Annex C: Lockdown Procedures (2019/20)

One type of emergency that schools may face is a threat posed by an intruder or emergency situation that prevents the evacuation of students from the building. In these situations, schools should be prepared to take steps to isolate students, teachers, staff and visitors from danger by instituting a school lockdown. The aim in any emergency is to protect others from harm or to prevent others from experiencing further harm.

A school lockdown can serve several functions during an emergency, including the following:

- Removing students and teachers from the threat;
- Isolating the threat away from students, teachers and staff.
- Allowing for an accurate accounting of students within each room
- Depending on the situation, facilitating an organised evacuation away from a dangerous area/situation.

In general, there are two main lockdown situations:
1. Lockdown with warning: The threat is outside the school compound.
2. Lockdown with intruder: The threat or intruder is inside the school compound.

1. Lockdown with Warning Procedures

The following procedures should be followed when the threat is outside the school compound:

- Announcement is made using tannoy system and this will come in the form of a piece of music: Mozart’s Flute And Harp Concerto

Important duties of all staff:

- External gates are closed and locked.
- Exterior doors to the different rooms/buildings are locked.
- Corridors, toilets and other rooms that cannot be secured are cleared.
- Classroom windows are to be secured and curtains closed if available.
- If students/staff are outside (during breaks or as part of a lesson) then staff should escort children to the nearest safe location as quickly as possible.
- On paper, staff should take a register of all students/others in each room. This register should be taken to the evacuation point after the “All Clear” announcement has been made.
- All movement between rooms is to stop. Continue where possible any lessons. Move on announcement only.
- Once the threat has subsided, an All Clear announcement will be made. This will be coded using the day of the week, e.g. “Monday Monday Monday”.

If a Lockdown with Intruder warning is announced during this process, then see further guidance below.

2. Lockdown with Intruder Procedures

The following procedures should be followed when the threat or intruder is inside the school compound:

- Announcement is made using tannoy system “Lockdown with Intruder.”

Important duties of all staff:

- External gates are left open.
- Exterior and interior doors to the different buildings and rooms are locked.
• Persons in corridors should move into the nearest room. Those in toilets and other rooms that cannot be secured should remain where they are.
• Classroom windows are to be secured and curtains closed if available.
• All persons are to be instructed to move to the least visible location in each room. This could be under a desk or if windows are not floor to ceiling, directly under the windows.
• If students/staff are outside (during breaks or as part of a lesson) then staff should escort children to the nearest safe location as quickly as possible. This is likely to still be outside - if the children can be made less visible staff should attempt to do so, if this is not possible the children should lay down flat on the ground.
• If confronted by an intruder who is deemed to be an immediate threat and likely to cause you or others you are with serious harm, the current advice is to give them reasons why they should not harm you and others. Do not attempt any other contact (verbal or physical).
• On paper, staff should take a register of all students/other in each room. This should be done visually and silently by the teacher. This register should be taken to the evacuation point after the “All Clear” announcement has been made.
• All movement between rooms is to stop. Move on “All Clear” announcement only.
• Once the threat has subsided, an All Clear announcement will be made. This will be coded using the day of the week, e.g. “Monday Monday Monday”.

3. General points regarding procedures 1 and 2
• It is imperative that all persons stay calm and encourage others to do so.
• If the all clear code is not issued, doors are not to be opened for anyone.
• If the statement is made ‘All Clear’ or words to that effect via loud hailer or through a closed door, it is not safe to come out and must be ignored. No response should be made from inside the room. Similarly any fire alarm should be ignored and evacuation due to fire should only be made if the senior person in the room feels that those inside are at greater risk from a fire.

4. Procedures following the All Clear code being issued
• Following the ‘All Clear’ code - all persons should evacuate to the roll call areas.
• No persons are allowed on site until after the roll call and the crisis manager has given the signal to the guards to allow access. (The exception to this would be for police/army/medical personnel).
• Search teams are to locate any missing persons from the roll call.

5. Drills
• A staff only and a whole school drill should take place each year. These should include a discussion of the key points as appropriate to audience.

6. Roles and Responsibilities in a Lockdown situation
• General crisis management roles and responsibilities apply with the Crisis Manager taking overall responsibility and the most senior administration staff member being responsible for contacting the local authorities.
• No-one is to try and apprehend or approach an intruder who is deemed to be a serious threat.
• With a Lockdown with Warning situation the Crisis Manager and/or most senior member of staff will make the decision as to whether the procedure is activated.
• With a Lockdown with Intruder situation any person who witnesses the intrusion (most likely one of the guards) is to immediately contact any reception and report this with the words Lockdown with Intruder. The reception staff are then to issue the appropriate warning (or approach immediately the nearest staff member with the confidence to do so). The crisis manager should also be informed as soon as possible.
• Any details that any witnesses should be passed as soon as possible to the most senior administration staff member so that these can be relayed to the authorities.