



# Lockdown Procedures

## What is a Security Lockdown?

A security lockdown is a procedure to keep pupils and staff safe when there is a threat to the school, either inside the building or in the local area.

### 1. When to Initiate a Lockdown

Examples of situations that might trigger a lockdown:

- A dangerous animal on or near the school premises
- An incident in the local area (e.g., police activity)
- An intruder on site
- Air pollution concerns
- Any situation where it's safer for everyone to be inside

## Signals

Alarm or signal for lockdown shelter	<i>Hand bell rang</i>
Signal for stand down / all-clear	<i>Hand bell rang</i>

## Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Michele Johnson	07843434468/01707262556
Deputies	Amanda Looney	
	Kath Platt	
	Amy Russell	
Caretaker- site secure	Dusan Ondic/Ingrid Ondic	
Communications Officer	Beena Chauhan	01707 262556

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
2 Hall
3 Dining room
4 Offices

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) must be pre-arranged.

Name of venue	Howe Dell Primary School
Type of venue	School
Contact name	Tracy Pickett
Contact telephone number	01707 263291
Distance 0.8 miles Route from back entrance of school Buttercup close turning left Campion way Straight over road Gypsy Moth Avenue Turning right on Mosquito Way Turning right onto Dragon Road Turning right onto The Runway	

#### Other useful contacts:

Name	Emergency Contact Number
Emergency services	999
Critical incident Herts county	01992 556802 (24/7)

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	
Take register/headcount	
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	

## **Senior Leadership Team Actions**

- Ensure all areas are secured
- Contact emergency services if needed
- Monitor the situation
- Communicate with staff via agreed method of internal phone system or walkie talkies.
- Decide when to give the all-clear and this will be communicated by all clear ringing of bell in corridors.
- Keep a log of events

## **5. Office Staff Actions**

- Lock main entrance
- Monitor CCTV if available
- Be ready to contact emergency services
- Prepare to communicate with parents if needed

## **6. Communication with Parents/Carers**

Make sure you explain what 'security lockdown' means, explain that it's a standard health and safety procedure, emphasise that the school has a duty to keep pupils safe, and give examples of incidents that could trigger the procedure. The Key Leaders

### **During a lockdown:**

- Parents should NOT come to school to collect children
- Parents should NOT call the school (keep lines free for emergency services)
- The school will communicate via [your preferred method - e.g., text, email, website]

## **7. Arrangements for Pupils with SEND**

Some pupils may need additional support when learning about or carrying out security lockdowns. These may include those who have anxiety, PTSD or adverse childhood experiences, SEND, or EAL. The Key Leaders

Ensure you have:

- Personal emergency evacuation plans (PEEPs) where needed
- Visual aids for pupils who need them
- Additional pastoral support identified in advance
- Staff briefed on individual pupil needs

## **Communicating with Pupils (Age-Appropriate Guidance)**

### **For EYFS and Key Stage 1:**

Focus on "plans to keep us all safe" and "what to do in an emergency" – avoid using the word 'lockdown', as it might confuse pupils who associate it with COVID-19 precautions. Tell pupils that: "It's very unlikely we'll need to do this, but we have to practise just in case". Treat it like a fire drill, explaining that these are things the adults need to do to keep pupils safe. The Key Leaders

### **For Key Stage 2:**

Be honest about what the lockdown is for. You could say: "This is in case someone comes into our school who shouldn't be here. This is how we'll keep everyone safe, and it's important that we all know what to do". Don't shy away from the fact that an incident could happen, but emphasise that it's very unlikely. Compare it to a fire drill – it's something they're familiar with and practise to be safe, even though they might not need it for real. The Key Leaders

## **Conducting Lockdown Drills**

### **Before the Drill:**

Carefully explain what's going to happen and answer questions pupils may have. Include what the procedure is, step by step, how you expect them to behave, and that this is just a drill, and they aren't in any real danger.

### **After the Drill:**

Praise pupils and explain how their good behaviour kept them safe and out of harm. Remind them that it was a drill and there's nothing for them to worry about. Ask about how they felt and take time to answer any questions they may

### **Important Context: Martyn's Law**

The Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law, is new legislation that requires every school (unless it's very small) to be prepared for a terrorist attack.