 Lockdown Template

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

**Signals**

|  |  |
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| **Alarm or signal for lockdown shelter** | *[insert]* |
| **Signal for stand down / all-clear** | *[insert]* |

**Incident Control Officers & Response Team**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Emergency Contact Number** |
| Incident Control Officer |  |  |
| Deputies |  |  |
|  |  |  |
| Communications Officer |  |  |

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.

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| **Rooms most suitable for lockdown** |
| 1 Classrooms |
| 2 Hall |
| 3 Sports hall |
| 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.

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| **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) |

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| **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 |  |
| Type of venue |  |
| Contact name |  |
| Contact telephone number |  |
| Useful info such as distance from school, directions, capacity, opening hours | |
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**Other useful contacts:**

|  |  |
| --- | --- |
| **Name** | **Emergency Contact Number** |
|  |  |
|  |  |
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| **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 devises 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 |  |
| 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 |  |