

Lockdown Procedures for Schools Guidance 2017

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Introduction

What is dynamic lockdown?

Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of).

Planning should include;

- How to achieve effective full or partial lockdown
- How to let people know what's happening
- Training your staff
- STAY SAFE principles

“[Stay Safe](#)” is a short film capturing the actions that people should take in the event of a firearms or weapons attack. It contains the main messages of RUN > HIDE > TELL

Purpose of this document

This document is based on the NaCTSO (National Counter Terrorism Security Office) [Guidance Note 1/2015 - Developing Dynamic Lockdown Procedures](#) and should be read in conjunction with your School Emergency Plan.

Section A: Is a model template document to assist schools in completing their own school lockdown procedures and should be completed in conjunction with the guidance in Section B.

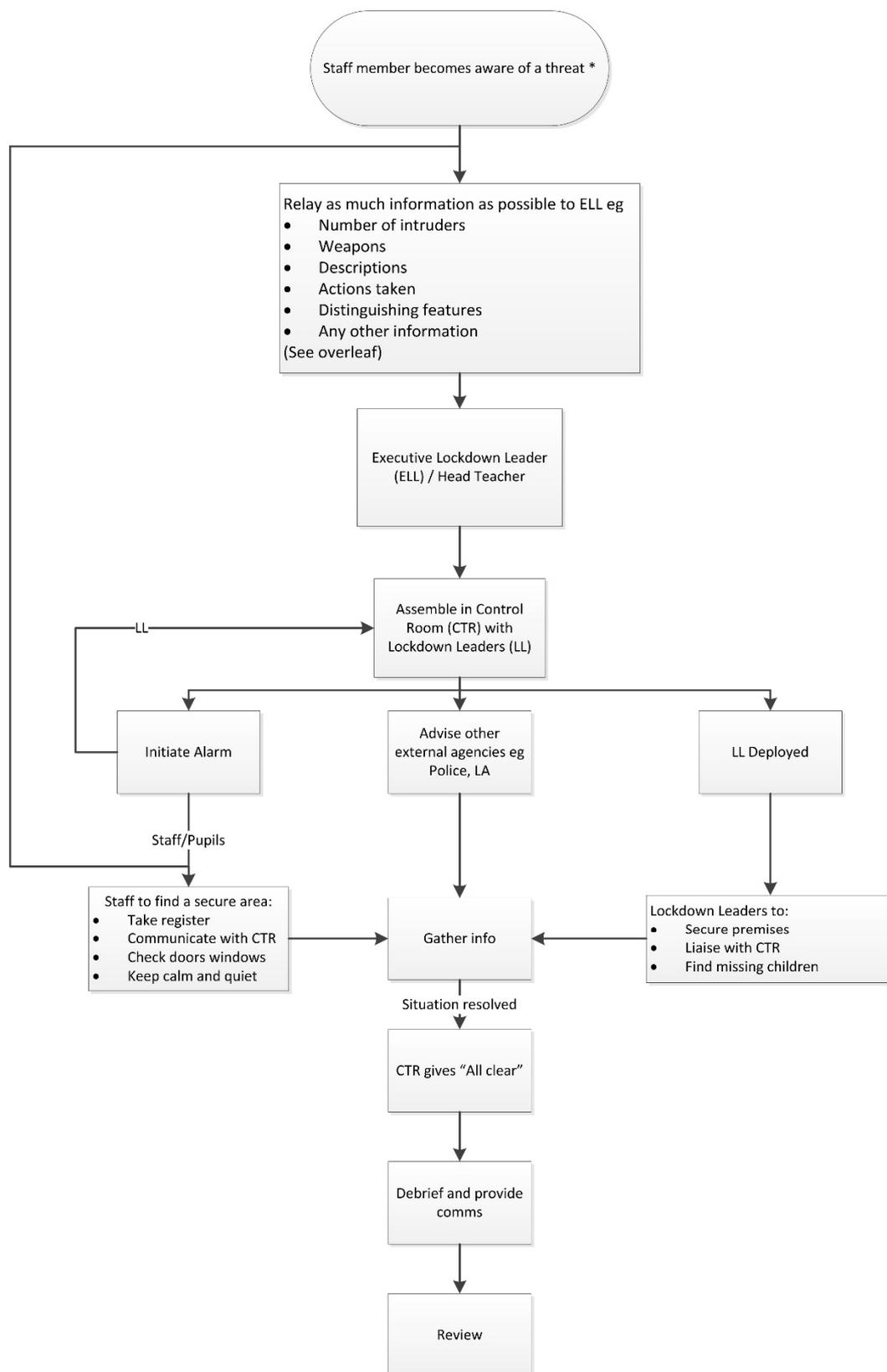
A summary flow diagram of the lockdown procedure is provided in figure 1.

Section B: This section provides schools with additional advice when developing lockdown procedures and covers the sort of threats that schools may potentially be subjected to e.g. aggressive or violent intruder, dangerous animals, chemical or environmental incident.

Where the school is subject to an aggressive terrorist incident, e.g. armed attackers, the basic Stay Safe principles of the Run>Hide>Tell must be followed.

Figure 1

School Lockdown Procedure



* Where the school is subject to an aggressive terrorist type attack, the basic Stay Safe principles RUN > HIDE > TELL must be followed

Section A: Template Document

Lockdown Procedure for [*Insert name of school*]

This Procedure is based on the NaCTSO (National Counter Terrorism Security Office) [Guidance Note 1/2015 - Developing Dynamic Lockdown Procedures](#) and should be read in conjunction with the School Emergency Plan. It covers the sort of threats that the school may potentially be subjected to e.g. aggressive or violent intruder, dangerous animals, chemical or environmental incident. However, where the school is subject to an aggressive terrorist incident (e.g. armed attackers) and it is not safe to initiate any or part of this plan the basic stay safe principals of the [Run>Hide>Tell](#) must be followed.

What is dynamic lockdown?

Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of).

It is intended that this procedure should be amended and adapted for your school needs. Any notes written in blue italics are for information only when drawing up your procedure and should be deleted on completion.

Part One: Lockdown procedure: Planning	
Procedures	Points to consider/notes
1. Names of Staff who will perform specific duties; Executive Lockdown Leader: Back up ELL: Lockdown Leaders: Back up LL: Control Room (CTR) Location: Alternative CTR:	
2. Circumstances that the school will call a lockdown e.g.: <ul style="list-style-type: none"> • Aggressive/violent intruder • Dangerous animals • Environmental hazard • Other threat as identified by the ELL 	
3 External agencies that will or may need to be contacted: Police/Emergency Services tel. 999 NSC (office hours) EMU tel. 01934 426706/70 NSC (out of hours) CCTV room tel. 01934 622669 Environment Agency tel. 0800 80 70 60	

<p>4. Method of communication to be used in the event of a lockdown:</p>	<p><i>Detail any equipment to be used and storage requirements or checks required e.g. checking walkie-talkies work, spare batteries etc.</i></p> <p><i>If possible pre-record a phone message to inform callers that a lockdown is in progress.</i></p> <p><i>Is it possible to designate a dedicated telephone line for lockdown communications?</i></p>
<p>5. Lockdown alert signal will be given in the following way:</p> <p>All clear signal will be given in the following way:</p>	<p><i>Detail how this will be practised so that staff/pupils become familiar with the sound?</i></p>
<p>6. Movement plan for pupils and staff to follow if they are not in a class room:</p> <p>E.g. pupils/staff to make their way to their classroom or their nearest secure building.</p>	<p><i>Specify buildings that can be included within the lockdown and state any areas that are not suitable for lockdown (as they can't be secured)</i></p> <p><i>Include contractors and visitors to site in the plan</i></p>
<p>7. How will register be taken and communicated to the CTR?</p>	<p><i>Will existing methods be used?</i></p>
<p>8. LL to check designated areas of the school. For example:</p> <p>Area 1 <i>[insert building]</i> : LL <i>[insert name]</i> Area 2 <i>[insert building]</i> : LL <i>[insert name]</i> Area 3 <i>[insert building]</i>: LL <i>[insert name]</i> Area 4 <i>[insert building]</i>: LL <i>[insert name]</i></p>	<p><i>To facilitate the lockdown procedure it is advisable to split the school into designated areas (areas will depend on the size and layout of the school and may correspond to your fire warden areas). A plan showing areas may be necessary for complex sites.</i></p> <p><i>Where possible Lockdown leaders should be assigned areas as part of this plan, if this is not practical the ELL can designate LL to areas on the day.</i></p>
<p>9. Lockdown procedures will practised at least twice per year and drills recorded in <i>[insert record]</i>.</p>	<p><i>Document how often training is to take place and where recorded e.g. in Fire Log Book. Who is responsible for this?</i></p> <p><i>An example summary document for staff can be found in Appendix 1.</i></p>

