

Lockdown Plan

Name of Building: Pearl Hyde Primary School

Plan of building



Type of Threat:

- Intruder on school site
- Reported incident/civil disturbance in local community
- Warning received of risk of air pollution
- Major fire in vicinity of school

Type of Lockdown

- Partial Lockdown – External doors locked
- Full Lockdown – External and Internal doors locked

Last Review Date: October 2025

Partial Lockdown

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching and work can continue as usual. This may be as a result of a reported incident / civil disturbance in the local community or risk of air pollution with the potential to pose a risk to staff and pupils in the school.

- Partial Lockdown will be alerted via the phone intercom system and email
- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils remain in building and external doors and windows locked.
- Free movement may be permitted within the building.
- In the event of an air pollution or chemical, biological or radiological contaminants air vents, fans, heating and air conditioning systems will be closed or turned off by Site Services.
- If necessary, use anything to hand to seal up all the cracks around doors and any vents into the room.
- Staff should await further instructions.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.

A 'partial lockdown' may also be a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality), should the situation escalate.

Full Lockdown

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

- Full Lockdown will be alerted via the lockdown alarm sounding – this can be activated via the school office, or in the art area using the key kept in the key safe.
- All pupils/staff stay in their classroom or move to the nearest classroom.
- Office staff should remain in their office.
- External doors locked by Site Services, Operations Manager or staff nearest to external doors.
- Classroom and office doors locked by staff.
- Windows locked, blinds drawn and internal door windows covered, if possible, by staff in each room.
- Pupils/staff sit quietly out of sight and where possible in a location that is protected.
- Lights, smartboards and computer monitors turned off.
- Mobile phones turned off or silent.
- A register to be taken of all pupils/staff in each classroom/office.
- Staff should await further instructions.
- No staff should leave the building at any time unless instructed by the emergency services.

- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff/emergency services.

Notifying the emergency services

Operations Manager or SLT are responsible for contacting the emergency services.

Communication with Parents

School will communicate with parents using Bromcom. All precautions will be put in place to ensure the children's safety, however, if the school is in a full lockdown situation the switchboard and entrances will be un-manned, the external doors will be locked and no one (other than emergency services) will be allowed in or out of the building.

Duties and specific responsibilities in the event of a lockdown

Role Title	Role function	Nominated Person(s)
Lockdown Manager	Coordinates the lockdown and contacts emergency services	Operations Manager Member of SLT Site Services Officer
Communications	Communicates with parents using Bromcom	Operations Manager Admin team
Lockdown Alert	To alert all staff in school by activating the lockdown alarm	Operations Manager Site Services Officer Admin team