



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

LOCKDOWN POLICY

POLICY INTENDED FOR:	Staff, Students & Parents
CATEGORY:	Security
PUBLISHED:	Server, Policy Folders at College and Students Accommodations, Staff Handbook
POLICY IMPLEMENTED BY:	Principal
POLICY MONITORED BY:	Vice Principal
REVIEWED BY:	Principal and SLT
REVIEWED DATE:	October 2025
CONSULTATION WITH:	Senior Leadership Team (SLT)
NEXT REVIEW:	August 2026

Forward

The nature, position and context of our buildings makes it very difficult to effectively lockdown the College, ensuring that all staff and students are inside the building and that there won't be any staff or students that are likely to approach the College whilst in lockdown.

In all cases, the College will be guided by the authorities in charge of the situation, for example, the police or fire-brigade.

This policy has been written using the guidelines from the National Counter Terrorism Security Office and the Department for Education (DfE).

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the College. Procedures should aim to ensure there is a planned, prepared, organised and practiced response to any risk, threat or hazard that might impact on the staff, students or the capacity of the building to operate normally.

Incidents can occur with or without warning. With warning incidents will trigger the Critical Incident Team (CIT). Without warning incidents are dynamic and fast moving and will be dealt with by the most appropriate person available working within the procedures detailed below.

Lockdowns will be triggered by activating the whole College lockdown email and will end when a senior member of staff advises that lockdown is over.

In addition to the specific instructions highlighted below, the overriding request is that everyone uses their common sense – procedures like this can never legislate for every eventuality.

There are two types of lockdown:

- **Soft Lockdown**

This is in response to a threat that occurs outside the College buildings or site. This could be a report that a person or persons regarded as a threat by the police are in the vicinity of the College or an external health hazard such as a toxic cloud. In these cases, the initial response is to lockdown the buildings until the threat has passed, or the Principal deems it appropriate to evacuate the building/s. The goal of this lockdown is to prevent the threat from entering the building.

In the event of an external fire or flood, the response is to evacuate all or some of the premises.

- **Full Lockdown**

This threat usually exists when the danger is inside a college building. This could be an intruder or person whose intent on site has yet to be established but is regarded as a danger to students and/or staff. This scenario involves a serious and immediate threat that requires urgent action. This high-level threat could come from such things as an attacker or a dangerously out of control intruder.

Procedures

There are two procedures in place to cover the need to evacuate the building or to initiate a full lockdown.

SLT (or most senior member of staff) have 2 prepared messages through Audiebant in London Place, Three Ways House and St Clements all other buildings (Thames Street, Wavy Gate and Alice House). The first message says in the relevant building, 'FULL/SOFT LOCKDOWN NOW' and the second message saying 'THE OXFORD TUBE IS LEAVING NOW'. Any Manager who becomes aware of the need to lockdown or evacuate the building may initiate the process by sending the message through Audiebant/TEAMS. The secondary muster point will then be communicated via TEAMS saying 'building X has been evacuated and the secondary muster point is Y' which will allow all students and staff offsite to be informed.

If either of these messages are sent by trained designated staff in the college e.g. SLT, receptionists and attendance officers, all staff must follow their instruction.

Full Lockdown

This procedure is designed to protect the community from any external imminent threat. On hearing/reading the **lockdown message**, staff and students should do the following:

- A. Remain calm but alert – the building should fall silent immediately, only whisper to give instruction.
- B. Collect students in corridors or communal spaces and make your way into a room within a building immediately. All corridors, toilets and communal areas should be clear. Do not allow students to visit the toilet.
- C. If you are already in a room, stay there.
- D. Secure rooms and take action to increase protection from attack - lock and/or barricade doors and windows
- E. Close windows / blinds
- F. Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)
- G. Hide your staff lanyard into a pocket so that you could not be identified or required to open doors by an intruder.
- H. Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by an intruder).
- I. Keep students inside classrooms, ideally seated on the floor in the least visible part of the room, out of sight of door vision panels as far as possible.
- J. Be prepared to follow further instructions but only from a recognised/trusted senior member of staff or member of the emergency services.
- K. Only use a mobile phone if you feel the situation has developed further and information has to be relayed.
- L. Ignore any fire drill unless you and your class are obviously at risk.
- M. Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access.
- N. Remain like this in the room with doors barricaded until you receive the all clear

Soft Lockdown

These procedures are designed to secure the building from any external threat. Upon initially hearing/reading the **lockdown message**, the soft lockdown procedures should be followed. If the threat is external, staff and students will be advised by a senior member of staff. In this situation:

- A. Remain calm but alert.
- B. Keep all windows closed and building doors closed. Keep blinds closed.
- C. Keep students inside, usually classrooms but this also might include common rooms or corridors if the situation is prolonged and their visibility is not an issue, e.g. toxic cloud.
- D. Keep the students calm and be prepared to follow further instructions, either by email or face to face.
- E. Students should not use a mobile phone at all; staff should be prepared to use a mobile phone if they feel the situation has developed further and information has to be relayed.

Evacuation

If, as a last resort, we are instructed to evacuate a building we will send instructions via senior staff or members of the emergency services and ask you to relocate your students to a designated safe space same as fire evacuation muster point of affected site if safe to do so **OR** if the danger dictates 'run, tell and hide' e.g. armed intruder with a gun and 'counter*' if appropriate. In the event of run, tell and hide students and staff then need to make their way to the muster point, when there is no clear and present danger (see appendix A), for attendance to be taken so any missing persons can be identified.

*'attack as a pack' (overwhelm the perpetrator)

Invocation/Activation Procedure: With Warning

Primary Action

The Principal (or Vice Principal in their absence) is advised or becomes aware of an Incident.

Secondary Action

In the Principal's absence this role is taken by Vice Principal.

- The Principal agrees that a Critical Incident should be declared.
- The Principal will call out the Critical Incident Team (CIT)
- The Principal will agree with CIT that the lockdown procedure should be initiated and will start the appropriate signal.
- SLT will liaise with authorities and relay information as best they can, using internal and mobile phones.
- SLT will declare the all clear when appropriate.

Invocation/Activation Procedure: Without Warning

Primary Action

The person becoming aware of a situation will call 999 then inform main Reception of their concerns. Ideally, they should request another member of staff call 999 whilst they inform Reception. If Reception cannot be raised or if Reception has been compromised, they will then try to raise a member of SLT or the Maintenance Team directly.

Secondary Action

Reception will try to contact a member of SLT; if no one can be raised, they will contact the Maintenance Team by mobile.

The SLT member or member of the Maintenance Team will make a final attempt to contact other senior colleagues; if this is not possible, they will make the decision to activate lockdown. This person will assume the role of incident controller until such time as they are relieved, or the incident is defused.

End of Lockdown

Managers will walk the corridors shouting that it is safe to come out of hiding. Audiebant/TEAMs message: **'STAND DOWN, ALL CLEAR'**

Training

The procedures should be fully tested at least twice per year, using a different scenario each time e.g soft or full lockdown (with and without evacuation).

At the beginning of each academic year, the nominated staff for the roles listed below should be refreshed. As a guideline, the nominations should be as follows:

Incident control officer: Principal and two other members of the SLT (Maintenance Team in SLT absence)

Communications Hub: Receptionists where possible. SLT will advise otherwise

Exit Doors Locked: Members of staff who are likely to be in the vicinity of each door (one person for each door)

Internal Doors Locked: Members of staff who are likely to be in the vicinity of each door (one person for each door)

Mechanical Services Shutdown: Maintenance Team

Appendix A



Department
for Education

Lockdown Guide for all staff

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

Signals

Alarm or signal for lockdown shelter	Audiebant/TEAMS message in subject line: 'FULL/SOFT LOCKDOWN NOW' and 'THE OXFORD TUBE IS LEAVING NOW' and TEAMS message 'BUILDING X HAS BEEN EVACUATED AND THE SECONDARY MUSTER POINT IS Y'
Signal for stand down / all-clear	Managers will walk the corridors shouting that it is safe to come out of hiding. Audiebant/TEAMS message: 'STAND DOWN, ALL CLEAR'

Incident Control Officers & Response Team (either face to face or SLT TEAMS)

Role	Name	Emergency Contact Number
Incident Control Officer	Sarah Watson (Principal)	07342319425
Deputy	Paul Dewberry (Director of Operations)	07342967893
Deputy	Ben Holman (Vice Principal)	07379119941
Deputy	Severine Collins (DSL)	07900091649
Communications Officer	Kieran Jones (Director of Boarding)	07553438692

Building	Secondary muster point
London Place	Wavy Gate
St Clements	Wavy Gate
Alice House	Wavy Gate
Wavygate	London Place
Thames Street	Three Ways House
Threeways House	Thames Street

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.

Mobile phones (on silent & only use if the emergency is not an intruder in the building)

Instant messaging on Audiebant/TEAMS

Action Plan for Full Lockdown	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows	
Close windows / blinds where present	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under desks, and away from windows	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured students, staff and visitors	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	

Boarding Annex to Lockdown Policy

Rationale:

Due to the absence of Audibante in boarding houses as well as the transient nature of boarding there are alternative communication methods in place to ensure effective and efficient lock downs. Boarding Leadership acknowledges that students can sign in and out before curfew so the use of Sign In App records are used to determine those present, much like during a fire drill.

All students and Boarding Staff will be briefed on the below procedure and these will be recorded on SPHERA.

In the event of a Lockdown during BOARDING HOURS. Boarding Hours include but are not limited to:

Monday – Friday: 16.00pm - 07.00am

Saturday and Sunday: 24/7.

Immediate Actions by Boarding Staff:

1. Initiate Lockdown

- a. Secure all external doors and windows.
- b. Ensure all students are inside the building and accounted for.
- c. Move students away from windows and doors.
- d. Turn off lights if appropriate and maintain silence.

2. Communicate Lockdown via Microsoft Teams

- a. Use the designated **House Boarding** Teams Chat.
- b. Post a 'urgent' message clearly stating:
"FULL/SOFT LOCKDOWN NOW" and "THE OXFORD TUBE IS LEAVING NOW"
- c. Include brief context if known (e.g. "Police incident on High Street").
- d. To Post as urgent: Press + Icon > Set Delivery Options > Select Urgent.

3. Confirm Student Safety

- a. Conduct a roll call using the boarding register cross checking with Sign In APP records.
- b. Report completion of roll call in Teams:
"[House Name] – All students accounted for – [Time]"

4. Maintain Lockdown

- a. Do not allow anyone to enter or leave the building.
- b. Continue monitoring Teams for updates from the Director of Boarding or senior staff.
- c. Reassure students and maintain calm.

5. Communicate END OF Lockdown via Microsoft Teams

- a. Use the designated **House Boarding** Teams Chat.
- b. Post a 'urgent' message clearly stating:
"STAND DOWN, ALL CLEAR"

- c. Include brief context if known (e.g. "Police incident on High Street").
- d. To Post as urgent: Press + Icon > Set Delivery Options > Select Urgent.