TIBSHELF COMMUNITY SCHOOL

LOCKDOWN & INVACUATION PROCEDURE

Ratified: September 2026
(Tibshelf Policy)

Introduction

A lockdown procedure can help school leaders to secure the safety of staff and pupils at their school during a crisis.

This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors. The lockdown procedure checklist can be used as guidance on what to do in the case of an emergency.

The lockdown procedure will be used in the event of, but not limited to, the following:

An intruder on the school site
A major fire in the vicinity of the school
The close proximity of a dangerous dog, or other animal, roaming loose
A local risk of air pollution
A civil disturbance in the local community with the potential to pose a risk to the school
A weapon or suspected weapon on or near the site
A terrorist attack or suspected terrorist threat
A bomb threat or suspicious package
A hazardous chemical, biological or radiological release
A serious police incident in the local area
A vehicle being used as a weapon or presenting an immediate threat
Any other incident where remaining inside is assessed as safer than evacuation

Depending on the nature and location of the threat, the school may initiate a lockdown, invacuation, shelter-in-place response or evacuation. The Headteacher, or nominated senior leader, will determine the appropriate response, taking account of information from the emergency services and a dynamic risk assessment.

This procedure has been prepared with regard to the Department for Education's Protective Security and Preparedness for Education Settings guidance and the principles of the Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law. The school will review this procedure when further statutory guidance is published and before the Act comes into force.

Staff Responsibilities

Staff Member	Responsibilities
Headteacher	The Headteacher, or nominated senior leader in their absence, will determine and authorise the appropriate protective response and oversee the school's dynamic risk assessment.
Deputy Headteacher	Coordinate authorised communications with parents/carers and other stakeholders. Act as Incident Lead in the absence of the Headteacher.
Staff	Direct pupils, visitors and other persons nearby to the nearest suitable secure location, where it is safe to do so. Account for everyone in the room and report missing, additional or injured persons using the agreed communication method. Remain with pupils until the all-clear or further authorised instructions are received.

Staff Member	Responsibilities
Site Manager	Where safe to do so, secure appropriate external access points and support access for the emergency services, in accordance with the nature and location of the threat.
Admin Team	As soon as the alarm has been raised, and where this has not already been done, call 999 and provide the emergency services with available information. Maintain an incident log and communicate updates as directed by the Incident Lead.
Staff with External Visitors	Escort visitors to the nearest suitable secure location. Visitors must remain with the responsible member of staff and must not leave until the all-clear or further authorised instructions are given.

Security Lockdown

Alarm or signal for lockdown	Signal for all clear
• The signal given for staff members to implement the lockdown procedure is the sounding of a siren and all pc and laptop screens will be centrally diverted to a lockdown screen.	• The Admin Team will initiate the agreed all-clear communication only after receiving the authenticated instruction from the Incident Lead. • All personnel will remain inside until the 'all clear' signal is given. The all-clear will be communicated through the agreed internal communication system and a Tanoy announcement stating, "End of lockdown procedures. • Staff must not respond to anybody else until the 'all clear' signal has been received, e.g., if someone outside states it has ended, staff must not respond and must remain in lockdown. • Staff must treat the all-clear as genuine only when it is received through an agreed and authenticated communication channel. • Following the 'all clear' staff should check their class registers-Staff must report missing, additional or injured pupils, staff or visitors during the incident, where it is safe to communicate, and repeat this check immediately after the all-clear.

