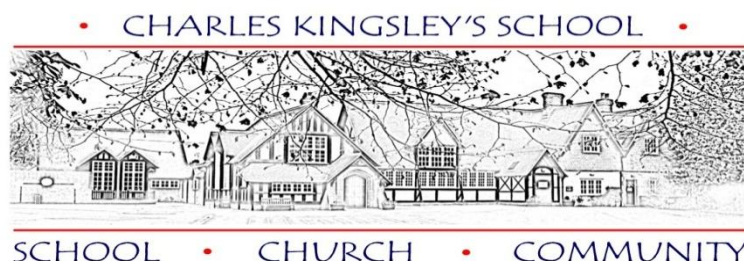


CHARLES KINGSLEY'S CE (A) PRIMARY SCHOOL



EMERGENCY LOCKDOWN PLAN

Reviewed & Approved: September 2026

Next review: September 2028

CHARLES KINGSLEY'S C.E. (AIDED) PRIMARY SCHOOL

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1. INTRODUCTION

In addition to managing Fire Safety, CKS recognises that it needs to plan for non-fire emergencies.

This Plan covers those scenarios where there may be a threat to the School from external factors but where a full evacuation is not practical or may compound the threat.

It has identified two main responses:

PARTIAL LOCKDOWN

This will be invoked if there is a **POTENTIAL** risk to staff and pupils. This may typically arise from:

- a reported incident / civil disturbance in the local community,
- air pollution, wild animal
- Broadmoor alert etc.

A partial Lockdown may also be used as a precautionary measure, putting the School in a state of readiness (whilst retaining a degree of normality) should any situation escalate.

FULL LOCKDOWN

This will be invoked if there is an **ACTUAL AND IMMEDIATE THREAT** to the School or may be an escalation of a Partial Lockdown. This may arise from:

- An intruder either outside or inside the School buildings
- Civil commotion in the immediate vicinity
- As directed by the Emergency Services

2. PARTIAL LOCKDOWN – PROCEDURE

2.1 ALERT

Person identifying or informed of threat, **USE WALKIE TALKIE** to notify other staff members, pull cords on alarms.

CODEWORD: CKS PARTIAL

2.2 ACTIONS - STAFF

- Cease all outside activity immediately, pupils and staff return to building.
- Repeated messages on the Walkie Talkie will be used to communicate the alert to duty staff at break times, pull cords on alarms so that all members of staff can hear.
- All pupils to go to their own classrooms.
- Year 6 teacher to check Infant toilets & Year 4 teachers to check Junior toilets.
- Lock external doors and windows.
- All staff and pupils to remain in School building.
- Staff should await further instructions.
- Free movement may be permitted within the building dependent upon circumstances.
- **Staff should encourage the pupils to keep calm and quiet and must always speak calmly and quietly.**
- Staff will be informed of the termination of the Lockdown by email, walkie-talkie or direct communication with a senior leader.

2.3 ACTIONS – SLT & OFFICE

- The SLT will conduct a risk assessment and identify the actions to be taken.
- The SLT will call the Police by dialling 999 (If sufficient risk identified).
- The School office will email parents with the information listed in Section 5 (If practical to do so).
- SLT will declare the Lockdown over by email, walkie-talkie or direct communication.

IF THE FIRE ALARM SOUNDS:

- SLT will assess the situation. (The Fire Service will automatically respond once the alarm has been triggered).
- The School office will email parents with the information listed in Section 5 (If practical to do so).
- SLT will declare either a Partial or Full evacuation by email, walkie-talkie or direct communication.

3. FULL LOCKDOWN - PROCEDURE

THE AIM OF A FULL LOCKDOWN IS FOR THE SCHOOL AND ITS ROOMS TO APPEAR EMPTY.

3.1 ALERT

Person identifying or informed of threat, USE WALKIE TALKIE to notify other staff members, pull cords on alarms.

CODEWORD: CKS FULL

3.2 ACTIONS - STAFF

- Cease all outside activity immediately, pupils and staff return to building.
- All pupils/staff/visitors to stay in their classroom or move to the nearest safe place with lockable internal & external doors (such as the School Hall or Library).
- Lock Exterior doors and windows.
- Draw Blinds & Curtains.
- Lock Internal doors and cover to prevent seeing inside
- Turn off Lights & whiteboards - Keep Laptop ON for communication purposes.
- Turn Mobile phones to SILENT & Walkie-Talkies to low volume
- All pupils/staff/Visitors to sit quietly under desks (Make a den using chairs)
- All pupils/staff/visitors to remain in Lockdown until told otherwise by SLT or the Emergency Services.

3.3 ACTIONS – SLT & OFFICE

- The SLT will call the police by dialling 999
- The School office will email parents with the information listed in Section 5. (If practical to do so)
- SLT and/or Emergency Services will declare the Lockdown over by email, walkie-talkie or direct communication.

IF THE FIRE ALARM SOUNDS:

- Remain calm in the hiding place, as the cause for activation may be unclear e.g. an intruder has deliberately activated the alarm.
- If a fire is discovered, use the walkie-talkie (quietly) to communicate the location of the fire.
- The SLT will assess the situation with the Emergency Services and order a Partial or Full Evacuation – See Section 4.

4. IN THE EVENT OF A FIRE ALARM DURING A LOCKDOWN

The Fire & Rescue Service states that any incident of this nature will be “dynamic”, and procedures cannot be written for all contingencies. An evacuation or the continuation of the Lockdown will be decided based on a risk assessment carried out jointly by SLT and the Emergency Services.

- **Partial evacuation** - Where the fire is located in an outbuilding or isolated location which does not pose an immediate risk to staff and pupils. This may involve moving persons to a safer location within the School.
- **Full evacuation** - If a fire represents a direct risk to staff and pupils, then a full evacuation would be carried out, even where the threat triggering the Lockdown remains. However, there may be a need to change the Assembly Point.

5. COMMUNICATIONS - PARENTS AND SCHOOL

The School Office will communicate details of the Lockdown situation to parents by email from Arbor as soon as is practicable, subject to agreement with the Emergency Services

The information must be enough so that parents:

- **Are reassured for their child's welfare** - the School 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 required for contacting emergency support providers.
- **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.
- **Know when and where it is safe to collect** their children.

NOTE: Should parents present at the School, Staff members must NOT leave the building to communicate directly with them.

6. COMMUNICATIONS - EMERGENCY SERVICES

The SLT will liaise directly with the Emergency Services as they are best placed to offer advice as a Lockdown situation unfolds.

The Emergency Services may or may not cordon off the School site depending on the severity of the Lockdown incident.

The Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

In the event of a prolonged Lockdown or more severe scenario, Emergency Services, Local Authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by the incident.