Academy Emergency Lockdown Procedure

Academy: Swinton Academy

ADDRESS	WHAT 3 WORDS
Swinton Academy, East Avenue, Swinton, Rotherham, S64 8JW	*TO BE GIVEN TO 999 IN THE EVENT OF AN EMERGENCY*

KEY STAFF with lead responsibilities

	ROLE	STAFF MEMBER AND CONTACT DETAILS
1	**PRINCIPAL**	Chela Wilson
2	**VICE PRINCIPAL**	Sarah Beevers/Helen Moran
3	**INCLUSION MANAGER**	Paige Latham
4	**OFFICE MANAGER**	Charlotte Machon
5	**SENIOR LEADER**	Stacey Flint
6	**EXECUTIVE PRINCIPAL (OFF SITE)**	Katy Wright
7	**ACET ESTATES MANAGER (OFF-SITE)**	Sarah Cooper
8	**(OFF SITE) EVACUATION POINT**	Brookfield School/ Fitzwilliam School

DOCUMENT CONTROL			
BUSINESS LEAD	Paula Corbett	**AUTHOR**	Chela Wilson
NEXT REVIEW DATE		**FREQUENCY**	Annually
VERSION NUMBER	**DATE ISSUED**	**UPDATED INFORMATION**	
	20/10/2026		

STANDING OPERATION PROCEDURE (SOP) FLOWCHART

EMERGENCY IDENTIFIED

LOCKDOWN SIGNAL GIVEN

MONITOR

Key staff will monitor the situation accordingly.

1. De-escalate to usual classroom practice.
2. May escalate to amber or red.

SOFT LOCKDOWN
INITIATED BY C Wilson

1. Staff to move children indoors – area to avoid will be indicated by lead adult –
2. Lights off, doors closed and secure – classroom practice can continue. No-one should leave the classroom environment to move around the academy.

Key staff will monitor the situation accordingly.

3. De-escalate to usual classroom practice.
4. May escalate to amber or red.

INSTRUCTIONS FROM C Wilson

FULL LOCKDOWN
INITIATED BY C Wilson

1. Staff to move children to nearest safe space –
2. Secure doors and windows (curtains and blinds closed)
3. Stay quiet and out of sight (children seated safely)
4. Register pupils and report (missing or extra pupils) –
5. Await instructions from lead adult – (SLT or emergency services)

Key staff will monitor the situation accordingly.

Lockdown ends when official all-clear is given – this will be by the lead adult –in absence.

6. May de-escalate too amber.

SECRUITY LOCKDOWN SIGNALS

MONITOR LOCKDOWN PLAN	
SIGNAL – GREEN	- Classes continue as normal. - All staff and pupils to remain in the area they are in - Wait for further instructions from C Wilson
COMMUNICATION	- Communication issued via radio, telephone, email or WhatsApp to key staff. - Staff should monitor email for updates. - No public announcement unless required.
DE-ESCALATION	- Lead adult communicates that the situation has been resolved. - Normal movement around the academy resumes. - Briefing provided to relevant staff if required.
TO NOTE	During a green monitor situation, an area of the academy may be in amber while the rest is in green. This will be communicated by the lead adult.
ESCALATION TO AMBER – LEAD ADULT	
SIGNAL – AMBER	- Staff and pupils remain in classrooms or nearest safe room. - External doors secured. - No movement around site unless authorised. - Pupils not to leave classrooms for toilet breaks unless essential. - Lessons continue where possible. - Staff take an immediate register of pupils present.
COMMUNICATION	- "AMBER LOCKDOWN" announced via radio, internal phone system, email and/or WhatsApp. - Updates provided by the lead adult. - Reception informed to restrict site access.
DE-ESCALATION	- Lead adult announces return to GREEN status. - Normal movement resumes when authorised. - Any safeguarding or welfare concerns reported immediately.
ESCALATION TO RED – LEAD ADULT	

MONITOR LOCKDOWN PLAN	
SIGNAL – RED	- Immediate lockdown. - Staff secure classrooms and offices. - Lock and/or barricade doors where possible. - Close windows and blinds. - Move pupils out of sight lines and away from doors and windows. - Silence mobile phones and classroom devices. - Maintain silence and remain in the secured location until instructed otherwise. - Staff take a register and report concerns only if safe to do so.
COMMUNICATION	- "RED LOCKDOWN" announced through all available communication systems. - Emergency services contacted if not already in attendance. - Updates given only by the lead adult or emergency services. - Communication with parents managed centrally by the academy.
DE-ESCALTION	- Lockdown only lifted by: • Lead adult following confirmation of safety; or • Emergency services. - Staff remain in place until personally directed to move. - Registers checked and welfare concerns reported.
EVACUATION off site	
SIGNAL - MOVE TO EVAC	- Activated by the sound of three short sharp blasts of the bell, staff escort pupils to the designated evacuation point using the safest available route. - Registers and emergency information taken where practicable. - Pupils always remain with teaching staff. - Staff supervise pupils until further instructions are given. - Visitors and contractors accompanied where possible
COMMUNICATION	- 'LOCKDOWN' announced via agreed communication systems. - Emergency services and Trust informed as required. - Parents informed through academy communication systems when appropriate.

MONITOR LOCKDOWN PLAN	
DE-ESCALATION	- Lead adult confirms when it is safe to return to site. - If return is not possible, arrangements made for collection or relocation. - Attendance and welfare checks completed before dismissal.

Locations

Primary Off-Site Evacuation Location:

- Fitzwilliam Primary School

Secondary Off-Site Evacuation Location:

- Brookfield Junior School

Emergency Services Rendezvous Point:

- East Avenue Entrance (Reception)

Trust Incident Coordination Point:

- Tennis Courts

Media Holding Area (if required).

The Principal, Vice Principal, Designated Safeguarding Lead or Site Manager can declare a green, amber or red evacuation status.

LOCKDOWN TRIGGERS

A list of example incidents that could trigger a lockdown in an academy.

GREEN – monitoring

Potential threat in the surrounding area, but no immediate danger inside the school grounds.

- Police incident in the local area (e.g., search for a suspect nearby).
- Reports of suspicious individuals near the school boundary.
- Localised community disturbance or anti-social behaviour close to the school.

AMBER – PARTIAL LOCKDOWN

- Chemical smells or airborne irritants detected outside.
- Information from emergency services advising limited movement outside.
- Dangerous dog breed on school field

LOCKDOWN TRIGGERS

RED – FULL LOCKDOWN
Used when there is an immediate or severe threat to pupils and staff inside or around the school.

- Intruder on site with intent to cause harm.
- Violent or aggressive individual attempting to enter the school.
- Serious police incident occurring directly beside or at school gates.
- Airborne hazard directly affecting the school (e.g., toxic fumes moving towards the building).
- Serious incident in the community where pupils/staff must stay hidden and silent.
- Large animal threatening safety on school grounds (e.g., aggressive dog not controlled).
- Shots or weapons reported in the immediate area.
- Warning from emergency services to secure the building immediately.

EVACUATION OFF SITE
Used when the safest action is to leave the building and assemble at a designated point.)

- Fire alarm activation / confirmed fire in the building.
- Gas leak or suspected gas leak inside the building.
- Electrical fault causing smoke or burning smell.
- Flooding inside the building.
- Structural damage that makes part of the building unsafe.
- Chemical spill inside the school.
- Suspicious package or bomb threat inside the building.
- Major heating, boiler, or plant room failure posing risk.
- Serious pest infestation discovered in a classroom.

INVACUATION
Used to move pupils quickly *into* the building or a safer internal area without fully locking down — often from outside areas.)

- Environmental hazards near school grounds (e.g., smoke from a nearby fire, gas leak in the vicinity).
- Dogs or dangerous animals straying onto site.
- Drone activity over the school site.
- Sudden extreme weather (e.g., lightning, hailstorm, high winds).
- Air pollution or smoke detected outdoors.
- Community disturbance or altercation visible from the playground.
- Aggressive dogs/animals on school grounds while pupils are outside.
- Medical emergency requiring pupils to be brought inside swiftly.
- Drone activity or unknown aircraft noise overhead.
- Police activity that requires pupils to clear outdoor areas but does not necessitate full lockdown.

What would you do if you had no power?

Key Question:
If all electronic systems were unavailable, how would we initiate a lockdown, communicate instructions, account for people on site and coordinate with emergency services?

