

Security lockdown procedure



Burleyfields Primary School 2025/26

Update: January 2026

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Executive Headteacher/ Headteacher/ Senior leader in headteacher absence	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.	
Senior leader/ Office manager in senior leader absence	Escort visitors to agreed safe place. Communicate with parents/carers when appropriate and directed by EHT/SL .	
Teachers and support staff	Bring class pupils to classroom or other place of safety. Take register and stay with pupils.	
Site manager/ office staff	Make sure all access points are secured.	

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
<ul style="list-style-type: none">Dedicated 'lockdown' alarm tone on the walkie talkies (10 seconds)	<ul style="list-style-type: none">Separate dedicated 'lockdown' alarm tone (5 seconds) followed by the words 'all clear'

Security lockdown plan

<p>Our safe assembly points</p>	<p>All staff and pupils to lockdown in their classroom or the room they are currently learning in when the lockdown alarm signals.</p> <p>Children and staff outside must return into the building as soon as possible to their individual classrooms.</p> <p>Pollution or gas cloud – all shelter together centrally in the hall where there are fewer opening windows.</p>
<p>Secure entrance and exit points</p>	<p>All windows to be closed by individual teachers/teaching assistants in their rooms.</p> <p>No visitors to leave or enter the premises</p> <p>Main entrance door to the building to be locked by the office staff if/when it is safe to do so.</p>
<p>Bring pupils inside</p>	<p>Walkie Talkies to be taken onto the playground during outdoor activities e.g. PE or dinner time.</p> <p>When the lockdown signal is used, bring the children inside asap back into their individual classrooms.</p> <p>Teacher/teaching assistant to use the fire lists in their classroom to check every child is present.</p>
<p>Steps to increase protection</p>	<ul style="list-style-type: none"> • Lock doors using the key provided or the internal door locks • Close blinds • Position children away from sightlines from external doors and windows – for example, under a desk or in the toilets • Turn off lights and monitors • Cover windows and air vents (if the risk is pollution or a gas cloud)

<p>Internal communication during a lockdown</p>	<p>Staff to communicate via TEAMS</p> <p>All computers to be silenced.</p>
<p>Communication with parents/carers during a lockdown</p>	<p>Parents to be informed via Arbor, using the 'in App' message system and emailing system.</p> <p>Ask parents/carers not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school until told.</p>
<p>Arrangements for pupils or staff with additional needs</p>	<p>Children with mobility disabilities to be supported by following their PEEPS and ensuring their wheelchairs are available.</p> <p>1:1 to get the wheelchairs to wherever the children are – e.g. into the classroom for quick assess out if needed.</p>
<p>Lockdown duration</p>	<p>The school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.</p> <p>This will be informed by a dedicated 'lockdown' alarm tone via the Walkie Talkies (5 seconds) followed by the words 'all clear'. A senior member of staff will then visit each area to check on all children and staff.</p>
<p>Evacuation plan, if needed</p> <p>Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.</p>	<p>If an evacuation was deemed appropriate, a lockdown alarm signal (5 seconds) would be given followed by the word 'evacuation'.</p> <p>There is not a facility that we could safely move children to, we would therefore carry out a dynamic risk assessment as to if it would be safe to exit via the emergency exit gate out of the school playground and onto the estate.</p>
<p>Security lockdown drills</p>	<p>Lockdown drills to be scheduled each term at various times and situations.</p> <p>All staff to be aware of a lockdown drill.</p> <p>Pupils and parents will be informed via Arbor 'In App' messages. Children will be spoken to during class time and assemblies to help with their understanding of lockdowns.</p> <p>An initial letter will be sent to parents explaining lockdown procedures.</p>

Lockdown drill action check list

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		