EF ACADEMY

International
Boarding Schools

OXFORD Lockdown and Invacuation Procedure

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Document title:	Lockdown and Invacuation Procedure
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Individuals involved in Developing the Document:	Deputy Head of School (Rob Tasker)
Document Purpose:	To establish clear, consistent and effective arrangements for protecting students, staff, visitors and contractors where a security-related incident or other external threat requires the school to implement a partial lockdown, full lockdown and/or invacuation. The procedure defines the circumstances in which each response may be used; the authority and responsibilities for initiating and managing the response; the alert, communication and all-clear arrangements; and the actions required before, during and after an incident. It is intended to ensure that members of the school community understand what to do, that people can be directed promptly to an appropriate place of safety, and that the school can account for those on site. It also establishes expectations for staff induction, refresher briefings, practical exercises, tabletop testing, recording and post-exercise review.
Related Documents:	• Safeguarding and Child Protection Policy and Procedures 2026–27 • Health and Safety Policy • Emergency Evacuation and Fire Safety Procedures • Crisis Management and Emergency Response Plan • Business Continuity Plan • First Aid Policy • Missing Student Policy and Procedures • Visitor and Contractor Management Procedures • Staff Code of Conduct • Risk Assessment Policy and relevant site-specific risk assessments • Staff induction and emergency response training materials
Recent Updates:	November 2026 – Substantially reviewed and revised. Added defined partial and full lockdown response levels; clarified the distinction between lockdown, invacuation and evacuation; strengthened arrangements for the school's separate campus buildings and sites; clarified responsibilities, communication, accounting for people on site and all-clear arrangements; and introduced a planned programme of practical exercises, tabletop testing and post-exercise review. The review also clarifies that annual exercise frequencies are school expectations and are not statutory numerical requirements.
Date of Next Review:	August 2027. Reviewed annually as a minimum, and sooner following a significant incident or exercise, changes to the school's site, staffing or operational arrangements, or changes to relevant legislation or guidance.

Lockdown and invacuation procedure

This procedure is informed by Department for Education emergency-planning and school-security guidance. It is adapted to the school's campus, residential provision and operational arrangements.

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Principal / Deputy Head of School / Boarding Lead	Act as Incident Lead, or delegate this role to an appropriate senior middle leader. Decide the proportionate response (partial lockdown, full lockdown or invacuation), initiate the alert, coordinate the response, maintain an incident log, liaise with emergency services and decide when the school can stand down the response, taking account of emergency-service advice.	DJ - 07763454535 RT – 0786543983 DB – 07983803068
Boarding Lead / Senior House Parents / Pathway Managers / Activities Coordinator	Direct students, staff and visitors in their areas to the designated safe location; support the accounting process; ensure visitors are accompanied where safe to do so; provide information to the Incident Lead; and communicate with parents/carers only when authorised to do so.	DB – 07983803068 KK – 07790374737 AL - 07790374736 Ahu - 07842907484
Teachers and support staff	Follow the instruction given; take students to the nearest appropriate safe location where directed; secure the room if safe; keep students calm and quiet; take or access the register and report attendance, missing people or injuries through the agreed channel; remain with the group until the all-clear or further instruction.	Via Microsoft Teams Message or Audio Call
Facilities Team	Where safe and without putting themselves or others at risk, secure designated external access points and support the Incident Lead with site information. Do not patrol, approach a threat or move between buildings/sites unless specifically instructed and it is safe to do so. A named person should be allocated to access-point security for each exercise and, where practicable, each incident.	Via Microsoft Teams Message or Audio Call

Security lockdown signals

Lockdown / invacuation alert	All-clear / stand-down signal
• **Continuous Airhorn blast for 30 seconds** (**CODE RED**) **– full lockdown** alert for an intruder or serious security threat. Examples on Page 9. • **Intermittent Airhorn blast for 30 seconds** (**CODE AMBER**) **– partial lockdown** alert for a close by off campus threat or other indirect danger without premediated intent. Examples on Page 9. • The Incident Lead will decide whether the alert is for a partial lockdown, full lockdown. • Internal message systems (Microsoft Teams via thee "**absent from class channel**") and the designated radio channel may be used to reinforce the alert for staff – Code Word "**CODE AMBER**" OR "**CODE RED**". • Broadcast message systems (Orah) for students (**PARTIAL LOCKDOWN**) or (**LOCKDOWN**). • Radio Channel 7 for Facilities Team and SLT, as currently assigned. • Word of mouth may be used where electronic systems are unavailable, provided it is safe to do so. "**CODE AMBER**" OR "**CODE RED**" The school must ensure that the signal is recognisable, unambiguous and understood by staff. The alert message should identify the response required and, where safe, the affected building or area. Do not rely on a code word alone if staff may be unsure what action to take.	• Continuous blast or Airhorn for 15 seconds –clear / stand-down signal, issued only by the Incident Lead or emergency services. • Code to stand-down (**CODE GREEN**), issued only by the Incident Lead or emergency services. • Internal message systems Microsoft Teams via **absent from class channel** for Staff "**CODE GREEN**". • Radio Channel 7 for Facilities Team and SLT, as currently assigned. • Broadcast message systems (Orah) for students (**CODE GREEN**). • Word of mouth where necessary (**CODE GREEN**). No one should leave a place of safety or resume normal activity until the all-clear and stand down message, or further instruction has been received from the Incident Lead or emergency services.