This question should be considered when developing and reviewing lockdown procedures to ensure the academy remains prepared for a range of emergency scenarios

The following arrangements should be considered and documented:

- How will the lockdown signal be communicated if the usual alarm, PA system or electronic notification system is unavailable?
- Are alternative methods available, such as radios, air horns, whistles, runners, handheld bells or agreed verbal messages?
- How will staff communicate with the principal, senior leaders and emergency services if telephones or internet-based systems are unavailable?
- How will pupils, visitors and contractors be accounted for if electronic registers cannot be accessed?
- Are paper copies of registers, emergency contact details and key procedures readily available?
- How will access control systems, electronic gates or magnetic door locks operate during a power failure?
- Who is responsible for implementing and coordinating the academy's response if normal communication systems fail?
- How will parents be informed once systems are restored or alternative communication methods become available

STAFF RESPONSIBILITIES

RESPONSIBILITIES	STAFF MEMBER & DEPUTY IN ABSENCE
Type of response required and initiate lockdown signal	The Principal, Vice Principal, Designated Safeguarding.
Co-ordinate with staff	The Principal, Vice Principal, Designated Safeguarding.
Co-ordinate with emergency services and LA emergency hotline	The Principal, Vice Principal, Designated Safeguarding.
Escort any visitors, contractors, to safe space. - -	Barbara Owen.

RESPONSIBILITIES	STAFF MEMBER & DEPUTY IN ABSENCE
Communicate with parents – During a lockdown, the priority is the safety of pupils, staff and visitors. Parents should not attend the academy unless directed to do so. Updates will be provided as soon as it is safe and appropriate via agreed communication systems -	The Principal, Vice Principal, Designated Safeguarding.
Moving pupils to safe space - - - Any pupils who are away from their classrooms should enter the closest safe space	All staff.
Securing exit/entry points to lockdown the site -	Site Team.
Informing Senior Estates Staff	Site Manager.
Monitoring the situation	The Principal, Vice Principal, Designated Safeguarding and Site Manager.
Ending the lockdown period	The principal.

Security Lockdown Plan and FAQs

Our safe assembly points	Nearest classroom.
Secure entrance and exit points	Barbara Owen.
Bring pupils inside	All staff.
Steps to increase protection	All staff.

Internal communication during a lockdown	Principal.
Communication with parents during a lockdown	The Principal, Vice Principal, Designated Safeguarding.
Arrangements for pupils or staff with additional needs	HR.
Emergency Services	The Principal, Vice Principal, Designated Safeguarding.
Evacuation plan, if needed	***Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.***
Security lockdown drills	Principal/Assistant Vice Principal.
What do you do if your activations aren't available (Power outage etc.) use of manual alerts ???	Communicate via WhatsApp, Email, Radio, Phone. Inform Site Team for immediate action.

Lockdown drill action check list for Lead

Use this checklist to take actions and record them during lockdown. Recording the time could be especially useful during drills to practice going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services –		
Direct all children, staff, parents and visitors to the nearest safe place (this may be dependent on what and where the risk is) –		

Step	Time	Signed
Account for pupils, staff and visitors using registers and radio check from –		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan –		
Close blinds and curtains –		
Turn off the lights, fans and/or mobile air conditioning units –		
Direct all children, staff, parents and visitors to hide, including under desks and away from windows –		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case of an emergency exit is required *internal or external classroom door*		
If possible, check and search for missing or injured pupils, staff or visitors – ALL STAFF -		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services -		

Lockdown drill action check list for Class Teachers

Use this checklist to make sure all steps are followed during an amber, red, evacuation of invacuation.

AMBER or Invacuation	
ACTION	***TICK***
All pupils sit on a chair in their place	

Close doors and blinds Turn lights off	
Register pupils on red register	
Alert for any pupils not accounted for. No pupils to leave the classroom	
Continue to teach using usual classroom practice	
Wait for further instructions	

EVACUATION

MOVE TO EVAC

ACTION	***TICK***
Meet at assembly point – designated safe space (classroom)	
Register pupils on red register	
Alert for any pupils not accounted for.	
Once given the instruction, exit the building using agreed exit	
Follow the agreed route to Evacuation point. *Fitzwilliam Primary School and Brookfield Junior School.*	
Wait for further instructions on arrival at the evacuation point	

RED

ACTION	***TICK***
All pupils to be moved to safe and agreed place, *out of line of sight and away from external doors and windows*	
Close doors and blinds Turn lights and computers off	
Register pupils on red register	
Alert for any pupils not accounted for. No pupils to leave the classroom	
Teaching does not continue	
Wait for further instructions	