

Comprehensive School Lockdown and Emergency Response Policy for Holton le Clay Federation



1. Purpose

To safeguard students, staff, and visitors during emergencies by establishing clear procedures for lockdowns and related emergency responses. This policy ensures continuity of education and care while minimizing disruption and trauma.

2. Scope

Applies to all individuals on school premises, including during wraparound care, trips, performances, and other school-related activities.

3. Definitions

- Lockdown: Restriction of movement due to an internal or nearby threat.
- Partial Lockdown: External threat; school continues indoors with restricted access.
- Full Lockdown: Internal threat; all movement ceases, shelter-in-place enforced.
- Shelter-in-Place: Used for environmental hazards (e.g., chemical spill, severe weather).
- Invacuation: Bringing people indoors due to external threats.

4. Emergency Planning Principles

- All-Hazard Approach: Plans must cover a wide range of incidents including intruders, bomb threats, severe weather, public health incidents, cyber incidents, and structural damage.
- Continuity of Education: Remote education plans must be in place.
- Safeguarding: All actions must align with statutory safeguarding guidance.
- Legal Compliance: Plans must meet health and safety laws and be reviewed regularly.

5. Lockdown Procedures

A. Initiation

- Triggered by Headteacher or designated senior leader.
- Signal: PA announcement that will give instructions
- Immediate notification to emergency services.

B. Full Lockdown

- Lock all internal and external doors.
- Turn off lights, close blinds.
- Move out of sight to corridors / windowless rooms area to maintain silence.
- No movement until 'All Clear' is given.

C. Partial Lockdown

- Lock external doors.
- Continue indoor activities.
- Restrict movement between buildings.

D. Shelter-in-Place

- Used for environmental threats.
- Stay indoors, seal windows/doors if needed.
- Follow public health or emergency service guidance.

6. Roles and Responsibilities

- | Headteacher/SLT | Command, decision-making, liaison with emergency services |
- | SLT | Activate lockdown, coordinate response |
- | Teachers | Secure classrooms, account for students, maintain calm |
- | Office Staff | Communications, emergency contact |
- | Caretaker/Site Manager | Secure access points, assist emergency services |
- | Students | Follow instructions, remain calm and silent |

7. Communication Protocols

- Internal: phones, PA system.
- External: Notify parents via SMS/email once secure/class dojo
- Emergency Alerts: Integrate with UK Government's emergency alert system.

8. Emergency Planning Components

- Risk assessments for all activities and facilities.
- Emergency kits and grab bags.
- Off-site backup of emergency plans.
- Coordination with local resilience forums, police, and health agencies.
- Plans for wraparound care, trips, and performances.

9. Training and Drills

- Lockdown drills conducted twice per academic year.
- Staff receive annual training on emergency procedures.
- Drills must be age-appropriate and trauma-informed.
- Post-drill debriefs and updates to plans.

10. Post-Incident Recovery

- 'All Clear' signal issued by SLT.
- Psychological support for students and staff.
- Incident report and review.
- Update emergency plans based on lessons learned.

11. Remote Education During Emergencies

- Ensure access to devices and connectivity.
- Reasonable adjustments for SEND students.
- Maintain attendance records using appropriate codes.

12. Review and Evaluation

- Annual review of policy and procedures.
- Incorporate feedback from drills and real incidents.
- Consult staff, governors, and local authorities.

13. Holton le Clay Schools Federation Lockdown Procedures

An Introduction

Lockdown procedures enable a school to close down and protect itself and those within it from an identified and urgent risk very quickly, such as the following:

- An intruder on the school's site or nearby
- A local incident, such as a civil disturbance or risk of air pollution
- A fire adjacent to the school
- A dangerous dog or another animal which is nearby
- A firearms or weapons attack.

Lockdown is the ability to restrict access quickly, prevent staff and pupils from moving towards danger, or frustrate or delay the identified risk from entering the school.

Lockdown Procedures

Planning for Lockdown

HLC's schools' lockdown plan takes into account the available means of internal communication (megaphone alarm), the age of the school's pupils, the school's site layout and access points, and the school's geographical location.

