

MIAG



Emergency Lockdown Plan

Ratified by Chair of Govs:

Signed by

A handwritten signature in blue ink, appearing to be "Amy H29", written over the dotted line for the signature.

Date

02/10/25

Date:

Review Date:

Purpose:

The purpose of this plan is to ensure the safety and security of learners, staff, and visitors at MIAG (Meeting Individual Needs & Aspirations) in the event of an emergency requiring lockdown. This may include, but is not limited to:

- ✚ Intruder or violent individual on site
 - ✚ Serious incident or civil disturbance in the local community
 - ✚ Terrorism-related incident
 - ✚ Dangerous animal on or near the premises
 - ✚ Hazardous substance release in the vicinity
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Scope:

This plan applies to all staff, learners, volunteers, contractors, and visitors present on site.

Principles:

- ✚ The priority is to keep everyone safe, calm, and accounted for
 - ✚ Instructions must be followed immediately and without delay
 - ✚ Communication will be clear, simple, and consistent
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Lockdown Signals:

- ✚ **Lockdown Activation:** A **continuous whistle blast** (or other distinct signal) combined with a verbal message of "**LOCKDOWN – LOCKDOWN – LOCKDOWN**".
- ✚ **All Clear:** Three short whistle blasts and the verbal message "**ALL CLEAR – STAND DOWN**".

(Note: Signals should be tested in advance and practised in drills.)

Immediate Actions:

Staff Responsibilities

- **On hearing lockdown signal:**

- Direct learners and any visitors into the nearest safe room.
- Lock doors, close windows, and turn off lights where possible.
- Move everyone away from windows and doors.
- Encourage learners to remain quiet and calm.
- Take a register and report headcount via designated communication channel (e.g., internal WhatsApp group, two-way radios, or office phone).

Learners

- Stop what you are doing immediately.
- Follow staff instructions calmly and quickly.
- Stay low, quiet, and away from windows.

Office/SLT (Lockdown Coordinator)

- Activate lockdown signal.
- Contact police (999) and provide details of the situation.
- Ensure the building perimeter is secured if safe to do so.
- Maintain communication with staff teams.
- Act as the liaison point for emergency services.

Communication

- ✚ Internal: Registers and updates shared with designated lockdown coordinator
- ✚ External: Police and emergency services contacted by senior staff
- ✚ Parents/carers will only be contacted once the situation is under control and it is safe to do so

During Lockdown

- ✚ Remain in lockdown until the official *ALL CLEAR* signal is given by the Lockdown Coordinator or emergency services
- ✚ Do not open doors to anyone unless their identity is certain and safe

Evacuation

- ✚ If directed by emergency services or if an immediate threat (e.g., fire) makes staying in place unsafe, evacuate via the safest available route to the designated assembly point

Post-Lockdown:

- ✚ Senior staff to confirm *ALL CLEAR*
- ✚ Staff to reassure learners and debrief them appropriately
- ✚ Parents/carers to be informed as soon as possible with a clear explanation

- ✚ An incident report will be completed and submitted to the DSL/SLT and Board of Directors
 - ✚ A review and debrief will be carried out with staff to identify lessons learned
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Training & Drills:

- ✚ All staff will be trained on lockdown procedures during induction and **annually** thereafter
 - ✚ Lockdown drills will take place at least **once per year** and recorded in the Health & Safety log
 - ✚ Feedback from drills will be used to improve procedures
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Linked Policies:

- ✚ Safeguarding & Child Protection Policy
- ✚ Health & Safety Policy
- ✚ Positive Handling Policy
- ✚ Behaviour Policy
- ✚ Critical Incident Policy