



# **Hindley Junior & Infant School**

## **Emergency Lockdown Procedure**

**Written: January 2020**

**Amended: October 2025**

**Signed on behalf of the school: Miss A McKeever, 22<sup>nd</sup> October 2025**

**Signed on behalf of the Governors: Mr G Doubleday 22<sup>nd</sup> October 2025**

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## **1. Introduction**

'Lockdown' procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors. It should be noted that any situation triggering a lockdown may change rapidly.

'Lockdown' procedures may be activated in response to any number of situations, which may include:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);
- An intruder on the school site (with the potential to pose a risk to staff and pupils);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog/animal roaming loose.

## **2. Emergency Coordinator**

The Emergency Coordinator acts as the voice of reason during a lockdown. They are responsible for initiating, managing, and concluding the lockdown, as well as communicating with the emergency services.

The role and responsibilities of the emergency coordinator are detailed in Appendix 1. Their primary duty is to manage people effectively, ensuring the protection and preservation of the safety of everyone impacted by the emergency event.

The nominated Emergency Coordinator is the Site Manager. If the Site Manager is not on site, the Headteacher assumes the role. In the absence of both, the responsibility falls to the Assistant Heads.

A WhatsApp group is used for Emergency Coordinators to sign in and out of the site. This ensures that, in the event of an emergency, the team knows exactly who is on site and responsible for managing the situation.

## **3. 'Lockdown' Alert**

The school utilises the Auto Times Lockdown System, which broadcasts messages throughout the site via the speaker system. This system can both initiate a lockdown and give the all-clear. The system can be activated manually or remotely through fobs.

The fire alarm will not be used to alert staff of a lockdown, to avoid confusion. If the fire alarm sounds during a lockdown, it should be ignored unless smoke or flames are directly visible and present an immediate threat to your location.

### **3. Lockdown Arrangements**

#### **3.1 Full Lockdown**

Staff will be alerted by the Auto Times Lockdown System, which will broadcast a message through the school's speakers indicating that the school is in full lockdown.

##### Immediate Actions

- All pupils and staff must stay in their classroom or move quickly to the nearest classroom.
- Office staff should move to a safe space, preferably the Headteacher's office, if it is safe to do so.
- All outside activity must cease immediately; pupils and staff are to return to the building without delay.
- All external doors and windows must be locked, and blinds closed (to prevent visibility from outside).
- Staff and pupils must remain inside classrooms and under no circumstances move around the school.
- Pupils and staff should sit quietly, out of sight where possible.
- Lights and smartboards must be switched off.
- Pupils' mobile phones should be turned off. Staff mobile phones should be set to silent (with vibration turned off).
- A headcount must be taken so that all children and staff can be accounted for.
- Confirmation of headcount must be sent via the Lockdown WhatsApp group:
  - If someone is missing, clearly state the year group and name, e.g., "Year 5 – John Smith missing."
  - If everyone is present, state: "Year 5 – all present."
- The WhatsApp group must be used for headcount purposes only. This information must be shared quickly so that appropriate actions can be taken.

##### Communication

During a full lockdown, all communication will be delivered via the Auto Times Lockdown System through the school's speakers.

##### Duration

The Emergency Services will advise on the best course of action for the prevailing threat. Staff and pupils must remain in full lockdown until it has been formally lifted by the Emergency Coordinator or a senior member of the Emergency Services. The all-clear will be communicated through the Auto Times system.

## **4. Safe Areas**

There are designated safe areas around the school that are equipped with turn-key locks, allowing staff and pupils to secure themselves inside if necessary. (appendix 3)

## **5. Communication with Parents and Carers**

The Emergency Coordinator will instruct the office staff to inform parents and carers of the lockdown via ClassDojo, using the template message provided below.

Dear Parents/Carers,

Due to an incident in the local area, the school has gone into lockdown. For safety reasons, no one is allowed to enter or leave the premises at this time.

Please be aware that during this period, we are unable to answer the office phones. All entrances will remain secure and closely monitored.

We fully understand your concern, but want to reassure you that we are doing everything possible to ensure the safety of all pupils and staff.

We will provide you with further updates as soon as we are able to.

Thank you for your understanding and cooperation.  
Headteacher

## **6. Two-Way Radios**

Two-way radios are a vital tool for maintaining communication between members of the Senior Leadership Team (SLT) during an emergency.

It is the responsibility of each senior leader to:

- Ensure their radio is fully charged before use.
- Carry their radio on their person at all times while on site.

Keeping the radio with you at all times is essential to safeguard the safety of staff and pupils, ensuring that urgent messages and instructions can be received and acted upon without delay.

## **7. Visitors & Contractors**

Lockdown Procedures for Visitors and Contractors.

- During a lockdown, no visitors or contractors will be allowed to enter the building.
- If already inside the building, visitors and contractors must remain inside until the lockdown is declared over.
- If the lockdown alarm sounds, you must go immediately to a safe area of the school and stay there.
- Please await further instructions from the Emergency Coordinator, which will be communicated via the school's automated lockdown system through the speaker network.
- An announcement over the intercom will give the all-clear message.

## **8. Roles and Responsibilities**

### **Emergency Coordinator**

The nominated Emergency Coordinator is the Site Manager. If the Site Manager is not on site, the Headteacher assumes the role. In the absence of both, responsibility falls to the Assistant Heads.

Responsibilities:

- Alert all staff and pupils of the need to initiate a lockdown using the Auto Times Lockdown System.
- Lock the automatic doors at the front of the school and the main door leading onto the playground. (appendix 4)
- Contact the Emergency Services immediately by dialling 999.
- Contact Central Watch on 01942 40 40 40.
- Check corridors and toilets to ensure everyone has moved to a safe area.
- Communicate updates to staff via the Auto Times Lockdown System.
- Communicate with SLT via two-way radios.
- The emergency coordinator is responsible for all visitors and contractors on site whilst the school is in lockdown.
- Inform staff and parents when the lockdown has been lifted.

## **Teachers and pupils**

- Bring all pupils inside immediately (if outdoors).
- Lock or secure classroom doors and windows.
- Close blinds if possible.
- Keep pupils away from doors and windows, out of sight.
- Turn off lights and silence all devices (including classroom phones if applicable).
- Take a head count and communicate through the lockdown WhatsApp.
- Do not open the door for anyone unless authorised by senior staff or emergency services.

## **Pupil Actions (as directed by staff)**

- Stay quiet and calm.
- Move quickly to the designated safe space in the classroom.
- Follow all teacher instructions.
- Remain in place until told it is safe.

## **Office Staff**

Support the Emergency Coordinator in alerting all staff and pupils of the need to initiate a lockdown using the Auto Times Lockdown System.

- Close and secure all office windows and shut blinds.
- Move to a designated safe space, preferably the Headteacher's office, if it is safe to do so.
- Send the agreed lockdown communication to parents and carers via ClassDojo.
- Monitor the WhatsApp Lockdown Group for headcount updates regarding any missing persons and communicate this information to the Emergency Coordinator using two-way radios.

## **9 Appendix – Communication Flow Chart**

1-Full Lockdown-flow chart

2-Partial Lockdown-flow chart

3-Safe Areas-Site Plan

4-Site Plan-Site Plan