



Longmoor

Community Primary School

Together we grow, explore, discover.

Lockdown Procedure

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Introduction

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

A lockdown should be initiated when an external or internal threat endangers pupils and staff, and evacuation would **increase the level of risk**. This document outlines procedures to ensure safety, in line with **Keeping Children Safe in Education (KCSIE)**, the **UK Government's Prevent Strategy**, and **DfE Emergency Planning & Response Guidance**.

Signals

Signal/incident code for lockdown	From any telephone in school, dial 2500; the Lockdown signal will then sound through all speakers in the school.
Signal for all clear	SLT will visit all classrooms to communicate the 'all clear' message.

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Mark Garside	
Deputies	Linda Bishop	204
	Luke Rimmer	205
Communications Officer	Donna Coburn	203

This team should aim to meet in the Command Centre, which will be the School Business Manager's Office.

Rooms Most Suitable for Lockdown

1. Year Group Bases
2. Classrooms
3. Offices



Securing the Environment

It is essential to ensure that items which could be used as weapons (e.g., **kitchen implements, sports equipment, tools, and cleaning products**) are securely locked away when not in use.

Communication Arrangements

During lockdown, all communications should be **silent and discreet** to prevent alerting an intruder.

Secure methods include:

- Classroom telephones
- Mobile phones (on silent mode)
- Emails

Primary Safe Spaces

Nursery	Alcoves in Nursery Base Nursery Office
Reception	RD's Classroom
Key Stage 1	Carpet Space in the recess of the classroom furthest from the door ideally (1S and 2L)
Key Stage 2	Use library space / alcoves / cupboards with open doors.
Small Hall	Move to a space in the Infant Corridor
Large Hall	Dynamic Risk Assessment: Move to a space in the Infant Corridor
Kitchen	Chef's Office
Admin Corridor	School Business Manager's Office Learning Mentor's Office
Leadership Corridor	Any lockable office
Infants Corridor	Any lockable room



Invacuating Guidance for Staff

Assess the Situation

- If the **primary safe area** is compromised (e.g., intruder access, fire, structural damage), identify an **alternative secure location** within the school.
- Prioritise **rooms with lockable doors, no external windows, and communication access**.

Move Safely

- Stay **low and quiet**, using covered routes where possible.
- Escort pupils calmly and efficiently.

Secondary Safe Locations

- Pre-designated **alternative safe rooms** (staff should know these locations in advance).
- **Internal corridors with lockable doors** as a last resort.

Communication

- Notify **Incident Control Officers** of the movement via **walkie-talkie, classroom phones, or secure messaging**.
- Mark attendance upon arrival at the new location.

Reinforce Security

- **Lock and barricade** doors and windows.
- Keep children **low and out of sight**.



Alternative Place of Safety

If evacuation is necessary, a pre-arranged alternative location should be used.

Name of Venue	Warbreck Park		
Type of Venue	Public Space		
Contact Name	N/A		
Contact Telephone Number	N/A		
Additional Information	Distance from school:	155m	
	Capacity	N/A	
	Opening Hours	N/A	

Name of Venue	Archbishop Beck Catholic College		
Type of Venue	High School (Sports Hall)		
Contact Name	Paul Sterling		
Contact Telephone Number	0151 525 6326		
Additional Information	Distance from school:	600m	
	Capacity	~1,000	
	Opening Hours	8:00am – 4:00pm	

Other Useful Contacts

Name	Emergency Contact Number
Paul Kinsella	07469 701 691 paulkinsella539@btinternet.com
Zoe Heywood	Zoe.Heywood@liverpool.gov.uk



Action Plan

Action		Completed by (Sign & Time)
Sound Alert	Activate lockdown procedures immediately.	
Dial 999	Contact emergency services.	
Direct all children, staff, parents, and signed-in visitors to the nearest safe place.		
Secure rooms and take action to increase protection from attack:	Lock and barricade doors and windows.	
Close windows/blinds.		
Turn off lights, fans, or mobile air conditioning units.	(Reduces noise and risk of exposure to chemical/biological threats.)	
Hide and remain out of sight.	Sit on the floor under desks and away from windows.	
Stay as silent as possible.	Put mobile devices on silent. (Use written communication on whiteboards/TVs if necessary.)	
Ensure students, staff, and visitors are aware of an exit point in case the intruder gains access.		
If possible, check for missing/injured persons.		
Keep doors and windows locked shut	Remain inside until an all-clear is given or emergency services order an evacuation.	

Regular Training & Drills

To ensure preparedness, the school will:

- Conduct **regular lockdown drills**.
- Provide **regular staff training** on **safeguarding, Prevent, and emergency responses**.
- Review and update this guidance **annually** ideally after a lockdown drill.



Appendix i: SEMP¹

8: Core Capabilities

8.3: Lockdown

8.3.1 Reasons for Lockdown – Whole School

A deliberate threat will require action to minimise the risk of interaction between the threat and pupils, staff and visitors. Threats include when:

- An intruder is seen (or reported to be) within the school grounds.
- An abusive or violent parent/carer is causing trouble within the school grounds.
- A malicious threat has been made against the school.
- An incident occurring close to the school has the potential to cause harm to pupils, staff and visitors (such as the presence of armed Police responding to criminal activity).

