



King Arthur's School

Lockdown and Evacuation Policy



King Arthur's Document Control Table	
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1. Lockdown introduction and Rationale

Lockdown and evacuation procedures should be seen as a sensible and proportionate response to any external or internal incident that has the potential to pose a threat to the safety of students, staff, visitors, or parents / carers. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of everyone. This may also include where there is a need to restrict the movement of students around the school environment.

Lockdown and evacuation procedures may be activated in response to any number of situations.

A **partial lockdown procedure** refers to keeping staff, pupils, and visitors inside the school building to ensure their safety from an internal or external incident which has the potential to pose a threat to their safety and wellbeing. Examples when this may be used:

- A bomb threat near the school
- Chemical spillages or toxic fumes near the school
- A civil disturbance in the local community with the potential to pose a risk to the school.
- A serious accident or incident requiring the emergency services at the school.

The **full lockdown procedure** refers to keeping all staff / students in the school building will be implemented in the following circumstances:

- An intruder on the school site with the potential to pose a risk to staff and students; (please note this is extremely rare)
- Wild animals on site.
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to students, staff, or parents / carers.

The term **evacuation** refers to the orderly removal of pupils, staff members and visitors from the school building. Examples when it could be used:

- Fire in the school.
- Dangerous structural damage to the school where it is safe to exit the premises.
- Bomb threat within the school.

2. Training

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. All staff should read and understand this policy and their roles within it. To achieve this, a lockdown drill will be undertaken at least once a year. Students should also be aware of the procedures. Regular practice similar to emergency evacuation will improve their familiarity of what to do in every eventuality.



3. Roles and responsibilities

The Headteacher will be responsible for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency. (Senior Assistant Headteachers in their absence).

The Site Manager will be responsible for ensuring that emergency exits, and evacuation points are clearly signposted.

School office staff will be responsible for:

- Providing the emergency services with copies of the school's site plan.
- Ensuring that all contractors or external services working within the school are supplied with a copy of the school's emergency procedures.
- Continuously monitoring any emergency situations and keeping both the emergency services and fellow colleagues up to date.

All members of staff will be responsible for acting in accordance with this policy and associated procedures where required.

4. Communication with parents

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting the Emergency Services.
- Do not come to the school. This could interfere with Emergency Services' access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe for them to come to get their children, and where this will be from.

5. Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

Emergency Services will support the decisions of the Head Teacher regarding the timing of any communication to parents.

This policy follows the guidance of **Martyn's Law** [Martyn's Law: the SIA's new regulatory role - GOV.UK](#)

6. Personal Emergency Evacuation Plan (PEEP)

Where a member of staff, pupil or visitor has a disability which may result in them needing help in evacuating the premises, a PEEP will be put in place. The purpose of a PEEP is to enable the school to implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise. These plans will ensure that no one is discriminated against, or treated less favourably, in the event of an emergency. Where possible, pupils with PEEPs in place will exit the premises using the same route as the rest of their class, unless otherwise stated within their plan.

PEEPs will be reviewed on an annual basis in order to ensure that the most up-to-date information is available. When there is a change in the individual's health, a change of procedure, or an alteration made to the premises, their PEEP will be reviewed and amended to reflect these changes. The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.

7. Partial Lockdown Plan

To indicate a partial lockdown a message will be conveyed and/or a member of SLT will arrive to give further instructions. Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.	
Signal to initiate partial lockdown:	One or more of the following will / may happen: • There will be a five-bell ring to alert staff to check their emails • An email will be sent (<i>Partial Lockdown –STAY IN CLASS</i>) • Verbal Communication (SLT callout or equivalent)
Signal for all-clear:	To end the lockdown one or more of the following may / will happen: • 'LOCKDOWN – all clear' email will be sent by a member of SLT or admin. • Verbal Communication (SLT callout or equivalent)

Initial response checklist – Partial Lockdown		Tick / sign time
L1	Staff will be alerted. All outside activity to cease immediately, students and staff return to building.	
L2	All staff and students will remain in the building and external doors and windows will be closed and locked.	
L3	Movement may be permitted within the building (dependent upon circumstances) but this must be supervised by a member of staff. Teaching & learning may continue, with the obvious exception of outdoor activities.	
L4	<i>Further guidance will be given through the systems: it may go to:</i> • <i>a full lockdown</i> • <i>evacuation</i> • <i>A step down.</i>	

