



Haydon School

LOCKDOWN PROCEDURE

1. Introduction

Schools are not required by law to have lockdown procedures in place; however, school leaders should seriously consider developing and practising lockdown procedures so that they can be implemented should a situation where a lockdown is necessary arise.

Implementing a lockdown signifies there is an immediate threat to the school, such as an intruder, and may also be implemented as an escalation of a partial lockdown.

This template outlines the procedure that schools could follow when implementing a lockdown of the school site; however, schools should cater this procedure to their specific needs.

2. Lockdown procedure

Management and control	
Responsibility	Nominated person
Initial contact with the emergency services	Headteacher (In his absence a member of the SLT)
Liaison for parents	Office Staff
Pupil control	Teachers

Signals	
Lockdown signal	Three sharp blasts of the school bell
All-clear signal	Four sharp blasts of the school bell
Evacuation signal	Continuous ring of the school bell

Other arrangements	
'Safe areas'	Classrooms
Communication arrangements	Two-way radio (on channel 3)

Lockdown procedure	
Initial implementation	✓
Types of incidents that warrant a lockdown include, but are not limited to, the following: <ul style="list-style-type: none"> • An intruder on the school site • A major fire in the vicinity of the school • The close proximity of a dangerous dog, or other animal, roaming loose 	
The headteacher makes the decision to implement the lockdown procedure.	
A lockdown signal is given.	
Staff use two-way radios to ensure all staff members are aware of the incident that has occurred.	
The site team is contacted to ensure they are aware of the implementation of the lockdown.	
The headteacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.	
Immediate action	✓
All outdoor activity is ceased immediately; students, staff and visitors return inside the school building, unless it is unsafe to do so, and staff ensure all doors are securely locked.	
Staff, students and visitors that remain outside during the lockdown hide away from sight until the emergency services arrive.	
Staff escort students and visitors to the nearest safe area. If staff cannot access to classrooms the nearest accessible room should be used.	
The headteacher and senior leadership team check outdoor areas and ensure all students, staff and visitors are inside the school building.	
When all personnel and students are inside, all external doors and windows are locked and blinds or curtains closed; doors and windows remain locked until the 'all-clear' signal is given or unless otherwise instructed by the headteacher or emergency services.	
The headteacher and senior leadership team check all external doors and windows are locked.	
All internal doors to safe areas are locked and any windows on doors are covered.	
Access points to safe areas are blocked off by moving furniture to obstruct doorways.	
Lights in all safe areas are turned off.	
Classroom teachers conduct a register or headcount. Staff notify the headteacher if any student, members of staff or visitors are not accounted for via two-way radio and an immediate search is instigated where appropriate and if it is safe to do so.	
Verbal communication via radios is kept to essential communication. All mobile phones are turned onto silent and communication devices are not used if it	

would be unsafe to do so, e.g. if usage would lead to the location being revealed.	
Students, staff and visitors sit quietly, away from doors and windows, and out of sight, e.g. under a desk.	
All staff, students and visitors remain in their safe area unless otherwise stated by the headteacher or emergency services.	
All students, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to the safe area.	
Students and visitors are kept calm during the lockdown.	
No student is released to their parents during the lockdown.	
The office staff answer telephone calls from parents and inform them students will not be released while the lockdown is in place. Alternatively, an automated answer machine message informs callers that a lockdown procedure is in place to be implemented on the school office phone.	
The headteacher keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.	
If it is necessary to evacuate the building, the evacuation signal is sounded.	
The rest of the building is evacuated to the designated evacuation point if someone is taken hostage on the school site.	
Further action after the lockdown	✓
Parents are fully informed of the incident via letter.	
The senior leadership team reviews the lockdown procedure for its effectiveness and make changes as necessary.	

History

Date	Issue	Status	Comments
June 2018	1	New	Procedure. To FGB 05.07.18 Approved