Developing a Lockdown Plan

First principles:

- Senior staff are designated as the schools' 'lockdown managers' with a discrete set of agreed responsibilities
- Alert staff to the activation of a lockdown plan by the megaphone alarm that is audible throughout the school
- Verbal or mobile phone communication will be used during lockdown between members of staff

Full Lockdown Procedures

- Bring pupils from outside the school into the school as quickly as possible
- Those inside the school should remain in the safest area (Grasshopper area (Infants) and main corridor (Junior))
- Lock all external doors, windows and air vents wherever possible
- Draw blinds / curtains, cover internal door windows and switch off classroom equipment
- Switch all mobile phones to 'silent,' so as not to give positions away
- Ensure arrangements are in place for staff to identify pupils who are not accounted for
- Staff should keep the pupils occupied and calm
- Emergency services should be contacted as quickly as possible
- Once a lockdown is underway, staff may continually risk assess the cause of the lockdown (with support from the emergency services); the movement of pupils should only be undertaken with the approval of the emergency services

- The employing body (local authority) should also be notified at the earliest opportunity
- A lockdown will remain in place until it has been lifted by a member of the school's senior leadership team or by the emergency services
- A fire alarm will trump the lockdown, and it will be the cue to evacuate the school; this situation will be risk assessed.
- Lockdown procedures should be regularly supported with staff training refreshers

Partial Lockdown

As described in section 5C

Immediate Actions Upon Notification

1. Close the School

- Suspend all outdoor activities.
- Prevent entry or exit from the building.

2. Activate the Emergency Plan

- Initiate reverse evacuation procedures to bring all students, staff, and visitors indoors.
- Notify all staff using pre-agreed signals (e.g. PA system, radio, or mobile alerts).

3. Secure the Premises

- Close and lock all windows, exterior doors, and any other openings to the outside.
- If there is a risk of explosion, close blinds or curtains.

4. Turn Off Ventilation Systems

- Shut down fans, heating, and air conditioning systems to prevent outside air from entering.
- Ensure systems that automatically exchange air are disabled.

Selection of Shelter Rooms

- Choose **interior rooms** above ground level with **few or no windows** (**Grasshopper area / Main Junior corridor**)
- Avoid overcrowding by using multiple rooms if necessary.
- Suitable rooms include:
 - Classrooms with sealed windows.
 - Large storage cupboards.
 - Utility rooms.
 - Meeting rooms.
 - Gymnasiums without exterior windows.
- Each room should ideally have:
 - Access to a **hard-wired telephone**.

- **Toilet facilities.**
- Space for students and staff to sit comfortably.

Room Preparation

- Seal cracks around doors and vents using available materials (e.g. towels, tape).
- Write down the names of everyone in the room.
- Call the school's designated emergency contact to report who is present.
- Keep a radio or TV on to receive updates from local authorities.

Communication Protocols

- Use the school-wide PA system to make announcements.
- Ensure communication between shelter rooms (e.g. two-way radios, internal phones).
- Designate a room for the school secretary or communications officer to answer calls from concerned parents.
- Update the school's voicemail or automated attendant to inform callers of the lockdown status.

Student and Staff Guidance

- Inform and reassure parents
- Instruct everyone to remain calm and stay in the shelter room until the all-clear is given.
- Avoid unnecessary movement between rooms.
- Maintain silence if advised, especially if there is a risk of explosion or external threat.

Parent Communication

- Share lockdown procedures with parents in advance via newsletters or the school website.
- During a lockdown:
 - Do **not** allow parents to collect children until advised.
 - Do **not** answer non-essential calls to keep lines open for emergency services.
 - Provide updates as soon as practicable.

Example message to parents:

“The school is currently in a shelter-in-place lockdown due to an environmental emergency. All students and staff are safe and indoors. External doors are locked, and no one is allowed in or out. We will contact you when it is safe to collect your child.”

Duration and Safety Considerations

- Shelter-in-place is typically required for **a few hours**, not days.
- There is **no risk of oxygen depletion** in sealed rooms.
- Follow instructions from emergency services regarding evacuation, food, water, and clean-up.

Post-Incident Actions

- Await official clearance before ending the lockdown.
- Debrief staff and students.
- Communicate with parents about the incident and any follow-up actions.
- Review and update the emergency plan based on lessons learned.

Testing and Training

- Conduct **annual drills** to test shelter-in-place procedures.
- Ensure staff and students understand:
 - The difference between evacuation, lockdown, and shelter-in-place.
 - The signals used to initiate and end each procedure.
 - Their roles during an emergency.

Parents

Parents will be informed that the school has a lockdown procedure and understands their concerns for their children’s welfare. Parents should not contact the school during lockdown as the school’s telephone line is needed to communicate with the outside world. Pupils will not be released to parents during a lockdown.

Finally, parents should wait for the school to contact them about when it is safe to collect their children and where this will be from; parents will also be made aware of what will happen if the lockdown continues beyond school hours.

Staff

It is critical that all staff are familiar with the school’s lockdown procedures and a lockdown drill is practised at agreed intervals.

Communication

A school's lockdown procedure will be published and made available on the school's website. Lockdown drill information may also be displayed in each classroom alongside the school's fire evacuation procedures.

Support for Staff and Pupils

In the event of a prolonged or particularly challenging lockdown, emergency services, local authorities and voluntary sector organisations will typically work together to coordinate practical and emotional support for those affected by the lockdown events. A reception centre for friends and family could also be set up away from the affected area.