8. Lockdown Plan

To indicate a lockdown a message will be conveyed and/or a member of SLT will arrive to give further instructions	
Signal to initiate lockdown:	One or more of the following will / may happen: • There will be a five-bell ring to alert staff to check their emails • An email will be sent (<i>LOCKDOWN –STAY IN CLASS</i>) • Verbal Communication (SLT callout or equivalent)
Signal for all-clear:	To end the lockdown one or more of the following may / will happen: • 'LOCKDOWN – all clear' email will be sent by a member of SLT or admin. • Verbal Communication (SLT callout or equivalent)

Initial response checklist - Lockdown (e.g. in response to an intruder in the school grounds)		Tick / sign time
L1	Ensure all students are inside the school building. Alternatively, ask students to hide or disperse if this will improve their safety by staff member with them. Students to take cover under their desks, where possible.	
L2	Lock / secure entrance points if possible (to prevent the intruder entering the building)	
L3	Dial 999 and this will reach all three services	
L4	Ensure people take action to increase protection from attack (as in the email): • Block access points (e.g. move furniture to obstruct doorways) • Sit on the floor, under tables or against a wall. • Keep out of sight -/ Turn off lights. • Stay away from windows and doors. <i>Teachers will be responsible for the class they are teaching when a lockdown is announced or the students in the duty area they are managing if in social time.</i>	
L5	Ensure that students, staff, and visitors are aware of an exit point in case an intruder does manage to gain access to the building	
L6	If possible, check for missing / injured students, staff, and visitors.	
L7	Remain inside until an all-clear has been given or unless told to evacuate by the Emergency services.	
L8	Parents will be told. '...the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody will be allowed in or out...'	



9. Evacuation Plan

To indicate that we need to evacuate the grounds immediately one or more things may happen:	
Signal to evacuate:	the fire alarm will go off. (evacuate the building urgently as per usual -fire marshals /SLT/admin will indicate it is an evacuation and give further instruction– do not line up on the playground) an email will be sent EVACUATE SCHOOL GROUNDS IMMEDIATELY Verbal Communication (SLT callout or equivalent)
Signal for all-clear:	Police will give Head teacher / SLT guidance.

Initial response checklist - Evacuation		Tick/sign time
L1	Signal to evacuate	
L2	The action to take is. - Tell students to leave school as quickly as possible and run out of the school grounds using the fastest and clearest route (gates will open automatically). - Do not stop to collect belongings or wait for friends. - Do not stop until well clear of any danger. - Do not return to the school unless you have been advised by authorities or by SLT. - Meeting point is on the sports centre field (behind the sports centre if safe to do so)	
L3	Dial 999. Dial once for each emergency service that you require	
L4	If you are unable to escape, take action to increase protection from attack. - Block access points (e.g. move furniture to obstruct doorways) - Sit on the floor, under tables or against a wall. - Keep out of sight / Turn off lights. - Stay away from windows and doors. <i>Teachers will be responsible for the class they are teaching when a lockdown is announced.</i>	
L5	Register students and staff - do not let students go until told to by the police. Student details are taken to the meeting point by admin – name, DOB, contact details	
L6	Wait for further instructions from the police, site manager or SLT.	

10.Lockdown during an examination

During an examination If a lockdown is required during the exam, when candidates are in the exam room, the following procedure will be employed:

- Invigilators will:
 - o Tell candidates to stop writing and turn their papers over
 - o Collect the attendance register
 - o Make a note of time when the examination was suspended
 - o Instruct candidates to remain silent, leave all examination materials on their desks and hide under exam desk
 - o Where safe/possible, communicate (via mobile phones) the situation to the headteacher (ensuring all mobile phones are on silent mode)
 - o Lock all windows and close all curtains/blinds
 - o Switch off all lights
 - o Lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
- Where safe/possible, the Exams Officer will collate the information from all exam rooms and forward this to the head of centre immediately.
- The Headteacher will make informed decisions on alerting parents/carers, awarding bodies and emergency services.
- If appropriate, where safe/possible, and following centre policy, the Exams Officer (or invigilators in the absence of the Exams Officer) will initiate the emergency evacuation procedure.
- Students will remain in silence and exit accordingly (monitored by the invigilators if safe to do so)
- The Exams Officer will collect all examination papers and materials for safe/secure storage following advice from the appropriate awarding bodies (If safe to do so)