Security lockdown plan

Immediate safe locations	Move to the nearest suitable secure room or designated internal safe area, taking account of the location and nature of the threat. The safest location may differ between buildings and incidents. Close and secure doors and windows where safe, draw blinds where appropriate, move away from external sightlines and remain quiet. **Do not use the single external assembly points for a lockdown**.
Secure entrance and exit points	The Incident Lead, supported by the Facilities Team / Boarding Leadership Team where safe, will consider which access points need to be secured. Do not send staff outside or towards a threat to secure a gate or perimeter. Staff should not unlock doors or admit people unless authorised and it is safe to do so.
Bring students inside	If students or staff are outside, the alert will instruct them whether to enter the nearest safe building, move to another designated safe location or remain where they are. Staff supervising students should direct them calmly and account for them. Do not direct people towards a building or route that may expose them to the threat. Do not cross between the Pullens Lane and Cherwell/ILS sites unless the Incident Lead or emergency services confirms that route is safe.

Steps to increase protection	• Lock or secure doors where possible and safe. • Move people away from doors, windows and external sightlines. • Close blinds or curtains where appropriate. • Keep noise to a minimum; silence mobile phones and other devices. • Turn off lights or monitors only where this is safe and appropriate. • Do not obstruct escape routes or lock people into a room without a means of escape. • If there is a suspected chemical, smoke or external air-quality hazard, follow emergency-service instructions about windows, ventilation and air conditioning; do not automatically open or close vents without considering the nature of the threat.
Internal communication during a lockdown	Use Microsoft Teams, Orah and the designated radio channels where available. Keep messages brief, factual and clear. Staff should report their location, numbers present, missing or injured people, and any immediate concern via Teams on Absent from Class Channel inside the IA Teams team. If electronic systems fail, use the safest available alternative. Do not share unverified information.
Communication with parents/carers during a lockdown	SLT or BLT will issue parent/EF worldwide team communications when authorised by the Incident Lead. Messages should be factual and should explain any delay to collection or drop-off arrangements and where further updates will be provided. Parents/carers should be asked not to telephone the school during the incident unless there is an urgent safeguarding matter, so that communication lines remain available. Do not disclose sensitive operational details or unverified information.

Arrangements for students or staff with additional needs	Consider individual needs, including disability, mobility, communication, sensory, medical, language and emotional-support needs. Use existing support and communication plans where relevant. Staff should provide calm, clear reassurance and ensure that reasonable adjustments are considered without compromising safety. Boarding staff should account for students in residential accommodation and follow the same alert and reporting arrangements.
Lockdown duration	The response remains in place until the Incident Lead, taking account of advice from emergency services, issues the all-clear or gives further instructions. Staff must not independently stand down the response. If the threat changes, the Incident Lead may escalate, reduce or change the response level.
Evacuation **(ONLY EVER IF ABSOLUTELY REQUIRED)** Evacuation during a hostile-intruder or security incident should only take place where the Incident Lead or emergency services determine that moving people is safer than remaining in place, **and is safer than invacuation**. A blind evacuation may expose people to greater danger if the threat's location is unknown. The Incident Lead will communicate the route and destination where it is safe to do so. Alternative places of safety and contact arrangements must be identified and kept current in the school's site-specific emergency planning information.	If evacuation is required, follow the route and destination communicated by the Incident Lead or emergency services. Do not use a routine fire assembly point unless it has been confirmed safe for the particular incident. The school should maintain current details of suitable alternative safe locations, including address, contact details, capacity, accessibility and route information, in the operational emergency plan.

Lockdown drill action check list

SLT to use this checklist to take actions and record them during a lockdown if readily available (place near Airhorns) for real lockdown requirements and for drills.

