

# Emergency Lockdown Procedures



October 2024

Reviewed February 2026

**'Journeying in the light of Christ, together we live  
and learn'**

## Partial Lockdown Procedure – signaled by **whistle x 5**

## FULL Lockdown Procedure – signaled by **whistle x 10**

### Partial Lockdown

Alert to staff: 'Partial lockdown' – runner to inform staff. Repeated whistle x 5.

This also applies on the Playground.

In a partial lockdown, staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building. 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 because of a warning being received regarding the risk of air pollution, etc.

Visitors are to go to the nearest office/classroom and remain accompanied by a member of staff.

#### **Immediate action**

- On the alert of 5 whistles, all outside activity to cease immediately. Pupils will freeze and staff on duty will go to their allocated positions. Staff will call each class in as quickly as possible and, if necessary, alert staff in the building of a partial lockdown so they go to their allocated class/room.
- All pupils to go to their own classrooms.
- Once in the classroom, staff will ensure doors and windows are closed and external doors are locked. The blinds will then be closed.
- Take registers to ensure all pupils are accounted for – if pupils are unaccounted for inform the office / member of SLT immediately.
- Once the above has been completed, children to continue with modified learning, which enables the classroom to be a quiet calm environment.
- All staff and pupils remain in building and external doors locked and windows closed. Exterior doors are all locked, not on fob control locks, and all windows closed. The Business Manager, Caretaker, Headteacher, or Assistant Head must ensure that the doors to the holding area and school office are locked.
- Free movement may be permitted within the building dependent upon circumstances.
- Staff should await further instructions.
- All situations are different. Once all staff and pupils are safely inside, senior staff will conduct a risk assessment and identify the next actions to take based on advice from the Emergency Services. Inform your Area Schools Support Team (see Critical Incidents Plan)
- Pupils must not be released to parents during a lockdown.
- If appropriate, school office will text parents to inform them not to enter the school grounds.
- Staff will be informed of the termination of the lockdown by email or direct communication with a senior leader.

- Staff should encourage the pupils to keep calm and quiet.

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

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

**NB.** If a situation occurs after 3:15pm or before 8.40am, the above procedures should be followed and the most senior member of school staff, on site, will take the lead. A text message will be sent to all parents and staff to notify them of the lockdown and not to enter school site.

Any member of staff if required can contact the emergency services.

Should the fire alarm sound during lockdown, all staff/pupils should remain in lockdown unless informed otherwise by a member of the SLT.

## **Full Lockdown**

Alert to staff: 'full lockdown' Repeated whistle x 10 to communicate threat to staff.

This also applies on the playground.

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Visitors are to go to the nearest office/classroom and remain accompanied by a member of staff.

The aim of a full lockdown is for the school and its rooms to appear empty.

### **Immediate action**

- Emergency Services to be called by the office.
- All pupils/staff stay in their classroom or move to the nearest classroom or safe place.
- Exterior doors are all locked, not on fob control locks, and all windows closed. The Business Manager, Caretaker, Headteacher, or Assistant Head must ensure that the doors to the holding area and school office are locked.
- Office staff must ensure that all blinds and windows are closed and locked where possible, computers and lights are turned off, entrance to school door is locked (not on fob control) and relocate to the headteacher's office.
- Staff/ visitors/volunteers/peripatetic staff who do not have a regular office or classroom will move to the nearest safe place.
- Classroom doors closed.
- Blinds drawn; internal door 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 harm (away from windows).
- A register to be taken of all pupils/staff in each classroom/office.
- Lights, white boards, turned off and laptops moved out of visibility (but kept on for communication purposes).

- Mobile phones should be on silent as stated in the mobile phone policy, so they cannot give away your position.
- Staff should await further instructions.
- School office will text parents to inform them not to enter the school grounds.
- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff/emergency services. At any point during the lockdown, the fire alarm may sound. As the cause of the alarm will be unknown, await instructions from emergency services / school staff regarding evacuation. Do not leave the building until you are advised to.
- Pupils must not be released to parents during a lockdown.
- Staff will be informed of the termination of the lockdown by direct communication from a senior leader.

**NB.** If a situation occurs after 3:15pm or before 8.40am, the above procedures should be followed and the most senior member of school staff, on site, will take the lead. A text message will be sent to all parents and staff to notify them of the lockdown and not to enter the school site

The emergency services can be contacted by any member of staff, if required.

## **Staff and Pupils**

Staff and pupils remain in lock down until it has been lifted by a senior member of staff/emergency services. At any point during the lock down, the fire alarm may sound which is **NOT** a cue to evacuate the building.

During the lock down, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

## **In the event of a fire alarm during a lockdown**

In the event a school is in lockdown and the fire alarm sounds:

- If it is safe to do so, the School Business Manager, Building Supervisor or SLT, ensuring that they have a mobile phone to communicate, should go to the fire alarm panel to establish what zone has been activated.
  - DO NOT attempt to silence the alarm as the alarm panel it is situated in the holding area, without it being safe to do so.
  - If the zone has been identified, ensure that no-one is in this vicinity.
  - They will need to approach with caution as there may be a fire or an intruder may have activated the alarm.
  - If a fire is discovered, this information should be communicated back to the person at the fire alarm panel, who should reset the alarm so it sounds the alarm, update the emergency services and evacuate the school.

## **To minimise the risk of this happening during a lockdown:**

- Ensure that all cooking processes are stopped.
- Isolate any high-risk activities- this could be Science, Art, ongoing maintenance works etc.
- Increase staff vigilance. Ensuring that all fire doors are closed – reducing any likelihood of the spread of fire. Also, ensuring that all available exit routes are un-obstructed and immediately available.

Good communications – Should the Fire Alarm activate then an initial investigation to be carried out. If this proves to be a false alarm and there is no risk from fire, then and only whilst the building is in Lockdown, you may not need the occupants to evacuate.

If, however, there is a fire, then the risk of staying within the building would be too great and an evacuation would need to be carried out. Partial evacuation may be better than total evacuation, especially if a fire is located in an outbuilding etc. and therefore does not immediately pose a risk to the occupants. This must be completed with a robust risk assessment process.

Should a fire be confirmed, the emergency services will be contacted immediately, with school passing on that the school is on “lockdown”.

Advice from the fire service states that any incident of this nature will be “dynamic” and procedures cannot be written for all contingencies. An evacuation or the continuation of the lockdown would be decided based on the biggest risk, and what additional resources are available at the time.

## **Staff Roles**

- Office staff should ensure that offices are locked and contact emergency services if necessary.
- The Headteacher, Assistant Head, Site Manager, or Office Staff should lock the school's front doors and entrances.
- The Headteacher, Assistant Head, Site Manager, or Office Staff should also lock the staff room.
- The Site Manager should report to the Headteacher or designated deputy if on duty.
- Individual teachers and classroom support staff should secure classroom doors and windows, with the nearest adult responsible for checking exit doors in Key Stages 2, 1, and Early Years Foundation Stage (EYFS).
- Staff in the PPA room should initiate lockdown procedures in that room.
- Catering Staff are to lock the doors to the kitchen and turn off lights.

## **Communication between parents and the school**

Arrangements for communicating with parents in the event of a lockdown will be routinely shared via text or email.

In the event of an actual lockdown, the incident or development will be communicated to parents as soon as is practicable. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. This information will be communicated through text message and emails.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are required for contacting emergency support providers.
- Do not come to the school. They could interfere with emergency support provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe to collect their children, and where this will be from.
- Are aware of what will happen if the lockdown continues beyond school hours.

School understands that parents will be concerned for their children's welfare and that everything that can possibly be done to ensure children's safety will be done.