8.3.2 Reasons for Lockdown – Part of the School

There are situations where it is safer for some pupils, staff and visitors to remain within school buildings (possibly beyond normal school hours) under 'Lock-down' until the threat is lifted whilst other pupils, staff and visitors are evacuated from the school. These may include when:

- An intruder has entered the school building.
- An abusive or violent parent/carer is causing trouble within the school building.

8.3.3 Lockdown

Please see our School Lockdown Procedure attached in relation to:

- Calling the emergency services
- Shutting and securing all gates, doors and windows (including closure of blinds).
- Turning off lights as necessary (if lighting system permits).
- Clearing halls, open areas and playgrounds to get pupils and staff into classrooms.
- Keeping pupils seated and away from doors and windows.
- Teachers remaining with pupils.
- Maintaining a calm atmosphere and staying alert to the emotional needs of pupils.
- No pupils will be allowed out of classrooms until the 'all clear' is given.
- Contacting parents/carers to advise them of situation and anticipated duration. They should be discouraged from collecting children during 'lock-down'.
- Assessing potential medical needs (such as regular medical regimes).
- If a teacher is out of their classroom when 'lock-down' is implemented, they will go back if it is safe to. If it is unsafe to return, they will try to contact pupils as soon as possible.

8.3.4 Pupils and Staff Outside Buildings

If pupils and staff are outside, they will go to nearest classroom or hide, disperse or take cover.

8.3.5 'All Clear'

The Head will give 'all-clear' when it is safe to leave classrooms. External doors will be unlocked.

¹ School Emergency Management Plan



Appendix ii: Primary Safe Spaces

YN	Alcoves in Nursery Base Nursery Office
YR	RD's Classroom
Key Stage 1	Carpet Space in the recess of the classroom furthest from the door ideally (1S and 2L)
Key Stage 2	Use library space / alcoves / cupboards with open doors.
Small Hall	Move to a space in the Infant Corridor
Large Hall	Dynamic Risk Assessment, probably moving to a space in the Infant Corridor.
Kitchen	Chef's Office
Admin Corridor	School Business Manager's Office Learning Mentor's Office
Leadership Corridor	Any lockable office
Infants Corridor	Any lockable room



Appendix iii

Lockdown Procedure

Initiate Lockdown
Dial 300

Signal

Signal/incident code for lockdown	From any telephone in school, dial 300; the Lockdown signal will then sound through all speakers in the school.
Signal for all clear	SLT will visit all classrooms to communicate the 'all clear' message.

CLOSE

If outside, the above signal will activate a process of children being ushered into the school building as quickly as possible to the closest entrance.	
Initiate CLOSE	
C	Close all windows, shutters and doors.
L	Lock-Up: lock all doors possible in your area.
O	Out of sight; minimal movement.
S	Stay Silent; avoid drawing attention.
E	Endure: beware: you may be in lockdown for some time.

Notify / Communicate

SLT@longmoorcps.co.uk
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- No adult or child to leave the room for any reason whilst in Lockdown.
- All adults and children should be in a 'Safe Space'.
- All lights should be switched off – including all screens.
- There should be as little noise as possible – including mobile phones on silent.
- Staff will notify SLT@longmoorcps.co.uk that they have entered Lockdown and identify those children not accounted for and any extra adults or children who are now in lockdown in their room with them.
- The Fire Alarm will be ignored unless there is evidence of a fire (heat, smoke, flames).



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longmoorcps.co.uk | [@longmoorcps](https://www.facebook.com/longmoorcps)
Headteacher: Mr. M. Garside

Lockdown Drill Observation Form

Educational Establishment Details				
Name of the Educational Establishment		Longmoor Community Primary School		
Date of Drill				
Planned time of drill				
Lockdown Alarm Activation				
Time of activation		Time took to Lockdown		
Could the audible alarm be heard throughout the building?			Yes	No
Comments:				
Invacuation:				
Did everyone lockdown the building calmly and in a timely manner?			Yes	No
Were all blinds closed, lights turned off and students / staff out of line of sight?			Yes	No
Could any noise be heard emitting from classrooms / offices etc?			Yes	No
Were all doors secured with either a lockable thumb turns or wedged / barricaded?			Yes	No
Where possible, were all doors and windows closed?			Yes	No
Comments:				



Communication

What form of communication is used?

Was good communication observed between Lockdown leads and staff?

Yes

No

Does anybody have access to a mobile phone or other communication in order to communicate with the Emergency Services 999 or other organisations?

Yes

No

Comments:

The Lockdown Alarm System

Who activated the Lockdown alarm?

How was the end of lockdown communicated to staff?

If the Caretaker/Site Manager was not available onsite, do other members of staff know how to activate and de-activate the Lockdown alarm?

Yes

No

Comments: