



Lockdown/Emergency Evacuation Procedure

Phase of school this policy relates to

Early Years	Primary	Secondary	Whole School
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Date created:	May 2023
Date reviewed:	April 2025
Next review date:	Spring 2 2026/27
Policy lead staff member:	Leanna Barrett
Policy link governor:	Charlie O'Sullivan

Signals

Alarm or signal for lockdown/emergency evacuation	One continuous long whistle over a walkie, followed by request for 'SLT immediately to X area'
Signal for stand down / all-clear	SLT member stating 'All clear, all clear' over the walkie

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Leanna Barrett	07557192026
Deputies	Steve Cottrell	07719019703
Communications Officer	Leanna Barrett	07557192026

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms most suitable for lockdown
Morden Lodge site - Library, Bird room, student kitchen, Long room (shutters closed)
Morden Lodge site - Art Studio (single door and double doors closed)
Ivy Lodge site - downstairs classroom and Science lab

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements
Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.
Walkie-talkies
Mobile phones - whatsapp
Mobile phones – voice calls
Laptops - email/google chat

Other useful contacts:

Name	Emergency Contact Number
National Trust Duty Manager	0208 545 6850
Wimbledon Police Station	999

Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Upon hearing the whistle and message 'SLT immediately to X area' a member of SLT immediately moves to the area. All other staff responsible for children to gather the children to them and headcount, ensure they have a communication device with them then await further instructions	
SLT upon assessing the risk to advise over walkie where staff should proceed with children.	
Morden Lodge site: Lockdown 1 - class dens	

<p>Lockdown 2 - inside the main lodge (Bumblebees - bird room, Crocodiles - kitchen, Woodpeckers - white room, Kingfishers, Ravens, Foxes, Panthers - long room)</p> <p>Ivy Lodge site: Lockdown 1 - downstairs classroom and Science lab</p> <p>All sites: Lockdown 3 - pergola Lockdown 4 - car park</p>	
SLT to dial 999	
Once groups are relocated to lockdown area, a further headcount should be taken, any missing students or adults to be relayed to SLT via silent communication (google chat, email, messages)	
When in lockdown space, secure rooms and take action to increase protection from attack - e.g. lock and barricade doors and windows	
Close windows / blinds	
Turn off the lights	
Hide, sit on the floor and away from windows	
Stay as silent as possible - put any mobile devices to silent	
Unless you are provided with further instructions from SLT, remain in your lockdown area until an all-clear has been given, or unless told to evacuate by the emergency services	