



Lockdown, Evacuation & Protective Security Plan (Martyn's Law Preparedness)

Approved by:
The Directors of Strive Alternative Provision

Signed on behalf of the Directors by:
Stacey Hickey, Provision Manager

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Review Date: July 2026

1. Purpose and rationale

Strive Alternative Provision is committed to keeping students, staff, volunteers and visitors safe from serious security threats including intruders, violence in the vicinity, terrorism-related threats, and environmental hazards.

This plan sets out the practical steps Strive will take to prevent, prepare for, respond to and recover from an incident requiring:

- Lockdown (external threat)
- Invacuation / shelter-in-place (environmental/internal hazard)
- Controlled evacuation (when safer than remaining inside)

This plan is particularly important for the Lindengate Hub, which sits within open public gardens, meaning risks include members of the public entering the wider site during Strive operating hours.

2. Legal and statutory framework

This plan aligns with and is informed by:

- **Terrorism (Protection of Premises) Act 2025 (Martyn's Law)**

Strive Alternative Provision recognises its duties under the Terrorism (Protection of Premises) Act 2025 and commits to proportionate protective security and preparedness measures appropriate to its size, function and risk profile.

- **DfE: Protective security and preparedness for education settings**
 - **GOV.UK: Site security guidance (schools and colleges)**
 - **Keeping Children Safe in Education (KCSIE 2025)** (safeguarding duty and safety culture expectations)
 - **Working Together to Safeguard Children (2023)**
 - **Health and Safety at Work Act 1974** and relevant H&S regulations (risk assessment and safe systems of work)
 - **Equality Act 2010** (reasonable adjustments and accessibility during emergency response)
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3. Scope

This plan applies to:

- All Strive sites, including Lindengate Hub and Aston Clinton Guide Hall
 - All sessions, break/lunch times, arrivals/departures, off-site activities
 - All staff, volunteers, contractors and visitors while on Strive premises
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4. Definitions

Strive uses three operational responses:

4.1 Lockdown (external threat)

Used when there is an immediate or suspected threat outside or in the vicinity (e.g., intruder, weapon, violent incident nearby, police instruction).

Goal: secure rooms, reduce visibility/noise, prevent movement, account for everyone, call emergency services.

4.2 Invacuation / Shelter-in-place (internal or environmental hazard)

Used when it's safer to remain inside but not necessarily lock down (e.g., poor air quality, aggressive dog outside, hazardous substance near site, local incident).

Goal: bring everyone inside, close doors/windows, continue calm supervision, await further instruction.

4.3 Controlled evacuation

Used when remaining inside is not safe (fire, structural risk, flooding, instruction from emergency services).

Goal: move to the assembly point and account for everyone.

5. Site-specific risk context

5.1 Lindengate Hub (open gardens/public access)

Key risk features:

- Site is accessible to members of the public during opening hours.
- Multiple pathways and approach routes.
- Shared site management responsibilities with Lindengate staff.

Additional Strive controls:

- Strive identifies our 'safe room' as The Hub- lockable
- Active vigilance at transition times (arrivals, outdoor learning, breaks).
- Clear liaison procedure with Lindengate duty staff during Strive hours.

5.2 Aston Clinton Guide Hall (single main entrance)

Key risk features:

- Single front access point and rear gate for evacuation.
- Lower public footfall but still visitor risk.

Additional Strive controls:

- Front door secured during sessions.
- Controlled entry procedure for visitors.

6. Roles and responsibilities (Strive)

6.1 Site Lead (most senior staff on site)

- Makes the immediate decision to initiate Lockdown/Invacuation/Evacuation
- Assigns roles (Comms / Sweep / Register / First aid)
- Leads accountability and debrief until emergency services arrive

6.2 Communications Lead

- Calls 999 if required, maintains phone line for emergency services
- Communicates with Lindengate duty staff (Lindengate site)
- Sends "all clear" only when authorised by Site Lead/emergency services
- Coordinates parent comms *after safety is secured*

6.3 Register & Accountability Lead

- Brings register/attendance device/printed list (where available)
- Confirms who is in each room and who is missing
- Logs time and status updates to Site Lead

6.4 Sweep Lead (only if safe)

- Checks immediate nearby areas *only if safe to do so* (e.g., toilets adjacent to teaching space)
- Does not search the wider site during a suspected intruder/weapon threat

6.5 All staff

- Follow the staff procedure precisely
 - Supervise students calmly and quietly
 - Maintain room security and manage anxiety needs
 - Do not open doors until “all clear” is confirmed
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7. Triggers for lockdown / invacuation

Any staff member can raise an alert. Common triggers include:

- Suspicious person attempting entry or loitering
- Report of weapon or immediate violence in vicinity
- Police instruction or credible threat report
- Serious incident on Lindengate grounds requiring containment
- Unknown adult approaching students or staff aggressively

Golden rule: If in doubt, initiate **invacuation** immediately and escalate to **lockdown** if threat level increases.

8. Communication and alert method

Strive uses an “immediate, plain-language” alert. Lindengate staff monitor the same radio channel (Channel 7) and will hear Strive emergency alerts in real time.

