



Emergency Lockdown Plan

Ratified by Chair of Gvs:

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Signed by

Date

Date:

Review Date:

Purpose:

The purpose of this plan is to ensure the safety and security of learners, staff, and visitors at MIAG (Meeting Individual Needs & Aspirations) in the event of an emergency requiring lockdown. This may include, but is not limited to:

- ✚ Intruder or violent individual on site
 - ✚ Serious incident or civil disturbance in the local community
 - ✚ Terrorism-related incident
 - ✚ Dangerous animal on or near the premises
 - ✚ Hazardous substance release in the vicinity
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Scope:

This plan applies to all staff, learners, volunteers, contractors, and visitors present on site.

Principles:

- ✚ The priority is to keep everyone safe, calm, and accounted for
 - ✚ Instructions must be followed immediately and without delay
 - ✚ Communication will be clear, simple, and consistent
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Lockdown Signals:

- ✚ **Lockdown Activation:** A **continuous whistle blast** (or other distinct signal) combined with a verbal message of “**LOCKDOWN – LOCKDOWN – LOCKDOWN**”.
- ✚ **All Clear:** Three short whistle blasts and the verbal message “**ALL CLEAR – STAND DOWN**”.
- ✚ If a member of staff becomes aware of an intruder or threat that means a loud signal would put them or others in danger, they are to follow the lockdown process for their area, turn their phone on to silent and notify the rest of the team via a **LOCKDOWN** message sent to the whole staff communication group

(Note: Signals should be tested in advance and practised in drills.)

Immediate Actions:

Staff Responsibilities

- **On hearing lockdown signal:**
 - Direct learners and any visitors into the nearest safe room.
 - Lock doors, close windows, and turn off lights where possible.
 - Move everyone away from windows and doors.
 - Encourage learners to remain quiet and calm.
 - Take a register and report headcount via designated communication channel (e.g., internal WhatsApp group, two-way radios, or office phone).

Learners

- Stop what you are doing immediately.
- Follow staff instructions calmly and quickly.
- Stay low, quiet, and away from windows.

Office/SLT (Lockdown Coordinator)

- Activate lockdown signal.
- Contact police (999) and provide details of the situation.
- Ensure the building perimeter is secured if safe to do so.
- Maintain communication with staff teams.
- Act as the liaison point for emergency services.

Communication

- ✚ Internal: Registers and updates shared with designated lockdown coordinator
- ✚ External: Police and emergency services contacted by senior staff
- ✚ Parents/carers will only be contacted once the situation is under control and it is safe to do so

During Lockdown

- ✚ Remain in lockdown until the official *ALL CLEAR* signal is given by the Lockdown Coordinator or emergency services
- ✚ Do not open doors to anyone unless their identity is certain and safe

Evacuation

- ✚ If directed by emergency services or if an immediate threat (e.g., fire) makes staying in place unsafe, evacuate via the safest available route to the designated assembly point
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Post-Lockdown:

- ✚ Senior staff to confirm *ALL CLEAR*
 - ✚ Staff to reassure learners and debrief them appropriately
 - ✚ Parents/carers to be informed as soon as possible with a clear explanation
 - ✚ An incident report will be completed and submitted to the DSL/SLT and Board of Directors
 - ✚ A review and debrief will be carried out with staff to identify lessons learned
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Training & Drills:

- ✚ All staff will be trained on lockdown procedures during induction and **annually** thereafter
 - ✚ Lockdown drills will take place at least **once per year** and recorded in the Health & Safety log
 - ✚ Feedback from drills will be used to improve procedures
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Linked Policies:

- ✚ Safeguarding & Child Protection Policy
- ✚ Health & Safety Policy
- ✚ Positive Handling Policy
- ✚ Behaviour Policy
- ✚ Critical Incident Policy