



PORTFIELDS PRIMARY SCHOOL

LOCKDOWN, INVACUATION AND EVACUATION POLICY AND PROCEDURES

Date	Review Date	Co-ordinator
Sept 2025	Annually, following any significant incident, exercise, change in legislation, or publication of revised Martyn's Law guidance.	Headteacher/ School Business Manager/Site Manager

At Portfields Primary School we recognise a need for a robust and tested school lockdown procedure. In accordance with the requirements and principles of the Terrorism (Protection of Premises) Act 2025 (Martyn's Law), Portfields Primary School will maintain proportionate procedures for Lockdown, Invacuation, Evacuation and Emergency Communications. Staff will be trained to recognise and respond appropriately to a range of incidents, including terrorism, serious violence, hostile intruders, suspicious items, environmental hazards and other threats to life.

Definitions

Lockdown

A lockdown is the restriction of movement within the school and the securing of buildings or designated areas to protect pupils, staff and visitors from an immediate or potential threat.

Invacuation

Invacuation is the controlled movement of pupils, staff and visitors from outside areas into the safest available internal accommodation when a threat exists outside the building or in the local vicinity.

Evacuation

Evacuation is the controlled movement of pupils, staff and visitors away from an area of danger to a place of safety. Evacuation may involve moving to the normal fire assembly point or an alternative location as determined by the Senior Leadership Team or Emergency Services.

The school's response will be dynamic and based on the nature, location and severity of the threat. A lockdown, invacuation or evacuation will not automatically be the default response; staff may be directed to evacuate, invacuate or lock down depending upon the circumstances and advice received from emergency services.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all. Lockdown, invacuation or evacuation procedures may be activated in response to any number of situations, but some more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- Bomb threat
- The close proximity of a dangerous dog/animal roaming loose
- Internal - child behaviour/trying to breach the boundary
- A missing child
- A vexatious parent or carer, displaying violent or threatening behaviours
- Terrorist incident in the local area.
- Marauding attacker or weapons incident.
- Suspicious package or vehicle.
- Hostile reconnaissance or suspicious behaviour near the school.
- Chemical, biological or environmental contamination.
- Vehicle-as-a-weapon incident.
- Police instruction to shelter in place.

Invacuation Procedure

When Invacuation May Be Required

- Threat located outside the school.
- Police advice to shelter.
- Dangerous person or animal in the vicinity.
- Environmental hazard (smoke plume, gas leak, chemical release).
- Nearby emergency incident.

Actions

- All pupils, staff and visitors outside are directed immediately to the nearest suitable building.
- External doors and gates are secured.
- Registers/headcounts are completed.
- Teaching and learning may continue where safe.
- Movement around the site is restricted.
- Staff await further instructions from SLT or Emergency Services.
- Parents will be informed as soon as reasonably practicable.

Evacuation Procedures

Circumstances Requiring Evacuation

- Fire.
- Explosion.
- Suspicious package located within the building.

- Structural damage.
- Direction from Emergency Services.
- Any situation where remaining inside presents greater danger.

Actions

- Staff lead pupils calmly to the designated assembly area.
- Registers are taken and checked.
- Staff remain with pupils at all times.
- No person may re-enter buildings until authorised.
- Alternative evacuation locations may be used if the normal assembly point is unsafe.
- Emergency services will determine when the premises may be reoccupied.

**A lockdown can only be instigated by the Headteacher
(in her absence the Deputy Headteacher).**

Portfields Primary School have found it helpful to incorporate the following basic principles in their plans:

- Staff are alerted to the lockdown by the lockdown siren and/or a verbal message from the Senior Leadership Team.
- Pupils who are outside of the school buildings are brought inside as quickly as possible, to the nearest possible building.
- Those inside the school will remain inside their classrooms.
- All external doors and windows are locked.
- No movement through the school.
- Once in lockdown mode, staff will ensure all pupils are accounted for.
- Staff will encourage the pupils to keep calm.
- The School will establish communication with the Emergency Services as soon as possible.
- Milton Keynes Council will be notified of the lockdown.
- Parents will be notified as soon as it is practicable to do so via ParentMail ~~and Twitter~~.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will sound and staff and pupils will make their way to the designated evacuation area.

During any incident, the Headteacher, Senior Leadership Team and Emergency Services may direct a change of response. This may include moving from Invasion to Lockdown, Lockdown to Evacuation, or Evacuation to an alternative place of safety.