8.1 Alert phrases (consistent across sites)

- **“LOCKDOWN, LOCKDOWN, LOCKDOWN”**
- **“INVACUATION – BRING EVERYONE INSIDE”**
- **“EVACUATE – FOLLOW ROUTE A”** (site-specific route card)

8.2 Internal channels

- Radios / phone call / shouted instruction where necessary

- Site Lead confirms “all clear” only when safe

8.3 External comms

- 999 for immediate threats, violence, weapon, intruder, or police instruction
 - Parent messages only when students are safe and a controlled update is appropriate
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9. Accounting for students and visitors

- Every room completes an immediate headcount and confirms names present
 - Register & Accountability Lead collates and confirms:
 - Students present
 - Staff present
 - Visitors/contractors on site
 - Missing persons (with last known location/time)
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10. Reasonable adjustments and trauma-informed response

Strive recognises that lockdowns can be distressing and may trigger trauma responses.

- Staff use calm, brief reassurance scripts
 - Sensory supports are used where available (headphones, fidgets)
 - Students who struggle with silence may be supported with quiet regulation strategies (breathing, visual supports)
 - Individual needs in EHCPs are considered (e.g., anxiety, sensory sensitivities)
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11. Training, drills and review

- Lockdown/invacuation procedure trained during induction
- Practice drills minimum **termly** (with appropriate adjustments)
- Drill logs kept and reviewed for improvements
- Plan reviewed annually or after any incident

Drills may be adapted or paused where they would cause significant distress, with alternative tabletop or staff-only rehearsals used where appropriate.

12. Records and post-incident actions

After any real incident:

- Incident record completed
 - Safeguarding record completed if relevant
 - Debrief held (staff + leadership)
 - Parent comms issued
 - Risk assessments updated if required
 - Support offered to students and staff (wellbeing)
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13. Annexes

- Annex A: Lindengate Site Quick Cards (safe rooms / assembly points / access points)
- Annex B: Aston Clinton Site Quick Cards
- Annex C: Parent communication templates
- Annex D: Drill log template
- Annex E: Visitor/contractor on-site log procedure

ANNEX A- LINDENGATE LOCKDOWN QUICK CARD

(This is what staff need access to immediately)

Strive Alternative Provision- Lindengate Site

Quick Reference: Lockdown / Invacuation / Evacuation



SAFE ROOM (LOCKDOWN)

The Hub (Strive rented space)

Reason: Lockable, secure internal room



ASSEMBLY POINT (EVACUATION)

Carpark Fire Assembly Point

(same as fire procedure)



COMMUNICATIONS

- **Radio Channel: 7**
- Lindengate staff are also on Channel 7 and will hear alerts



ALERT PHRASES

- **“LOCKDOWN, LOCKDOWN, LOCKDOWN – MOVE TO THE HUB NOW”**
 - **“INVACUATION – BRING EVERYONE INSIDE TO THE HUB”**
 - **“EVACUATE – TO THE CARPARK ASSEMBLY POINT”**
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● IF YOU HEAR “LOCKDOWN”

1. Move students **immediately to The Hub**
2. Lock doors, close blinds, reduce visibility
3. Phones on silent, keep voices low
4. Headcount + names present
5. Report on radio:

“Hub secure. X students present. Y staff present. All accounted for / missing:
_____”

6. **Do NOT open doors**

⬢ ONLY the Site Lead or emergency services can declare “ALL CLEAR”.

● IF YOU HEAR “INVACUATION”

1. Bring everyone inside to **The Hub**
 2. Close external doors/windows
 3. Await further instruction
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● IF YOU HEAR “EVACUATE”

1. Evacuate calmly
 2. Go to **Carpark Fire Assembly Point**
 3. Take register if safe to do so
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🗉 PUBLIC SITE NOTE (LINDENGATE)

- Do **not** challenge members of the public
- Prioritise moving students away
- Escalate immediately via radio channel 7

Safe Room: Main hall / nearest lockable room

Assembly Point: Fire assembly point

Alert phrases: As above

Radios: As allocated on site

Only Site Lead / emergency services declare ALL CLEAR

ANNEX C- PARENT COMMUNICATION TEMPLATES

1 Lockdown (Resolved)

Today Strive implemented its safety procedures as a precaution. Students were moved to a secure location and remained safe at all times. The situation has now been resolved and normal operations resumed.

2 Evacuation

Due to an incident on site, students were evacuated safely in line with our emergency procedures. Parents/carers will be contacted individually if further action is required.

3 Shared Public Site Incident (Lindengate)

Today Strive implemented precautionary safety procedures due to an incident elsewhere on the Lindengate site. There was **no direct threat to Strive**, and students remained safe at all times in a secure location.

ANNEX D- DRILL LOG

- Date

- Type (Lockdown / Invacuation / Evacuation)
- Site
- Staff present
- Students present
- Issues identified
- Actions taken

ANNEX E- VISITOR & CONTRACTOR LOG PROCEDURE

- Visitors sign in/out
- Badge worn at all times
- Visitor numbers known during lockdown
- Register Lead accounts for visitors during incidents