



MILKOM SCHOOL

LOCKDOWN PROCEDURES

Approved by	
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Position:	Chair of Governors
Signed:	
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REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	August 2015
2	Updated in line with new Model Emergency Plan	January 2018
3	Updates to links only & removal of one sentence	September 2022
4	Minor updates to content and links	May 2025
5	Major updates throughout	September 2025

LOCKDOWN

There are important differences between the lockdown and invacuation (shelter) arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity. Refer also to: [DfE Protective security and preparedness for education settings](#) and [Protect UK: Learn to Prepare - Prepare to Protect](#).

Signals

Signal/incident code for lockdown	The word 'Lockdown' repeated seven times
Signal/incident code for stand down / all-clear	The words 'all clear' repeated three times

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Lockdown

Protected spaces inside most suitable for lockdown	Drama Studio First and second floor rooms in Lonsdale and Muncaster
Entrance points (e.g. doors, windows) which should be secured	All windows should be shut and locked where possible. All external doors not automatically locked should be locked if safe to do so Classroom / office doors should be locked and blocked by furniture
Communication arrangements <i>Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted</i>	• Instant messaging/email • Mobile phones • Two-way radios • Classroom telephones • TVs

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Migration - Alternative place of safety in the event that it is considered necessary to leave site

Millom Library

- While marauding terrorist attacks (MTA) are rare, if an attack occurs, remember the words: RUN HIDE TELL.
- If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site if safe to do so

No.	Initial Response	Tick / Initial / Time
L1	Sound Alert - Activate lock-down procedures immediately.	
L2	Dial 999. Dial once for any emergency service that you require. Never assume that someone else has already done this.	
L3	Direct all pupils, staff, parents and signed in visitors to the nearest safe place/protected space (<i>this may be dependent on what and where the risk is</i>).	
L4	Where it is not safe/practical for those who are outside the building to get inside, instruct them to hide or disperse if this will improve their safety. <i>Arrangements with a neighbouring facility may need to be made in advance of any lockdown where such a facility may be required (as Migration above).</i>	
L5	Ensure the grab bag is available in the protected space. This should include any emergency medication which may be required by pupils, staff and others during the lockdown period.	
L6	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
L7	Secure rooms and take action to increase protection from attack - lock and barricade doors and windows.	
L8	Close windows / blinds.	
L9	Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack).	
L10	Hide, sit on the floor under desks, and away from windows.	
L11	Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc. as long as it can't be seen by the intruder).	
L12	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
L13	If possible, check for missing / injured pupils, staff and visitors	
L14	Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	
L15	Remain in contact with those who may have dispersed to another location.	

No.	Communication - BETWEEN THE SCHOOL, PARENTS AND OTHERS	Tick / Initial / Time
School lockdown procedures, especially arrangements for communicating with parents and others, will be routinely shared either by newsletter or via the school website.		
L16	In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable via school comms	
L17	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 contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers; - do not come to the school. They could interfere with emergency provider's 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 collect their children, and where this will be from.	
L18	Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.	
L19	Parents will be told:	

No.	Communication - BETWEEN THE SCHOOL, PARENTS AND OTHERS	Tick / Initial / Time
	<i>'..the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'</i>	
L20	Respond to mainstream and social media where necessary.	

Communication - BETWEEN SCHOOL AND THE 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 decision of the Head teacher with regarding the timing of communication to parents.	

