

Lockdown Procedure

Enter School Name

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

Signals

Alarm or signal for lockdown shelter	<i>[school to confirm – must be different to fire alarm]</i>
Signal for stand down / all-clear	<i>[school to confirm – must be different to fire alarm]</i>

Incident Control Officers & Response Team

Incident Role	Regular Role	Name	Emergency Contact No.
Incident Control Officer	Headteacher	<i>[insert]</i>	<i>[insert]</i>
Deputy Control Officer(s)	Deputy/Assistant Headteacher	<i>[insert]</i>	<i>[insert]</i>
	<i>[insert]</i>	<i>[insert]</i>	<i>[insert]</i>
Communications Officer	<i>[insert]</i>	<i>[insert]</i>	<i>[insert]</i>

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms most suitable for lockdown

1. Classrooms <i>(school to adapt if needed)</i>
2. Staffrooms <i>(school to adapt if needed)</i>
3. Sports hall <i>(school to adapt if needed)</i>
4. Offices <i>(school to adapt if needed)</i>

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Two-way radios
Classroom telephones
Mobile phones
Instant messaging / email

Other (TV's / Whiteboards / etc)

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) <u>must be pre-arranged.</u>	
Name of venue	<i>[school to confirm]</i>
Type of venue	<i>[school to confirm]</i>
Contact name	<i>[school to confirm]</i>
Contact telephone number	<i>[school to confirm]</i>
Useful info such as distance from school, directions, capacity, opening hours	

Other useful contacts:

Name	Emergency Contact No.
<i>[insert]</i>	
<i>[insert]</i>	
<i>[insert]</i>	
Business Continuity Plan lead	

Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
Direct all children, staff, parents and signed-in visitors to the nearest safe place (this may be dependent on what and where the risk is)	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows	
Close windows / blinds	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under desks, and away from windows	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured students, staff and visitors	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	

Procedure Review Details

Reviewed by:

Review date: