



Mersey Park Lockdown Plan

Approved By	Mrs.M.Thomas
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Review Cycle	Annually

Introduction

Lockdown procedures are to be regarded as a prudent and measured reaction to any external or internal event that may compromise the safety of students, visitors and staff within the educational environment. The objective of these protocols is to ensure the protection of all individuals while minimising disruption to the educational environment.

Activation of lockdown measures may be necessary in response to various scenarios, including but not limited to the presence of an intruder within the school premises, an external emergency that hinders the evacuation of students and staff, or a local threat such as air pollution (e.g., smoke plume, gas cloud) or a significant fire.

In such instances, schools must be ready to safeguard students, staff and visitors by initiating a lockdown to isolate them from potential harm.

The specifics of lockdown procedures should be tailored by each school, as they will vary based on local factors such as the design and layout of the building, classroom arrangements, and available resources.

Roles and responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Headteacher	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.	Mrs M Thomas (staff have this contact number)
Deputy Headteachers and SLT	Escort visitors to agreed safe place. Communicate with parents/carers.	Mrs R Tootell & Mrs R Eccles. Mrs L White, Mrs H Passmore and Mrs J Boylan (staff have contact numbers)
Teachers and support staff	Bring pupils to the classroom or other place of safety. Take register and stay with pupils.	All Teachers and TAs (internal phone system and staff WhatsApp group)
Business Manager, Assistant Business and Premises Manager /Caretaker	Make sure all access points are secured.	Mrs J Mawdsley Mrs N Alldis Mr J Lowe (staff have contact numbers)

Lockdown signal

SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
<ul style="list-style-type: none">• Dedicated 'lockdown' alarm tone – Yellow Call Points.• Alarm points are located by each exit and should be activated by the member of staff who perceives a risk. The alarm is linked to West Midlands Central Station. The central station will immediately notify Copeland Security who will send a patrol to school and will contact the police. This should only be activated in an emergency where the police should be contacted. For non-urgent support the school staff will call Copeland directly 0800 955 4414.• The Lockdown call points are tested on rotation each Tuesday Morning. The automated test desk should be notified before testing begins 0115 9835963 (instructions in office file). The call points will be put on test and the signaling checked.• A fire alarm will trump the lockdown, and it will be the cue to evacuate the school	<ul style="list-style-type: none">• The Headteacher or emergency services will lift the lockdown. Communication via phones WhatsApp.

Lockdown plan

Safe assembly points	<ul style="list-style-type: none">• Classes remain in their rooms• Year 2 to congregate in Lower Hall or Year 1 Classrooms
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<p>Secure entrance and exit points</p>	<ul style="list-style-type: none"> • Main Entrance is always locked, access only through Office Team opening. • All doors remained locked during school day. • All staff know codes for doors. • Caretaker to check all doors are secure
<p>Bring pupils inside</p>	<ul style="list-style-type: none"> • If in Middle Playground, make way into Key Stage One building via any of the available doors from Middle Playground. Congregate in hall. • If in Lower Playground, make way straight back into Key Stage One building. • If in Outdoor classroom, make way to Pod (key hanging by door and ensure locked).
<p>Steps to increase protection</p>	<p>CLOSE</p> <ul style="list-style-type: none"> • Close all windows and doors • Lock up – ensure all external and internal doors are locked/wedged shut • Out of sight – minimise movement, closing all blinds and seating children somewhere safe and away from view • Stay silent and avoid drawing attention • Endure and reassure; be aware you may be evacuated for some time. <p>Make sure mobile phones and electronic devices are silent, or turned off</p>
<p>Internal communication during a lockdown</p>	<ul style="list-style-type: none"> • SLT to use WhatsApp group to share information, including which external doors require locking depending on the location of the intruder.

<p>Communication with parents/carers during a lockdown</p>	<ul style="list-style-type: none"> • If the incident is known publicly, the following text message will be sent to parents/carers: • The children are safe indoors. Do not contact or come to school. Phone lines need to be kept open. School will update you as soon as possible. • If media contact school, headteacher to contact the press office for advice. • Message to parents/carers to inform them the incident is over and offer early collection if necessary.
<p>Arrangements for pupils or staff with additional needs</p>	<ul style="list-style-type: none"> • SENCOs communicate all additional needs of pupils with relevant staff. • Personal Risk Assessments
<p>Lockdown duration</p>	<ul style="list-style-type: none"> • Take advice from the police when it is safe to cease the lockdown. • SLT to be informed by headteacher that teachers can be told to cease lockdown. • Ensure that the incident log has been maintained. • Debrief all staff and offer welfare support if necessary.
<p>Evacuation plan, if needed</p> <p>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.</p>	<ul style="list-style-type: none"> • Headteacher will initiate an evacuation and instruct the fire alarm call point be activated. • Assemble in the park the same as a fire drill. • MPPS alternative place of safety is pre-arranged with: St Catherines: <p>Name: St Catharine’s Church Contact name and number: Bob Gatley 07478 437137</p> <ul style="list-style-type: none"> • Staff to walk children, by safest route, to St. Catherine’s located opposite side of Church Road.

<p>Suggested Lockdown During After School Activities Procedures</p>	<p>Firbobs Before and After School Provider have their own Lockdown Policy that they have shared with school.</p> <p>Event leaders gather students and take a register.</p> <p>Designate a safe place.</p> <p>Site staff checks the hallways and other rooms.</p>
<p>Security lockdown drills</p>	<ul style="list-style-type: none"> • Lockdown practiced • Parents informed via ParentApp • Lockdown procedures will be supported with staff training refreshers (e.g on an INSET day). • Children will be made aware of the sound of the alarm. Teachers will sensitively discuss situations where we may need to come into school and stay inside. They will practice this with the children. Children will be warned about any practices in order to prevent distress.

Lockdown drill action check list

Use the checklist in Appendix 1 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 missing.

Appendix 1

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
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/carers 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 an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until all clear has been given, or until you're told to evacuate by the emergency services		

Appendix 2

Critical Incident Flow Chart