Staff should remain alert to instructions and understand that emergency response arrangements may change rapidly as circumstances develop.

It is of vital importance that the Portfields Primary School lockdown procedures are familiar to all staff. To achieve this, a lockdown drill will be undertaken at least once a year. Depending on their age, pupils may also be aware of the plan (regular practices will increase their familiarity). Parents will know that the school has a lockdown policy, with a copy on the school website.

Only the Headteacher (in her absence the Deputy Headteacher) or the Emergency service will instigate the 'LOCKDOWN PROCEDURE'.

Communication between parents and school

In line with Martyn's Law principles, emergency communications shall:

- Be clear, concise and timely.
- Provide staff with sufficient information to take protective action.
- Support communication with emergency services.
- Enable communication with parents and carers at the earliest safe opportunity.
- Avoid sharing sensitive operational information that could compromise safety.

Communication methods may include:

- Lockdown alarm system.
- Telephone.
- Internal runners.
- ParentMail.
- School website.
- Official social media channels.
- Emergency service messaging.

Communications to Parents/Carers:

- 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 need to 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

Our initial communication will advise that ***'the school is in a full lockdown situation. During this period the reception and entrances will be unmanned, external gates and doors locked and nobody allowed in or out'***

Emergency Services

We will keep lines of communication open with the emergency service as they are best placed to offer advice as the 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 Headteacher regarding the timing of communication to parents.

Portfields Primary School will undertake regular training and exercises to ensure staff understand their roles and responsibilities during Lockdown, Invacuation and Evacuation incidents.

This will include:

- Annual lockdown exercises.
- Invacuation exercises.
- Table-top scenario discussions.
- Staff induction training.
- Refresher training following significant procedural changes.

Lessons learned from exercises and incidents will be reviewed and incorporated into future planning.

Lockdown procedure

Script to be used by staff for children during partial lockdown "We are in partial lockdown. Please stay calm and follow instructions so we can keep you safe."

Senior Leadership Team (SLT)	SLT to set off the Lockdown siren (in reception) to alert staff across the school. If this is a partial lock down, you will be notified when it is safe to do so. SLT will alert staff by phone in Year 6. SLT to physically alert any staff and children outside. SLT to lock the door to the quad (Brachiosaurus classroom and Year 5 entrance) Contact emergency services Authorise and organise ParentMail communications to parents Contact Milton Keynes Council Contact staff due back on site that school is on lockdown Conduct an ongoing and dynamic risk assessment based on advice from the emergency services Alert staff when lockdown lifted
Reception area/offices/staff	Reception area to only be used in the case of an emergency and under the instruction of a senior leader. Reception staff to ensure the entrance gate is locked and do not allow any visitors on site. Reception staff to turn off air-conditioning unit and reception lights All office windows to be locked and blinds pulled down, (Headteacher, Deputy Headteacher, Assistant Headteacher, School Business Manager, Bursar/Personnel, T&L support) Download registers from InVentry onto tablet To carry out any duties delegated by SLT

	Office staff and reception staff to go to the main office (Bursar and Personnel office)
Classrooms / Shared areas / Bistro / Hive / Community Room / Speech and Language room / Sensory room/Medical room/ICT Suite/Rainforest library/ Space library/Music room	All outside activity will cease immediately, pupils and staff return to the nearest building All staff and pupils remain inside the building. Staff to barricade doors with chairs and tables. Staff and pupils to get under the desks. EYFS to sit on carpet area out of sight of the door. Children and adults must not leave their classroom/area, unless advised by SLT Lock all doors. Lock all windows by ensuring window handles are completely down and pull down blinds Headcount/ Register is possible Lighting reduced; lights off, Smart boards off, laptops closed, mobile phones on silent All air-conditioning units to be turned off No movement around the school
Halls	Lock all doors All children moved into the centre of the hall, out of sight of the door. Do a headcount of children Keep the children calm and quiet as possible Lighting reduced; lights off, laptops closed, projectors off, audio equipment off, mobile phones on silent Children to only use the toilets accompanied by a member of staff
Forest School / Outdoor lessons	Remain in the Forest School. If PE/Orienteering - return to the school building.
Site Manager / Caretaker	Activate fob doors Go to the nearest classroom after locking the areas and do not leave unless advised by SLT Walkie-talkies to be turned down
Staff room/PPA area	Staff to go to the nearest year group to support (may not be your usual year group). Please ensure you do not all go to the same classroom
PPA area in reception	Staff to go to Swifts or Herons to support