Part two: Lockdown Procedure: Roles

<p>1. CTR/ELL role:</p> <ul style="list-style-type: none"> • Sound alert signal • Co-ordinate LL • Contact Emergency services/external agencies • Begin roll call process approx. 15 minutes after lockdown was initiated. • Gather information and liaise with all staff 	<p><i>You may specify what staff are likely to be part of the CTR and allocate specific roles. However if this is not practical this can be determined on the day by the ELL.</i></p> <p><i>Ensure accurate records are taken of all actions in an incident log (an example log can be found in the NSC School Emergency Plan template).</i></p>
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<ul style="list-style-type: none"> • Take records • Initiate all clear • Lead the debrief with all parties and any communications 	
2. LL role: <ul style="list-style-type: none"> • Report to CTR • Secure designated area (windows & doors) • Gather information and liaise with staff/CTR • Search for missing children if required • Undertake dynamic RA at all times and not move about school if not safe to do so 	<i>Consider how you will secure fire exits as these should remain accessible in case occupants need to escape in an emergency. Schools will usually have suitable mechanisms for securing doors that are easy to overcome from the inside e.g. thumb turns.</i>
3. Non LL Staff must: <ul style="list-style-type: none"> • Escort pupils to a lockdown area • Take a register if possible • Communicate with CTR any missing pupils or additional pupils • Check doors and windows in immediate vicinity are secure • Keep pupils calm and quiet • Where appropriate (due to nature of the threat) sit on floor away from windows • Keep mobile phones on silent 	<i>Do not lock fire exits with a key in case you need to escape in an emergency. Schools will usually have suitable mechanisms for securing doors that are easy to overcome from the inside e.g. thumb turns. If a key has to be used because of an immediate threat, ensure it is not removed from the lock.</i>
Part Three: Lockdown Procedure: Debrief & Review	
1. Debrief for staff/pupils to be taken by ELL as soon as possible after the incident.	
2. Parents to be informed via a meeting and /or letter as soon as practical after incident. Further information to be provided on website, Etc. Media contact to be consulted before any communications are released: E.g. NSC Media & Communications Officer tel. 01934 634996 (press.office@n-somerset.gov.uk)	<i>Consider any other suitable methods of communication e.g. website, social media</i> <i>Who will need to be consulted before communications are released e.g. NSC Media And Communications Officer? Provide contact details.</i>
3. Incident report to be completed by ELL Reporting mechanism : E.g. NSC H&S Incident & Accident form	<i>Where provided the Police Incident report/number and Police liaison Officer details should form part the incident report.</i>
Lockdown Procedure written by:	Review by:
Date:	Review date:

Section B: Further Guidance

Part One: Planning

Procedures	Points to consider
<p>1. Decide on roles.</p> <p>1.1. The Head of school will be the Executive Lockdown leader (ELL), they should nominate several 'Lockdown leaders' (LL): people with authority to lead and manage the lockdown.</p> <p>1.2. The ELL will initiate, manage and conclude a lockdown.</p> <p>1.3. Choose a suitable 'Control room' (CTR), where all instructions and management decisions will come from e.g. the main office. The control room may include office managers/reception staff who will assist the ELL with tasks.</p> <p>The number of LL would depend on the size of the school and how many designated areas each LL could realistically manage in the event of an incident. At least one LL will be tasked with the role of ensuring that all entrance/s to the school are locked.</p>	<ul style="list-style-type: none"> • There should be a backup ELL (which maybe the acting Head at the time of the incident) and back up LL in case of absences on the day. • ELL should be based in the 'Control room' (CTR) to coordinate communications and record actions. • Consider alternative CTRs in the event the original location is no longer a viable option. • Each LL should be highly familiar with all aspects of the school grounds in the event they needed to look for missing pupils or to hide staff/pupils. • ELL and LL will liaise in the CTR at the start of incident to provide instructions. It is very likely that any communication equipment will need to be stored in the control room or somewhere that is easy to get to.
<p>2. Consider scope of guidance</p> <p>2.1. Define and list the circumstances in which your school will call a lockdown.</p> <p>2.2. Decide on external agencies that will or may need to be contacted</p>	<ul style="list-style-type: none"> • A lockdown should be initiated when a situation arises that requires the isolation (rather than evacuation) of staff and pupils from an identified threat. • Threats on site could include, but not be limited to; aggressive or violent intruder/parent/pupil; siege/hostage incident, dangerous animals, armed incident, terrorist incident, chemical or environmental incident. • A lockdown should involve the whole school, (including all pupils and use of all school grounds). • However STAY SAFE principles must take precedence (Run>Hide>Tell) if there nature of the threat is such that the school lockdown procedure cannot be implemented e.g. aggressive terrorist attack
<p>3. Communications</p> <p>3.1. Decide how individuals will contact the ELL/CTR if they see something or someone suspicious.</p>	<ul style="list-style-type: none"> • Review communications channels for whole school (classrooms, canteen, isolated staff in satellite buildings, consider also groups returning from off-site)