Security Lockdown Plan

Suitable lockdown or invacuation locations	Personnel should move to the nearest suitable secure room, taking account of the nature and location of the threat. Movement should not take place where doing so would increase the risk. In the event of an air pollution issue, air vents will be closed, where possible, as an additional precaution.
Secure entrance and exit points	When all personnel and pupils are inside, doors and windows will be securely locked where possible, including external doors and internal doors. Where a door cannot be locked, staff should use proportionate measures identified through the school's site-specific risk assessment, provided this can be done without placing anyone at additional risk.
Bring pupils inside	In the event of the school implementing the lockdown procedure, pupils will be instructed to remain in their classroom, or will be guided to the nearest secure room. Pupils who are outside the school, or not in classrooms, will be led to the agreed safe space, unless this will endanger them and others.
Steps to increase protection	The following actions should be carried out by staff members in order to increase protection: • Lock or secure doors using the measures identified for that room. Where proportionate and safe to do so, use available furniture to delay unauthorised entry, without placing staff or pupils at additional risk. • Instruct pupils to sit or hide in the safest available position, away from doors and windows and out of sight where possible. Staff should do the same while maintaining supervision. • Close windows and draw blinds. • Turn off lights and illuminated electronic displays, except for equipment required for authorised communication. Mobile phones and other devices must be placed on silent with vibration disabled. • Turn off fans or mobile air conditioning units, where safe and appropriate (this will reduce noise and the risk of exposure to any chemical or pollution)

Internal communication during a lockdown	An email from SLT will be used to make staff members aware of the incident that has occurred and any precautions in addition to the lockdown procedures that should be taken. Lines of communication between staff members will be kept open through the use of emails and where appropriate telephone conversations; however, unnecessary calls will not be made as this could delay important communication. Communication should be silent wherever possible. Staff should not share photographs, video, audio, locations or incident information through personal messaging services or social media.
Communication with parents/carers during a lockdown	Parents will be notified as soon as it is practicable to do so via text messaging and/or email service. Communications will be factual, proportionate and limited to information authorised by the Incident Lead and, where appropriate, the police or Local Authority. Personal information will only be disclosed where lawful and necessary. Parents will be asked 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. Pupils will not be released to parents during a lockdown.
Arrangements for pupils or staff with additional needs	Individual support, communication, mobility, medical and sensory needs will be identified through appropriate personal emergency arrangements. Staff responsible for a pupil at the time of the incident must implement the agreed support, with assistance from the SEND Team where available and safe.
Lockdown duration	Once all personnel and pupils are inside, the senior leadership team (SLT) will conduct an on-going and dynamic risk assessment based on advice from the emergency services.
Evacuation plan, if needed *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.*	If evacuation becomes necessary, the Incident Lead or emergency services will communicate the evacuation instruction and the safest available route. The normal fire alarm must not automatically be used during a hostile-intruder incident unless its use has been authorised following a dynamic risk assessment. Staff must avoid routes that may lead towards the threat.

Security lockdown drills	Lockdown and invacuation arrangements will be tested at least annually, with additional exercises or communication tests undertaken where identified through risk assessment. Exercises will be proportionate, age-appropriate and followed by a recorded debrief and action plan.

Lockdown Check List for Staff

During drills, recording completion times may help the school evaluate its response. However, safety, communication and accountability take priority over speed.

Step	Time	Signed
Acknowledge or minimise the screen alert using the space bar. Continue to monitor the laptop or PC for authorised communications from SLT, where it is safe to do so.		
• Direct all children, staff, parents/carers, and visitors to the nearest safe place. • *Direct pupils, staff and visitors to the nearest suitable secure location. Do not attempt to reach Student Services or another designated location if movement would increase the risk.* • **Direct everyone to hide, including under desks and away from windows. STAY SILENT** • If Lockdown occurs during break or lunch all personnel will assemble at their nearest appropriate room, including sports halls, meeting rooms or offices. • Anyone in toilets or circulation areas should move to the nearest suitable secure location only where it is safe to do so. If movement is unsafe, they should remain in the safest available position, secure the area where possible and await instructions.		
Close blinds and curtains		
Turn off the lights, fans, and/or mobile air conditioning units		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Account for all pupils, staff and visitors in the room. Report missing, additional or injured persons using the agreed communication method, where safe to do so.		
Keep doors and windows locked shut and remain inside until the 'all clear' has been given, or until you're instructed to evacuate		

Step	Time	Signed
Once lockdown has ended – re-register pupils and account for staff / visitors		
Do not release or move pupils, staff or visitors until instructed. Following the all-clear, supervise any movement, reunification or dismissal arrangements directed by SLT.		