

Approval:	Headmaster	Audience:	All stakeholders
Author:	Headmaster (J.Pine)	Review Frequency:	Every 2 years
Approval date:	December 2024	Next Review:	March 2028
Version	2 (February 2026)		
Linked Policies:		Fire Safety and Evacuation Security Health & Safety	

## Policy for Lockdown (Invacuation) Procedures

### 1. Purpose

**1.1** This policy outlines the procedures to be followed in the event of a lockdown at Heathfield International School

**1.2** A lockdown occurs when an external threat (such as an intruder, a nearby emergency, civil unrest, or hazardous conditions) poses a potential risk to the safety of the school community. The primary goal of the lockdown is to bring all students, staff, and visitors indoors, securing the premises and keeping them safe from outside dangers.

**1.3** This policy applies to all members of the school community, including students, staff, visitors, and contractors.

### 2. Scope

**2.1** The lockdown procedure is activated when there is a need to protect students and staff from an external threat, such as:

- Civil unrest or protests occurring near the school.
- Natural disasters, such as flooding, severe storms, or earthquakes.
- Chemical spills, toxic gas leaks, or other hazardous material incidents in the surrounding area.
- Any other external threat deemed serious enough to necessitate moving people indoors for safety.

**2.2** This policy works alongside the school's wider emergency protocols and ensures a coordinated response in such situations.

### 3. Definitions

**3.1** Invacuation (lockdown): A procedure where all students, staff, and visitors are directed indoors, and the school buildings are secured by locking all doors and windows to prevent exposure to external threats.

**3.2 External Threat:** A situation or event originating outside the school grounds that presents a potential danger to the safety of students and staff, such as public disturbances, extreme weather, or a hazardous material spill nearby.

#### **4. Lockdown Procedures**

##### **4.1 When Lockdown Procedures are Initiated:**

A lockdown will be initiated when an external threat is identified that could endanger the school community. Such threats may include:

- Unrest, protests, or demonstrations occurring near or around the school.
- Natural disasters such as flooding, storms, or potential earthquakes in the area.
- Toxic spills, hazardous chemical releases, or any form of pollution or air contamination nearby.
- Other local emergencies or dangerous events requiring immediate action to keep the school community safe indoors.

The Headmaster or Deputy Head of School, or the designated senior member of staff will make the decision to initiate the lockdown procedures based on the severity of the threat. In extreme circumstances or a threat entering the school gate, the security staff are authorised to activate the alarm.

##### **4.2. Steps to Follow During a Lockdown**

###### **1. Announcement:**

The Headmaster, Deputy Head or the designated senior member of staff will activate the Lockdown Alarm by pressing one of the red buttons located around the school site.

###### **2. Actions by Teachers and Staff:**

-Where teachers and students are already located indoors they should secure the classroom by locking the doors and closing the windows to prevent any exposure to the external threat.

-If located outside of the classroom teachers will immediately direct students to the nearest safe indoor location; ideally a classroom and ensure that all doors and windows are closed and securely locked to prevent any exposure to the external threat.

-Teachers will take attendance to ensure that all students are accounted for. If a student is missing the teacher should inform SLT via email or phone call if safe to do so.

-Teachers should calm students, instruct them to stay quiet, and move away from windows and doors.

-Where possible, students and staff should locate themselves away from any exposed areas (under corridor windows, behind furniture or in areas of the room less visible from outside of the classroom).

- Where there are external blinds, these should be closed.

### 3. Actions by Security Personnel:

- Security staff will lock all external access points (gates, doors, etc.) to prevent entry or exit from the premises during the lockdown.
- Security staff will monitor the perimeter of the school and assist in directing people indoors if needed.
- Security will stay in contact with senior staff to provide updates on the situation.

### 4. Actions by Students:

- Students should immediately move to the designated safe areas indoors and follow their teachers' instructions.
- Once inside, students should stay seated and quiet, away from windows and doors.
- Students should remain indoors and follow instructions until it is safe to leave.

### 5. Communication with Parents:

- Once it is safe to do so, the school will notify parents through official channels (e.g official LINE group and email) to update them on the situation and when they may collect their children, if applicable.
- Parents are strongly advised not to come to the school during the lockdown, as this could compromise safety or interfere with emergency procedures.
- Updates will be provided regularly, but parents should refrain from contacting the school directly during the lockdown as staff will be focused on securing the safety of all students.

### 6. Monitoring the Situation:

- The Headmaster, Deputy Head and senior staff will continue to monitor the external situation through communication with local authorities and emergency services.
- Regular updates will be given to staff, and if the situation escalates, additional measures may be taken, such as contacting emergency services or evacuating the premises if necessary.

### 7. Ending the Lockdown:

- Once the external threat has been resolved or is deemed no longer a danger, the Headmaster, Deputy Head or designated senior staff member will announce the "all-clear" via email or in person. It may be that the emergency services have entered the school and will take full responsibility for ending the lockdown and notifying staff.
- A debrief will be conducted with staff and students to assess the lockdown procedures and provide any necessary follow-up actions.
- Students will be informed when it is safe to resume normal activities or leave the premises if applicable.

## **5. Roles and Responsibilities**

**5.1** The Headmaster (and in his absence the Deputy Head) holds overall responsibility for initiating the lockdown, making critical decisions during the event, and communicating with parents and authorities.

**5.2** The Deputy Head is responsible for supporting the Headmaster in overseeing the lockdown process, and ensuring that all staff are following procedures.

**5.3** Teachers and staff are responsible for leading students into safe indoor areas, securing doors and windows, and ensuring students' safety and well-being.

**5.4** Security staff will secure all external entry points, monitor the perimeter, and assist with communication and coordination.

**5.5** Students must remain calm, follow instructions promptly, and remain in safe areas until it is confirmed that it is safe to resume normal activities.

**5.6** Parents should stay informed through the school's communication channels and avoid coming to the school until given clear instructions, as the situation may not yet be resolved.

## **6. Training and Drills**

**6.1** Annual staff training and termly refreshers and drills will be conducted to ensure that all staff and students are familiar with the lockdown procedures and that everyone understands their role and responsibilities during a lockdown.

**6.2** Students will be briefed on the lockdown procedures, and drills will be carried out at least once per term to ensure they know how to respond promptly and safely.

## **7. Communication with External Authorities**

**7.1** The school will maintain communication with local authorities (e.g., police, fire services, or emergency response units) to stay informed about any external risks and to receive advice or guidance during a lockdown. In the case of significant threats, the school may work closely with local authorities to manage the situation.

## **8. Review of Policy**

**8.1** This policy will be reviewed every two years or following any significant lockdown event or drill. Feedback from staff, students, and parents will be considered to ensure the procedures remain effective and fit for purpose.

**8.2** The policy will be reviewed by the Headmaster every two years.