates will be locked, and all fob doors closed.

Identify and list all access and egress points in both public and private areas of the school that will need to be secured.

Access points may be more than just doors, windows, and gates.

- Main Gates to enter school and yard.
- Side Entrance (staff carpark)
- Main Entrance - Reception
- Kitchen/ Dining room entrance
- Fire exit door (door to ks2 yar)
- Fire exit doors in hall.
- External doors in all classrooms downstairs including toilet door in years 1 & 2.
- DT area door closed.
- Music room door closed.

Identify how quickly you can secure access/egress points and identify and list who is responsible.

Critical Control Team:

Angharad Vaughan-Owen

Angharad Price

Alun Roberts

Anita Macalllum

Critical Control Responsible Persons:

Angharad Vaughan-Owen

CA 2

Alun Roberts

Dysgu Sylfaen

Mrs Angharad Price

Kitchen/Dining Hall:

Mrs Anita Macallum

Front entrance

Admin (Wendy Tinnuche)

Identify how you will confirm that the above access and egress points are secure and pupils, staff and visitors are in a place of safety	**Communications:** **Text/phone call.** Notification should be sent from critical control team staff in the following locations to the Headteacher (Angharad Vaughan-Owen or SLT Team to confirm that location is secured: • Main Gates to school and pupil entrance • Main entrance - Reception • Kitchen/ Dining room entrance
Identify who is responsible for passing on this information to the Headteacher	**Example of message to SLT** 'Dysgu Sylfaen: lockdown in place.' All gates secure: lockdown in place. **Telephone Contact** In the event that text has not been received, please remain near the class telephone as the Headteacher will make contact via the internal telephone line. Please ensure that you reduce the telephone volume to a minimum.
Procedure for Lockdown within the school for staff and pupils to undertake following notification of Lockdown ***See pages 5 & 6***	• Move immediately to nearest room with as many people as possible. • Lock and barricade door. Consider covering windows. • Turn off lights or maintain minimal lighting. • Close all blinds. • Move away from windows and doors. • Turn mobile phones to silent. • Keep calm and quiet. • Stay in room until all clear signalled.

Identify how you will communicate the details of your lockdown plan to all staff and the arrangements for any associated training. ***Who is responsible for co-ordinating the communication and training?***	The Lockdown/Security Action Plan is communicated to all staff during an allocated meeting via the Headteacher. The Lockdown Plan is practised once a year. Tabletop exercises for management will be undertaken three times a year during allocated Inset days. This will be co-ordinated by the Headteacher and appropriate SLT
Identify your arrangements for reviewing and updating your lockdown plan as appropriate.	Frequency of review: Yearly Who needs to be involved? All staff. Methods of communicating changes to all staff Staff meeting/INSET

Weapons or Firearm Attack

A weapons or firearm attack refers to an armed person or persons who are killing or attempting to kill a person or persons within a short period of time.

Stay Safe Procedure

The school will adopt the 'Stay Safe' principle, 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 is not 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 injured people.
- Call 999 when you are safe.

Hide

- Keep out of sight -If possible, hide behind a solid object.
- Lock the door -Barricade the entry point with heavy furniture.
- Try not to restrict your movement options.
- Remain quiet - Silence your mobile telephone/class telephone.

Tell

- Call 999

The more information that you can pass to the 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 firearm/weapon incident?
- Number and description of attackers.
- What else are the attackers carrying?
- Are the attackers moving in any direction?
- Type of firearm being carried i.e. long barrel or handgun?
- Are the attackers communicating with others.
- Number of casualties/people in 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.

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 that may be 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.

Invacuation/Evacuation

It is not practical to write a procedure to cover all eventualities but having procedures in place will hopefully remove staff and pupils from immediate danger and give the Senior Leadership Team 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 get people to a place of safety.

Whether or not to invacuate or to evacuate people will depend on the type of threat, the number of assailants and type of weapons i.e. firearm or blade. If for example the incident involves a single hostile 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, or a firearm attack involving multiple attackers retaining people within the building away from the windows may be a wiser option.

Regarding evacuation purposes, pre-arranged evacuation points should be considered such as community centres, other schools, community centres etc.
Church hall
MUGA

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 and keep others from entering.
- Notify the Senior Leadership Team who will then contact the police.

Packages that are opened and found to contain suspicious material:

Contain the exposure.

- Close off rooms (doors and windows), do not allow anyone other than emergency services personnel to enter.
- Do not clean up suspicious material.
- Do not touch your eyes, nose, or any part of your body.
- Wash your hands thoroughly with soap and water.
- If clothing is contaminated do not brush of
- If possible, close the buildings heating/air conditioning/ ventilation system.
- Make a list of all people who have had actual contact with the powder (for investigation authorities)
- Notify Senior Leadership Team

Suspicious Item

If a suspicious item has been discovered, that is one which is out of place, a bag, a back pack or suitcase in an unusual place, then staff should seek to identify the owner of the unattended item. If no owner is identified, then the HOT principles should be applied.

Hidden – i.e. placed where not readily observed or noticed as unusual.
Obviously – suspicious by its physical appearance
Typical – not typical of what you would expect to find 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 should be at least 1000m 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 should not be parked at that location or looks out of place in the area or seems to have been at the location for a long time.

The school will initially try to identify the owner or driver of the vehicle and if this cannot be achieved then they will call 999 and provide the police with all available details.
In regard to suspicious vehicles, an exclusion zone should be established. This zone should be 200m minimum for a car and for a van it should be a minimum of 400m.

Communication and Training

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

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

	Enw	Llofnod	Dyddiad
Cadeirydd y Llywodraethwyr	Mrs Shan Thomas		13/09/26
Pennaeth yr Ysgol	Mrs Angharad Vaughan-Owen	*E A Vaughan-Owen*	13/09/26

Dyddiad Adolygu	Medi 2027

Mewn Argyfwng/In an emergency

Angharad Vaughan-Owen (Pennaeth) i gysylltu ag Uwch Dîm Rheoli Gwasanaethau Addysg a Phlant yr ALl.

Angharad Vaughan-Owen (Headteacher) to contact LA's Education & Children Services' Senior Management Team

01267 246645

schoolemergency@carmarthenshire.gov.uk

Os yw Angharad Vaughan-Owen oddi ar y safle Angharad Price/Alun Roberts i gyflawni'r dasg hon.

If Angharad Vaughan-Owen is off-site Angharad Price/ Alun Roberts to complete this task.