<p>3.2. Determine a clear method of communication to be used during a lockdown.</p> <p>3.3 Once methods have been agreed, ensure all tools and equipment are kept in working order, e.g. internal email alert, walkie-talkies, mobile phones, land lines, etc.</p> <p>Are walkie-talkies fully charged at all times and emergency mobile phones fully charges and pre-installed with relevant other numbers for ELL and LL.</p>	<ul style="list-style-type: none"> • How will main office staff stay in contact and ensure nominated phone lines remain clear? • Think about before & after school and during breaks. Do other communication options need to be purchased for playground duty, e.g. walkie-talkies. If you agree upon email alerts, is it likely or realistic that all staff would receive these in time? • Consider the most effective/quick and accessible method of communications.
<p>4. Decide on signals</p> <p>Arrange how the lockdown alert signal will be given (and the subsequent all clear signal)</p>	<ul style="list-style-type: none"> • Ensure that it can be recognised/heard all over the school A continuous “alarm” sound is not usually recommended as this may well inform the threat that the school is about to go into lockdown. • Ensure that the alert could never be mistaken for a fire alarm. • Consider making an “announcement” ‘code’ which would be easily understood as a lockdown initiation instruction.
<p>5. Movement around school</p> <p>5.1 Consider a movement plan for pupils and staff to follow if they are not in a class room.</p> <p>5.2 Include contractors and visitors to site in the planning process</p>	<ul style="list-style-type: none"> • Decide which buildings are suitable (and which are not). Consider before and after school and the location of activities and play areas. During breaks or outside classes, pupils will need to proceed to the closest, securable room. • Any plans will need to be practised, so all staff/pupils must be familiar with the school grounds and layout.
<p>6. Registration</p> <p>Develop a process for conducting a register and communicating this information back to the CTR. This may be based on existing procedures.</p>	<ul style="list-style-type: none"> • A register with all names of pupils, staff, volunteers etc. in each room or group needs to be passed onto the CTR via a secure and pre agreed method. Use existing mechanisms where possible. • For the purpose of not blocking communication channels for prolonged periods of time consider communicating to CTR only key information such as, the register has been completed and only pass on details of pupils/others who are missing.
<p>7. Consultation</p> <p>Share the draft Lockdown plan with staff and Governors.</p>	<ul style="list-style-type: none"> • A range of staff reviewing the document will often result in other issues being considered that may have been overlooked.
<p>8. Training</p> <p>Communicate and train staff in the lockdown procedure. All training must be recorded. Procedures must be practiced by the whole school.</p>	<ul style="list-style-type: none"> • All staff including support staff and volunteers need to be part of the Lockdown practise, which should be held more than once a year. • It is important that all staff are made aware of the lockdown procedure if for any reason they miss this training. • A summary document should be provided for relevant areas e.g. classroom, staff room (not displayed publicly). See Appendix 1.

