

WHITE ASH PRIMARY SCHOOL

**SCHOOL EMERGENCY
LOCKDOWN PLAN**

SEPTEMBER 2026

Plan administration	
Version number	7
Date of issue	1 st September 2021
Electronic copies of this plan are available from	Sarah Holt/ Angela Hill / Carol Hardy / School Office
Hard copies of this plan are available from	Sarah Holt/ Angela Hill / Carol Hardy / School Office
Date of next review	September 2027
Person responsible for review	Sarah Holt/ Angela Hill / Carol Hardy

This plan is confidential. Do not give any contact details or sensitive information to the media, pupils, parents / carers or members of the public without permission.

Plan Sign-off:		
Role	Signature	Date
Head Teacher – Sarah Holt		
Chair of Governors – John Aspin		

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, pupils and visitors to the school. The following procedures aim to minimise the disruption to the learning environment whilst ensuring the safety of all involved.

These lockdown procedures may be activated in response to any number of situations which could pose a risk to the staff, pupil and visitors to the school and could include:

- A reported incident or civil disturbance in the local community;
- An intruder on the school site;
- A warning being received regarding a nearby air pollution risk (smoke plume, gas cloud, etc.);
- A major fire in the vicinity of the school;
- A dangerous animal (e.g. large dog) roaming loose near/on the school grounds.

As not all potential circumstances which may lead to a school lockdown can be foreseen, it is important that any plans/actions are dynamic and able to deal with an ever-changing risk/threat.

Lead Responsible Person	
Designated Senior Person	Sarah Holt - Headteacher
Deputy Designated Senior Person(s)	Angela Hill – Deputy Headteacher Keara Crabtree – Assistant Headteacher Carol Hardy – School Business Manager

Signals	
Signal for Lockdown	Office will ring the bell 2 times to raise the alarm in school. Office to phone the Pod, Early years buildings and the Meeting Room and say 'LOCKDOWN' 2 times
Bell in office	Two long rings for LOCKDOWN . One long ring for ALL CLEAR .
Signal for All-clear	Office will press the bell for one long ring for ALL CLEAR Office to phone the Pod, Early years buildings and the Meeting Room to give the ALL CLEAR .

Lockdown	
Entrance points (e.g. doors, windows) which should be secured	Any staff can raise the Lockdown procedure by calling the office saying LOCKDOWN Office staff to lock front door. All other entrance doors lock automatically when closed. Falcon, Finch, Eagle and Dove to lock external doors with lever and use key located in the key box next to door. Conservatory doors to be locked by users/ class staff using the emergency key above the door. Sparrow class to inform Nuture Room via the window in the upper school sensory processing room. The Pod and the Early Years building to be locked using the emergency key above the door. Wren class to lock the external door to the field with the spare key kept in their key safe. Wren class door opens outwards, a spare key is kept in the key safe near the door. Code is 0125 If safe to do so, a member of the SLT to lock all external doors with a key from the inside for extra security.
Communication arrangements	- Internal bell system activated in the main office - Classroom telephones
Upon hearing the lockdown signal, take the actions below if it is safe to do so. Personal safety takes president and no-one should put themselves of anyone else in danger. If someone is taken hostage on the premises, consider an evacuation of some or all of the site.	

L1	SOUND THE LOCKDOWN SIGNAL.	
L2	Anyone outside the school buildings should be brought inside as quickly as possible. Wren, Owl and Puffin to check field. Any staff and pupils off site will be contacted by school with further instructions.	
L2	All staff and pupils to return to the nearest classroom as quickly as possible. (Staff should not leave classroom to find out what is going on)	
L3	Lock / secure all entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
L4	Ensure people take action to increase protection from attack: ▪ Lock internal doors/windows if possible ▪ Block access points (e.g. move furniture to obstruct doorways) ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight ▪ Draw curtains / blinds ▪ Turn off lights ▪ Stay away from windows and doors.	
L5	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	
L6	Complete Appendix 'A' with details known so far.	
L7	Dial 999 and report the incident to the Police.	

Ref	Secondary Actions	Tick / sign / time
L8	Undertake a register as soon as possible.	
L9	Once in lockdown mode, staff should notify the office immediately of any pupils or staff not accounted for or any additional staff or pupils.	
L10	Try to establish as much information regarding the incident as possible.	
L11	Dial 999 and update the Police if required.	
L12	If safe to do so, check all corridors and toilets for unaccounted pupils or staff	
L13	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
L14	If possible, check for missing / injured pupils, staff and visitors.	
L15	Staff should encourage pupils to stay calm as far is possible.	
L16	Staff should NOT use social media or contact anyone until the full details of the incident are known.	
L17	Notify parents/carers as soon as possible and when it is safe to do so. Instruct parents not to attend school as pupils <u>will not</u> be released during a lockdown.	
L18	Continue to follow advice/instructions from the Emergency Services.	

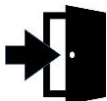
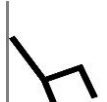
LOCKDOWN PROCEDURE

SIGNALS

Signal for Lockdown	Office will ring the bell 2 times to raise the alarm in school. Office to phone the Pod, Early years buildings and the Meeting Room and say 'LOCKDOWN' 2 times Two long rings for LOCKDOWN. One long ring for ALL CLEAR.
Signal for All-clear	Office will press the bell for one long ring for ALL CLEAR Office to phone the Pod, Early years buildings and the Meeting Room and say 'ALL CLEAR' 2 times

On hearing the above signal for a school lockdown take the following actions:

ACTIONS

	Return to your nearest classroom with pupils, as quickly and safely as possible
	Close all doors and windows, lock if able to
	Block any access points into the classroom by moving furniture in front of door
	Draw all curtains / blinds and switch off lights
	Sit on floor, against a wall if possible
	Undertake a register as soon as possible Report any missing pupils / staff to the office by telephone
STAY IN	Remain inside with doors locked until the all-clear has been given, or unless told to evacuate by the emergency services DO NOT leave the classroom to find out what is happening
KEEP CALM	Keep pupils calm by offering constant reassurance Keep as quiet as possible