

# Critical Incident Lockdown Plan

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Registered Office: The Billericay School, School Road, Billericay, Essex, CM12 9LH

**Contents**

1. Woodlands School Critical Incident Plan .....3

2. Action to be Taken by Persons Reporting a Critical Incident .....3

3. Procedures for the Head Teacher/SLT/CIMT/HOY’s.....3

4. School Lockdown Procedures .....4

5. Lockdown Procedure .....4

6. Special Considerations .....5

7. Bomb Threat .....5

8. Examinations.....6

Appendix 1 Bomb Threat Actions .....7

Appendix 2 Critical Incident Management Team and ECC Emergency Contact Details.....8

## 1. Woodlands School Critical Incident Plan

A critical incident is defined as “when Woodlands pupils, staff or visitors are exposed to a safeguarding incident, have suffered a life-threatening injury, a fatality or is in peril, including missing persons”.

### Procedures to be followed in the event of a critical incident.

## 2. Action to be Taken by Persons Reporting a Critical Incident

Immediately raise the alarm by alerting the school reception, Head Teacher, Senior Leadership Team (SLT) Critical Incident Management Team (CIMT), and Head of Year (HOY) and report the following information:

- nature of the incident
- location of the incident
- number of people involved in the incident
- the condition of those involved and where they are located
- maintain communication and monitor the situation without endangering oneself until relieved by SLT/HOY/Resilience Coach or the Police

The person receiving notification of a critical incident will calm and reassure the caller and capture the following details (full guidance in appendix 1 of this document):

- name and telephone number of the person making the call
- nature of the incident
- location of the incident
- number of people involved in the incident

The person receiving notification will also:

- immediately notify the Head Teacher/SLT/HOY's
- on another telephone line contact emergency services on 999
- maintain communication with the person reporting the incident
- reassure the caller that swift action will follow and not to endanger oneself
- keep a record of all communication, including times, dates and messages given and received

**Under no circumstances should details of the incident or names of those involved be divulged to the media/press. This could lead to disciplinary procedures.**

## 3. Procedures for the Head Teacher/SLT/CIMT/HOY's

- a) Head Teacher/SLT/CIMT/HOY are alerted to the nature of the incident and shall be provided with the following information:
  - name and telephone number of the person making the call
  - nature of the incident
  - location of the incident
  - number of people involved in the incident
- b) The Head Teacher/SLT/CIMT/HOY's will:
  - confirm that the emergency services have been alerted on 999
  - using walkie-talkies instruct SLT/CIMT/HOY to investigate the incident without endangering oneself
  - alert the Safeguarding Officer
  - alert the Premises Manager Skanska Facilities Services (SFS) and site caretaking team
  - determine if it necessary to initiate a building lockdown and instruct school reception team to lockdown the building using the key switches located at reception
  - ensure class registers are taken and all staff, pupils and visitors are accounted for
  - ensure that a written log of all actions and conversations is maintained
  - ensure all involved with the incident to provide a witness statement
  - as required the Head Teacher will inform the Executive Head Teacher and Chair of Governor

- In collaboration Essex County Council (ECC) Schools Communications Team, prepare a press statement.
- notify parents/carers/relatives as required
- notify ECC Health and Safety have been informed where appropriate
- collate evidence and prepare a detailed report
- obtain CCTV footage from SFS and Woodland network manager

#### **4. School Lockdown Procedure**

A school lockdown can serve several functions during an emergency:

- removing students, teachers, and visitors from a threat isolate a threatening situation from much of the school
- allow for accurate accounting of pupils within each room.
- depending on the situation, facilitate an organised evacuation away from the affected area.

#### **5. Lockdown Procedure**

The Head Teacher/SLT/CIMT determine if it necessary to initiate a building lockdown.

The following procedures shall be followed when a threat or intruder is outside or inside the school building:

- Head Teacher/SLT/Reception/Operations Manager lock down the building using the key switches located at reception.
- Using the key switches located at reception the Head Teacher/SLT/Reception/Operations Manager are to activate the school sirens for a lockdown and initiate the external door magnetic locks for the building.
- Head Teacher/SLT/Reception notifies the emergency services (call 999)
- Head Teacher/SLT/HOY Clear hallways, restrooms, and other rooms that cannot be secured.
- SLT/HOY direct pupils to the nearest classroom or safe space.
- Classes that are outside of the building shall not enter the building.
- Staff that are outside the building at the when a lockdown is initiated shall ensure they gather all pupils who are outside of the building, take a register and escort pupils to the primary evacuation site Kingswood School (SS16 5DE)
- Staff that are escorting pupils off site should contact the CIMT or Headteacher when possible and inform them with the details of the pupils they have with them.
- Barricade classroom doors and cover glass pane (Classrooms doors cannot be locked from the inside).
- Move people away from the windows and doors, keep all pupils sitting on the floor, and turn off the lights. Staff will Secure and cover classroom windows with the blinds if fitted. Staff will Move all persons away from the windows.
- Staff take attendance registers of all pupils in each classroom.
- Stay as silent as possible - put any mobile devises to silent (consider writing/displaying instructions on whiteboards/TV's etc as long as it can't be seen by the intruder)
- Staff make a handwritten list all pupils in their classroom and take it with them when they are directed to leave the classroom.
- Do not respond to anyone at the door until the siren has stopped and "all clear" is announced on the PA system.
- Keep out of sight.

- Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.
- Ignore any regular school bells.
- Any movement around the school by a PA announcement or by internal phone, mobile or radio only authorised by head teacher or SLT.
- When or if pupils are moved out of the classroom, assist them in moving in an orderly controlled manner as quickly as possible.
- Once the threat has subsided, the Head Teacher/SLT/CIMT instruct school reception team to turn off siren and announce “all clear” on PA system.
- Reception will release the door locks using the key switch located at reception.

**Important:**

- Special attention should be paid to classes that are outside of the school building, such as Resilience building, playgrounds and playing fields.
- Teachers must be able to hear the sirens and PA system.

## **6. Special Considerations**

### 6.1 Lockdown prior to start of school day:

- staff gather all pupils in the hallways into their classrooms or other rooms
- before school activity leaders, gather pupils and report attendance
- SLT/HOY staff check the hallways and exterior of the building
- SLT/HOY post an individual at the drop-off location, alerting parents and children.
- staff takes attendance of pupils in their room
- at “all clear,” pupils report to their tutor base or first class and attendance registers taken

### 6.2 Lockdown during after school activities procedure:

- event leaders gather pupils and take attendance and alert SFS site team
- Skanska premises Site Team call the emergency services on 999 and alert the Head Teacher
- SFS site team check the hallways and other rooms

\*All students staff will be offered counselling if required

## **7. Bomb Threat**

### 7.1 The person receiving a message that a bomb has been planted in school will:

- If the call made to the school reception capture all details on the bomb threat guidance on appendix 1 of this document
- Ask questions such as: where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why the caller is doing this
- Listen closely to caller’s voice and speech patterns and to noises in the background
- Notify the Head Teacher/most senior member of SLT.
- Head Teacher/most senior member of SLT notifies the emergency services (call 999)


### 7.2 Evacuation Procedures:

- Head Teacher/most senior member of SLT orders evacuation of the school as per Evacuation Procedure do not mention “Bomb Threat”.
- Staff and pupils shall be evacuated to the dedicated areas on the school field/netball courts as per usual evacuation
- Staff shall take registers after being evacuated and report missing pupils to the Head Teacher

- No one may re-enter the building(s) until the entire building(s) is declared safe by fire or police service
- All staff will escort all pupils to the emergency evacuation point at Kingswood School, if the school has to be evacuated
- The Head Teacher will notify all parents/carers by Group Call that their child will be sent home or can be collected from Kingswood School owing to an incident on the school site or as otherwise instructed in the Group Call message
- Pupils will be able to call parents/carers on their own mobile phone and a member of staff will verbally agree that the pupil can return home.
- Pupils of parents and carer who cannot be contacted will be cared for by Woodlands staff at Kingswood school
- Head Teacher/most senior member of SLT notify staff and pupils of termination of emergency.

## 8. Examinations

If there is an incident that requires an evacuation of the school during an examination, the Head Teacher and Exam Officer will comply with the instructions as outlined by the Joint Council for Qualification rules for conducting examinations.

Signed:   
 \_\_\_\_\_  
 Head Teacher

Dated: 8<sup>th</sup> December 2025  
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Signed: \_\_\_\_\_  
 Vice Chair of Governors

Dated: 8<sup>th</sup> December 2025  
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## Bomb Threat

No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999.

### What to do if you receive a Bomb Threat on the telephone

- Stay calm and listen carefully
- Try to attract the attention of a colleague who should immediately dial 999
- Hold the caller on the line for as long as possible. Get as much information as you can as this will assist the Incident Control Team in providing information to the police.

For example -

- When is the bomb set to go off?
- Where has it been planted?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Was the caller a man or a woman?
- Was a code word given?
- What was the exact wording of the threat?
- Did the message sound as though it was being read from a prepared text or was it a taped message?
- Did the caller sound intoxicated?
- Was there any indication of the callers' mental state - did he/she sound excited, disturbed, incoherent etc.?
- Was there any accent, was he/she well-spoken etc?
- Was there any indication of the type of telephone being used – for example a public call box?
- Was there any significant background noise - e.g. house noises, street noises, music?
- If displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended

## Appendix 2 Critical Incident Management Team and ECC Emergency Contact Details

**Please respect the confidentiality of this information.**

Name	Position	Home Tel.	Mobile Tel.	Work Tel.
David Wright	Head Teacher			01268 282146 Ext 128
Seddeer Amran	Deputy Head Teacher			01268 282146 Ext 140
Emma Jordan	Deputy Head Teacher			01268 282146 Ext 148
Dominic Riste	Assistant Head Teacher			01268 282146 Ext 168
Paul Roth	Operations Manager			01268 282146 Ext 166
Sue Elliott	Attendance Manager			01268 282146 Ext 125
John Clayton	Premises Manager	24/7 Helpdesk 0800 023 4765	07384540798	01923 722600

### Essex County Council key contact numbers

Schools Communications	03330 139980	Office hours (9am - 5pm)
Team Critical incident contact	03330 132800 07894 963922	Office Hours Out of hours, weekends and bank holidays