	<ul style="list-style-type: none"> • Practice (and review) this procedure with different scenarios. • Consider whether it is necessary to send a letter to parents before & after a lockdown drill to alleviate any concerns and ensure parents are vigilant about any children who may show signs of distress. • Undertake the first practice on a pupil free day where possible. • Go to normal work areas and check that communications can be heard, registration system must be practised. • Test the communication systems, e.g. that walkie-talkies work. • Invite local police to be involved in practice lockdowns, (if they have capacity.)
<p>9. Clarify responsibilities</p> <p>9.1. Document responsibilities of designated persons</p> <p>9.2. ALL staff will have the responsibility of checking windows and doors in their immediate vicinity are secure and safe. (This will reduce the amount of work that the ELL and LL will have to do in the event of an incident.)</p>	<ul style="list-style-type: none"> • Who will be responsible for instigating the signalling alert, contacting police and the collation of important facts and details of the threat? • You will also need to consider having a voicemail message on the school main line to make parents aware that the school is in lockdown and children will not be released until the lockdown has come to an end. • Consider procedure for lunchtimes/breaks, in the event of stragglers – ensure there is a process in place to collect them e.g. Instructions if a pupil/other is in the toilet – to go to nearest occupied room. • Consider how details for missing pupils/others would be conveyed to the CTR. • At what point will the LL begin to check their designated zones to check for missing pupils and stragglers? • Will the main office be able to contact them via radio to alert them of missing persons? • Who will liaise with Police, inform the local authority, speak to parents, seek advice from local authority communications teams/media advisor, maintain incident log, print letters for pupils to take home, etc.?
Part Two: Lock down procedure	
<p>1. Threat Observed</p> <p>1.1 Threat has been seen by staff – they must Communicate this to the ELL or CTR.</p> <p>If no answer, contact one of the LLs.</p>	<ul style="list-style-type: none"> • Try to give as much information as possible about what was seen as this information will be passed from the CTR to the police. • If able to do so safely advise neighbouring classes • Keep pupils calm and quiet • Move safely to a secure area/location within the classroom if not already there

<p>1.2 If advised by ELL or LL, The member of staff should initiate Lockdown for their own class or area.</p>	<ul style="list-style-type: none"> • Check window and door security in immediate vicinity only. • A dynamic risk assessment must be performed by teachers to determine if it is safe for them and their pupils to move around the site.
<p>2. Initiation 2.1 ELL will then take responsibility for initiating a whole school Lockdown. 2.3. ELL will meet at the CTR office and give out instructions and communications equipment 2.4. The ELL will establish the nature of the threat and gather as much information as possible e.g. descriptions of intruders</p> <p>A dynamic risk assessment must be performed to determine if it is safe for ELL and LL to move around the site.</p>	<p>A dynamic risk assessment is the continuous process of assessing risk and making decisions that ensure an acceptable level of safety in the rapidly changing circumstances of an operational incident.</p>
<p>3. External Communication The ELL will liaise with external bodies as appropriate e.g. Police, LA (EMU or CCTV out of hours), Emergency services, Environment Agency</p>	<ul style="list-style-type: none"> • Communicate details of the threat and lockdown procedure to the police or other relevant body. • Number of intruders? Weapons seen? Descriptions of intruders? On site or trying to get on site? Consider providing a proforma with your classroom summary document for staff to complete with any relevant information. • Place school phones onto pre-recorded voicemail allowing callers to know the school is in lockdown and not to block the phone lines • Instruct parents via the recorded message not to come to the school as children will not be released until after lockdown. • Consider if any other communication methods are appropriate e.g. social media (only after consultation with media advisor).
<p>4. LL Deployed All LL proceed to their designated areas to carry out their checks on staff/ pupils and windows/doors.</p>	<ul style="list-style-type: none"> • LL will continually be performing a 'dynamic risk' assessment for their own safety. Do not move around the school if it is not safe to do so. • LL will be assigned designated areas to check (either predetermined or designated by the ELL on the day). • In the designated areas the LL will reassure staff, check windows and doors are secure and look for any missing persons.
<p>5. CTR manages communications</p>	<ul style="list-style-type: none"> • Advise staff if/when police are controlling the situation