However, during a lockdown, school will reinforce the message that 'the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody is allowed in or out...'

Should parents present at the school during a lockdown, under no circumstances should members of staff leave the building to communicate directly with them.

## **Emergency Services**

St Mary's School will 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. Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

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, also referred to as humanitarian assistance. A reception center for friends and family could be set-up outside of the cordoned area.

St Mary's Primary School will hold regular partial and full lockdown drill practices.

## Appendix 1

### St Mary's School

### Full Lockdown Procedures

In the event of hearing repeated whistles x10, stay indoors, in the room/classroom that you are in. If you are outside when the whistle sounds, make your way to your classroom through the nearest door.

- Adults to check toilets quickly.
- Close and lock all external doors and windows and turn off lights.
- Close all window blinds, if safe to do so.
- Cover windows on internal doors.
- Keep away from line of sight of main doors, unseen from any windows/doors.
- Sit, where possible, in a location that would protect from harm (away from windows).
- Take a register to ensure all pupils/staff accounted for.
- Remain where you are and await further instruction from senior members of staff.
- If the fire alarm sounds, await further instructions.

**An email/text** will be sent to all staff giving instructions as to what to do – please ensure that this is checked and not visible for the children to read.

If you are with children, it is important to:

- remain calm
- reassure them
- remind them to follow your instructions

## Appendix 2

### Roles & Responsibilities:

Office	SLT	Staff / Visitors
<p>Drop blind</p> <p>Move to HT office</p> <p>Contact emergency services</p> <p>Send initial parent message</p> <p>Send notification email to:</p> <ul style="list-style-type: none"> <li>- Steve Davies (CEO), cc in Anita Bray</li> <li>- Stephen Betts (Learn Sheffield)</li> <li>- Ted Russell (Chair of Governors)</li> </ul> <p>Check all pupils, staff and visitors are accounted for – email/text</p> <p>Await further instruction from SLT.</p>	<p>Sound the alarm – 10x whistles</p> <p>Front door – lock with key and drop shutter</p> <p>Door next to staff toilets – lock with key and drop shutter</p> <p>Kitchen door – lock with keys</p> <p>Pupils’ entrance – lock with thumb turn and drop shutter</p> <p>Door next to Y1 – drop the shutter</p> <p>Door in Y5 stairwell – lock with key and thumb turn</p> <p>(Leave keys in doors and shutters)</p> <p>Sweep toilets and office spaces</p> <p>Return to office.</p> <p>Risk assess and then update staff and parents.</p>	<p>Stay in or move with the children to their classroom.</p> <p>Lock external door (in needed).</p> <p>Close windows.</p> <p>Close the blinds.</p> <p>Cover vision panel.</p> <p>Turn off lights.</p> <p>Turn off IWB.</p> <p>Sit quietly out of sight and, where possible, in a location that would protect from harm (away from windows).</p> <p>Take register.</p> <p>Email/text school office with:</p> <ul style="list-style-type: none"> <li>- class/room location</li> <li>- number of children present (+ names of any pupils unaccounted for)</li> <li>- Names of adults in the class/room</li> </ul> <p>Continue to monitor email/texts for updates, but minimizing the light it is emitting and ensuring the screen is not visible to pupils.</p>

## **Appendix 3**

### **Email / text to parents:**

Unfortunately, the school has taken the decision to go into full lock down.

This will be very concerning to hear and will cause you to worry about your child's safety.

Please be assured we are doing everything we can to keep your child safe and are liaising closely with the emergency services.

We appreciate your natural reaction will be to want to call, contact or come to school to gain reassurances and try to protect your child.

However, it is extremely important the phone lines are kept open and you do not come to the school site. This is to enable us to liaise with and give the necessary access to emergency services.

Calls will not be answered and emails will not be monitored during this time as our priority will be focusing on keeping our children and staff safe.

Please continue to monitor your email and text messages as further updates will be provided in due course.