Step	Time	Signed
Issue the appropriate alert and state whether this is a partial lockdown, full lockdown or invacuation.		
Contact 999 when there is an immediate threat, a crime in progress, serious injury or other emergency requiring police, fire or ambulance response.		
Direct students, staff, visitors and contractors to the safest available location, based on the threat and its location.		
Account for students, staff, visitors and contractors using registers, boarding records and local information; report missing or injured people.		
Secure the room or area where safe; do not approach the threat or put anyone at additional risk.		
Close blinds or curtains where appropriate and move people away from external sightlines.		
Reduce noise and follow the Incident Lead's instructions about lights, ventilation and equipment.		

Step	Time	Signed
Keep everyone calm, quiet and away from doors and windows; follow the specific instruction for the incident.		
Silence mobile phones and other devices unless they are needed for emergency communication.		
Identify a safe alternative exit only if the room or location becomes unsafe; do not evacuate unless instructed or immediate danger makes it necessary.		
Report missing or injured people to the Incident Lead or emergency services. Do not search for someone if doing so would create further risk.		
Remain in the safe location until the Incident Lead or emergency services issue the all-clear or further instructions.		

Response levels and operational definitions

The Incident Lead will select the response that best matches the nature, location and immediacy of the threat. The response may be escalated, reduced or changed as information develops. Staff should follow the instruction given rather than make assumptions based on the alert name.

Response	**Meaning**	**Illustrative circumstances / actions**
Partial lockdown	A restricted response affecting a particular building, area or part of the campus. Other areas may continue operating only if the Incident Lead considers this safe.	For example, a suspicious or threatening person is reported in a defined area. People in the affected area secure themselves; other areas follow the specific instruction and do not move towards the incident.
Full lockdown	A campus-wide instruction for people to remain in a secure place and for movement to stop, subject to any immediate need to escape danger.	For example, a serious threat or intruder may affect the wider campus. All buildings and relevant residential areas receive the alert and follow the lockdown actions.
Invacuation	A direction to move people from outside into designated secure buildings or internal safe areas	For example, a dangerous incident or threat is occurring close to the campus. People move inside only where the

	because remaining outside is unsafe.	route and building are considered safe.

Invacuation: staff and student actions

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1. Listen for the invacuation alert and follow the location-specific instruction.
2. Where the route is safe, move promptly and calmly from outside areas into the nearest designated secure building or internal safe area.
3. Do not enter a building or cross an exposed area if doing so would bring people closer to the threat. If the route is unsafe, follow the Incident Lead's alternative instruction.
4. Once inside, close and secure external doors and windows where safe, move away from external sightlines and remain in the designated area.
5. Staff should supervise students, take or access registers, account for visitors and contractors, and report numbers, missing people or injuries through the agreed channel.
6. Remain inside until the Incident Lead or emergency services issue the all-clear or further instructions.

Partial and full lockdown: staff and student actions

1. Follow the alert and any instruction identifying the affected building, area or whole campus.
2. In the affected area, move to the nearest suitable secure room or designated safe location if it is safe to do so. Do not move towards the reported threat.
3. Secure doors and windows where safe, move away from external sightlines, reduce noise and keep phones available for emergency communication but on silent.
4. Staff should supervise students, account for those present and report missing or injured people. Do not leave a secure location to search for someone if doing so would create further risk.
5. People in unaffected areas must follow the specific instruction issued; they must not assume that normal activity can continue without authorisation.
6. The Incident Lead may escalate a partial lockdown to a full lockdown, or change the response to invacuation or evacuation, as circumstances require.

Exercise planning, evaluation and records

The annual practical lockdown and invacuation exercises are school policy commitments, not statutory drill quotas. The school will retain a record of the date, type and scope of each drill; buildings and areas covered; staff and student participation; whether alerts and communications worked; whether people understood the required actions; any accessibility or support issues; lessons identified; and actions, owners and target completion dates. **Exercises should not create avoidable**

alarm or distress. The school should consider advance briefings, individual support arrangements and alternative participation where appropriate.

Campus-specific planning and readiness

The school operates across separate buildings and the Pullens Lane and Cherwell/ILS locations. The Incident Lead must consider the location of the threat before directing movement between buildings or sites. Staff and students must not be instructed to cross between sites unless the route has been assessed as safe. Site-specific safe rooms, access points, communication coverage, register arrangements and alternative safe locations should be maintained in the school's operational emergency planning information and checked whenever site arrangements change.

Appendix 1:

To be displayed with Airhorns and in various prominent entrances to campus buildings.