<p>5.1. Collect any information about incident/intruder etc.</p> <p>5.2. Communicate gathered information to Police Services (or other relevant body) and take their instruction</p> <p>5.3. Update Local authority as appropriate</p> <p>5.4. Divert phones to a pre-arranged number</p> <p>5.5. Begin roll call process at approx. 15 minutes after lockdown was initiated. Time needs to be given to allow staff and pupils to gather at their relevant safe spaces.</p>	<ul style="list-style-type: none"> • Divert parents and returning groups away from school if not already on the grounds. • Ascertain if all staff, pupils and others are accounted for via roll call process, if not pass details to 'Lockdown leaders' who will round up any missing persons (where safe to do so).
<p>6. Non LL Staff role (on hearing the alarm)</p> <p>6.1. Mobilise support staff and pupils to get to secure place if not there already</p> <p>6.2. Relay simple and quick communications to pupils do not panic them</p> <p>6.3. Secure windows and doors as required</p> <p>6.4. Relay registration details to CTR with the following information (or similar)</p> <p>a. Registration complete no missing persons. b. Registration complete, Missing persons or any additional pupils - give name of missing/additional persons.</p> <p>6.5. If there are missing persons, LL will look for them (if safe to do so).</p> <p>6.6. If missing children end up in another location with other teachers, that teacher must relay this to the CTR as soon as practicable. CTR will relay this to LL who will liaise with relevant teacher whose child is missing.</p> <p>Lockdown leaders should be the only staff moving around the school building other than those trying to move to a secure location.</p>	<ul style="list-style-type: none"> • If in class, stay in current classroom. • If outdoors, move to closest, securable room or to designated area and stay there unless advised otherwise or the threat causes you to look for alternative place of safety. • If nature of the threat warrants it pupils and staff should stay out of sight as much as possible e.g. sit on floor away from doors and window, Turn off lights, close windows and lock doors. Everyone must stay quiet. • Mobile phones must not be used to contact parents, all phones must be switched to silent and not on vibrate. Phones should only be used when absolutely necessary. • Keep communication lines free for essential communications only.
<p>7. Continuing/extended lockdown</p> <p>7.1. Continue procedures of quiet sitting</p> <p>7.2. Take instructions from police if they have assumed control</p>	<ul style="list-style-type: none"> • Continue mobile phone silence for staff and pupils. Advise that no pupils can leave secure area for toilets, food etc. • If toilet emergency for young child – use planned alternative • If emergency medication is required – contact CTR for advice, assessment of the situation and to discuss options

<p>8. Lockdown over When the situation is resolved the ELL will authorise the sounding of the recognised audible signal to advise that the lockdown is concluded.</p>	<ul style="list-style-type: none"> • All clear signal should be given by CTR once police/emergency services (where involved) have confirmed all is well.
Part three: Debrief & Review	
<p>1. Debrief Debrief pupils and staff as soon as practicable. This process is essential and must be completed to reassure staff and pupils that all is now well.</p>	<ul style="list-style-type: none"> • Depending on nature of incident, seek support from police for debrief. • When providing information for pupils consider developing some staff information or script for staff to talk through with pupils. • Brief staff at a meeting, provide support where needed.
<p>2. Communications with parents, media, etc. Debrief parents/carers via letter, website and if possible a face to face meeting with all parents who wish to attend</p>	<ul style="list-style-type: none"> • If relevant, speak to local authority communications team before sending out any letters to parents about the lockdown. • Advise parents of the end of lockdown and outcomes. If relevant, advise that further information will be given in due course. • Change the message on school phone, this could include information on communications to be sent out and details of parents debrief meeting. • Check register and sign out pupils when leaving school after lockdown.
<p>3. Documentation</p>	<ul style="list-style-type: none"> • Check with the local authority about reporting requirements. Report incident through normal incident reporting mechanism. • Police may need to take statements from pupils/teachers
<p>4. Support Ongoing support from local authority (If applicable) with press interest, police issues, counselling etc.</p>	<ul style="list-style-type: none"> • Immediate and ongoing support should be pre-planned and accessible after the incident for a period of time determined by the nature of the incident.
<p>5. Review Follow up and review procedures</p>	<ul style="list-style-type: none"> • Review procedures, how did they work – what needs to be changed? • Ask for feedback from staff about what worked well and what did not. • Update procedures as required, re-distribute and ensure all staff and others trained in new procedure. • Practice again with new procedures

[Insert name of School] Lockdown Procedure

In the event of the Lockdown Signal Alert [*insert school signal method*] stay indoors in the room/classroom that you are in. If you are outside make your way to the nearest classroom or the hall.

Specify how staff will be kept informed and how communications will be shared.

E.g. an email will be sent to ‘all staff’ giving instructions as to what to do – please ensure this is checked and not on the screen for children to read. It is therefore important that a computer is always logged on (and email accounts open) during teaching sessions. Internal phones may also be used for communication.

If you are with children it is important to:

- Remain Calm
- Reassure
- Ask children to be quiet and to follow your instructions