

**Scoresby Site**  
Airy Hill  
Whitby  
North Yorkshire  
YO21 1QA



**Normanby Site**  
Prospect Hill  
Whitby  
North Yorkshire  
YO21 1LA

**Tel:** 01947 602406 | **Fax:** 01947 821169 | **Web:** [www.ccwhitby.co.uk](http://www.ccwhitby.co.uk) | **Email:** [post@ccwhitby.org](mailto:post@ccwhitby.org)

19 December 2018

Dear Parent/Carer

### **Emergency 'Lockdown' Procedures**

I am writing to inform you about the College's lock-down procedures which are in place so that staff and students have guidelines as to what they would need to do should there be a serious, emergency situation at the College, which could be for a variety of reasons as explained below.

We have reviewed our emergency lock-down procedures under guidance from North Yorkshire County Council. These procedures are important to have in place in case of an internal or external incident which presents a serious threat to the safety of students in the College.

The type of situation in which we may need to implement our lock-down procedures might include the following:

- a reported serious incident or disturbance in the local community
- an intruder on the site
- a warning received regarding a local risk of air pollution (smoke plume, gas cloud, etc)
- a major fire in the vicinity of the College
- a dangerous animal being on or near the site.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. In order to warn of a serious threat in which we would implement our lock-down procedures, we would raise the alarm as follows:

- For students/staff outside, the alarm would be raised by staff outside who were aware of the situation following six rings of the College bell (either by a member of the admin or site team, or by a member of the Strategic Team) and everyone is expected to pass on the message to others so that, by word of mouth, the word 'Lockdown' gets around to everyone outside the buildings who might not have heard the bell sounding. Everyone receiving this information will then be expected to 'Run' and 'Hide' to keep away from the perceived threat.
- As appropriate, the Principal or other designated person will establish communication with the emergency services as soon as possible. Those inside the building will be expected to remain in the room they are in at the time the alarm sounds unless the danger is within that room.
- The Principal, or designated member of the Strategic Team will notify the Local Authority.
- Once all students and staff in the vicinity are inside, windows should be closed and secured/locked if possible and internal classroom doors will be closed (by the member of staff in each room). If possible, furniture/door stoppers may be used to barricade the door(s), if felt necessary to protect those inside. Blinds/curtains will be closed where possible and everyone is expected to keep away from windows and doors and to hide under/behind furniture.
- Once in a lock-down situation, staff will be expected to take a register of the staff and students inside their room and send an email to the office, where possible, without putting anyone in

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**Principal:** Simon Riley, BSc, PhD, NPQH

danger (no phone calls may be made as the phone lines need to be kept free for the emergency services). Staff will encourage students to keep calm, remain out of sight and not to access the internet or use their mobile phones, as this could potentially put people in danger.

- Parents will be notified as soon as it is practicable to do so via text/email if appropriate and, if appropriate, via the College website. Parents are asked not to contact the College or to attempt to come on site until the emergency situation has been officially lifted.
- Students will not be released to parents during a lock-down as everyone will be expected to remain inside the College until the emergency is over, as declared by a senior member of staff or by the emergency services.
- During a lock-down situation, staff will aim to keep the lines of communication open, but they will not be expected to make any unnecessary calls, as this could delay more important communications. Where appropriate, members of the College's senior team will make use of our internal email system and instructions will be passed on via text message, as appropriate.

Our Senior Leadership Team and Base Coaches will be sharing these procedures with their Base Groups in tutorials and assemblies in the coming weeks. This will be followed by an emergency drill with students and staff to ensure that everyone is clear on what they would need to do in the event of a lock-down situation.

In the unlikely event that we need to put these procedures into action, we wish to ensure that parents are aware of these arrangements, as explained above. Obviously, we hope these procedures will never be necessary, but must plan for this just in case. Thank you in anticipation of your support and co-operation with this process.

Yours sincerely



Simon Riley  
Principal