

# Lockdown checklist - Education sector

We continue to live in an uncertain world where external threats are very difficult to predict and manage.

As a specialist Insurer in the education sector, Ecclesiastical, strongly recommend that all educational establishments consider creating effective lockdown arrangements. A duty of care exists which means that schools and colleges must ensure staff, students, visitors and contractors are safe when on the premises.

Dynamic lockdown or invacuation is the capability to quickly restrict access and egress to a site or building through physical measures when responding to an internal or external threat.

This checklist aims to assist schools and colleges that currently do not have lockdown arrangements and allows for those that have developed arrangements to review them.

Some educational organisations refer to these procedures as “sheltering in place”. This may be a more suitable term to use around students to reduce fears in a possible threat situation.

Positive pre-planning ensures everyone is aware of their responsibilities and actions, minimising the risks. It helps to assure families of staff and students that in the case of an incident a responsible and effective response will be provided and can also help safeguard the image and reputation of the school or college.

Simple actions, often at little or no cost, can significantly reduce the impact of a threat event. It is important that you respond as appropriate to your situation. Schools and colleges will have differing risk factors, such as staff numbers, student ages, premises layout, size and location e.g. urban or rural, security arrangements, communication facilities e.g. bells, radios etc.

It is suggested that you prepare for two types of lockdown:-

- 1) **Partial lockdown.** Staff and students should remain in the building and all external doors locked. Entry or exit to the building is not permitted. Teaching and other activities can continue inside the building. This form of lockdown can be used when there is a disturbance or event occurring outside the premises that may pose a risk to staff or students e.g. fire at an adjacent premises, environmental pollution incidents or local civil disturbance.
- 2) **Full lockdown.** This form of lockdown is used when there is an immediate threat to students, staff and visitors such as an intruder or armed person on site. This lockdown applies to the whole site. The aim of a total lockdown is to make the rooms look empty. This may be an escalation of a partial lockdown event. A lockdown is not an evacuation of the site.

**STAY SAFE principles must take precedence (Run>Hide>Tell) if the nature of the threat is such that the school lockdown procedure cannot be implemented e.g. aggressive, terrorist attack.**

When it feels **irreplaceable**, trust



## 1. Leadership

ACTION	COMPLETED?	ACTION REQUIRED
<p>1.1 Have you appointed a Lockdown Leader (with Deputies and other replacements) as appropriate to initiate, manage and conclude a lockdown?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>1.2 Does the lockdown team include representatives from different departments?</p> <p>Have clear roles and responsibilities been communicated to the lockdown team, should a simulated or live lockdown event occur?</p> <p>Has the lockdown team received appropriate training and refresher training?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>1.3 Do you review and list the circumstances in which you will call a lockdown?</p> <p>Threats of safety to people on site can include:-</p> <ul style="list-style-type: none"> <li>■ An aggressive or violent intruder</li> <li>■ Siege or hostage incident</li> <li>■ Dangerous animals</li> <li>■ Severe storms and lightning</li> <li>■ Any other event as decided by the Lockdown Leader.</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>1.4 Have the governing body approved the lockdown arrangements?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

ACTION	COMPLETED?	ACTION REQUIRED
<p>1.5 Are lockdown arrangements tested on a regular basis via simulated events?</p> <p>It's recommended that exercises should be completed a minimum of twice yearly and a record kept of each exercise.</p> <p>It is suggested that the first created event takes place on a student free day.</p> <p>Is feedback requested from staff on how to improve arrangements?</p> <p>Do you involve local police in test events and seek advice from them?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>1.6 Have you considered creating more than one lockdown centre to manage a lockdown?</p> <p>The original lockdown centre may not be a viable option during a live event.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>1.7 Do your arrangements split the building into designated areas depending on the size and layout of the School?</p> <p>Have you prepared a plan to identify these areas?</p> <p>Have Lockdown wardens been appointed to manage these areas?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>1.8 Has a crisis and major decision logbook been created to record all key decisions and actions taken during a lockdown event?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>1.9 Are new staff members advised of lockdown arrangements as part of their induction programme?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

ACTION	COMPLETED?	ACTION REQUIRED
1.10 Have students been advised of lockdown arrangements?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
1.11 Have you arranged support from other key stakeholders e.g. Local Education Authority or other Group Schools (if appropriate) when a simulated or live lockdown event occurs?  Support can include diverting telephones, providing information to parents and media assistance.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
1.12 Following a simulated or live lockdown do your arrangements include a debrief communication for staff, students and parents?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

## 2. Site Protection

ACTION	COMPLETED?	ACTION REQUIRED
2.1 Do you regularly review site security arrangements at the premises?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2.2 Do you have a regular inspection programme of buildings and perimeter fencing to identify and repair possible intruder access points?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2.3 Have you decided how all entry/ access points will be secured if an incident occurs?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2.4 For environmental incidents, are heating systems, air conditioning systems, fans and vents turned off?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

ACTION	COMPLETED?	ACTION REQUIRED
2.5 For environmental incidents, are staff aware of the need to seal any cracks around vents and doors?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2.6 Are all final exit doors locked during a lockdown?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2.7 Are all windows locked where possible?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2.8 Are window and internal blinds drawn?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

### 3. Communication

ACTION	COMPLETED?	ACTION REQUIRED
<p>3.1 Do you review communication channels on a regular basis?</p> <p>This includes:-</p> <ul style="list-style-type: none"> <li>■ Differing methods e.g. intercom, radio, phone, text, email</li> <li>■ Ensuring nominated phone lines remain clear</li> <li>■ Communicating with detached buildings</li> <li>■ Communicating with outside/offsite Groups.</li> </ul> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>■ Students should not be used as messengers between a classroom and lockdown centre.</li> <li>■ If radios are used to communicate, are spare batteries made available?</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

ACTION	COMPLETED?	ACTION REQUIRED
<p>3.2 Is everyone aware of the lockdown alert and termination signal? The signal could be a message or emergency code.</p> <p>Is the signal recognised/heard over the whole school/college site?</p> <p><b>Note</b></p> <p>If possible, an “alarm” alert not using the fire alarm system is recommended. This may cause confusion and suggest an evacuation signal. In addition, this may agitate an intruder or other people.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>3.3 Is everyone aware that they are unable to leave the building during a lockdown?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>3.4 For lockdown simulated events do you send a letter/email to parents to alleviate any concerns?</p> <p>It is suggested a pre-recorded reception phone message to inform callers that a lockdown is in progress is created.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>3.5 Does your emergency contact list include all stakeholders e.g. Local Education Authority, school governors?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>3.6 Are staff updated on event progress on a regular basis if possible?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>3.7 Do staff take a register within 15 minutes of the start of a lockdown?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

ACTION	COMPLETED?	ACTION REQUIRED
3.8 Is the Lockdown Leader advised of missing students, staff or visitors?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.9 Are suitable arrangements in place if any, students, staff or visitors are missing?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.10 Are staff briefed to regularly give a calming message to students during a lockdown?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.11 Are staff able to send a text message or email on their mobile phone or laptop to the Lockdown Centre?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.12 Do you have emergency contact arrangements requesting that parents do not come to school until the Lockdown is concluded?  It's suggested a pre-recorded reception phone message is created to inform callers that the lockdown has been concluded.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.13 Are lockdown arrangements displayed in the staff room and classrooms (but not in public areas)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

## 4. People

ACTION	COMPLETED?	ACTION REQUIRED
4.1 Is everyone aware that if outside they need to get to the closest secure room or to a designated area as quickly as possible?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.2 Does your movement plan include the following? <ul style="list-style-type: none"> <li>■ Events happening before and after core times</li> <li>■ Outside activities and play areas</li> <li>■ Lunchtimes</li> <li>■ Outdoor classes and isolated teaching areas</li> <li>■ Identification of unsuitable insecure areas and instructions not to use these during lockdown.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.3 Is everyone aware that they need to sit quietly out of site e.g. sit on floor, behind walls of solid construction if possible?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.4 Are there special arrangements in place to provide toilet facilities during lockdown?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.5 Is everyone aware that they need to keep any mobile phones in the silent mode and <b>not</b> vibrate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.6 Do you turn off lights, computers and other visible electrical equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.7 Do arrangements include visitors and contractors during a lock down event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	



ACTION	COMPLETED?	ACTION REQUIRED
4.8 Do arrangements include providing emergency medication?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.9 Have special arrangements been made for those with differing needs e.g. hearing, visual impairment, or mobility support?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.10 Do your arrangements include available counselling support should a live lockdown occur?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

We strongly recommend you review this checklist on regular basis to take into account any changing circumstances. You should also, make changes to your arrangements based on learning points gained from a simulated or live lockdown.

### Further Guidance

1. Guidance Note 1/2015 – Developing Dynamic Lockdown Procedures <https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>
2. Run Hide and tell film: [www.gov.uk/government/publications/stay-safe-film](http://www.gov.uk/government/publications/stay-safe-film)

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