



MAGNO
International
School, Alicante
an Orbital Education School

LOCKDOWN POLICY

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Last review on:	July 2025
Next review due by:	July 2026

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Introduction

Magno International School is implementing this policy to ensure that students and staff are safe in situations where there is a threat on the school ground or outside the school that requires the isolation (rather than evacuation) of students and staff, who will be locked within buildings for their own safety.

Possible threats to the safety of individuals on site include:

- animal on site
- aggressive or violent intruder on site
- robbery / hostage incident
- hazardous materials / other contamination of site
- lightning / severe storms or other extreme weather conditions
- civil unrest
- terrorist activity

Objectives and scope

The purpose of the lockdown is to minimise the effects of any threat. It is unlikely that it will be able to completely eliminate the threat. This policy applies to employees, volunteers, carers, students and people visiting the school site. Nevertheless, a lockdown can only be initiated by the Headteacher or the SLT staff member in charge.

The Health and Safety Coordinator, or another member of school staff designated by the Headteacher, will schedule several practice lockdown drills throughout the school year and will be responsible to ensure that all staff members are clear about the procedure before the practice drill takes place. Class tutors will remind students of the lockdown procedures periodically.

Lockdown procedures

If a situation arises that determines a lockdown is necessary, the following procedures will be followed:

- The alarm will be activated by a member of staff in the building where the threat has been detected.
- Ana Belén Maestre (or the person who is at the school reception at that moment) will announce “lockdown” repeatedly through the school PA system.
- The Business Manager, David Rico, will contact the local police.
- If possible, the Headteacher, Rosa María Tortosa, will communicate the nature of the threat (who, what, where and when). The message should be kept simple (e.g. possible intruder, external event, severe weather).
- It is mandatory that all students and adults remain in the building / classroom / office they are at the time. Students and adults who are in the hallway or outside are to move into the closest occupied classroom. Windows should be closed and the door locked, if possible. As for the students who are on the sports courts near the pool and the sports hall, they must go to the sports hall and close the doors.
- Teaching staff who are not teaching at the start of the lockdown should go to the nearest classroom.
- Staff working in office areas should remain in the office with the door closed and locked where possible. Staff working alone in an office should move swiftly to another room with other people.
- The kitchen staff will lock all the doors and find a safe place, out of sight.
- If the lockdown alarm sounds between lessons, during break time or lunchtime, students and staff should make their way to the closest classroom immediately.
- Students and staff should be positioned against the door wall in the most non-visible corner.
- Students are not allowed to use any phones or electronic devices.
- All staff should write through TEAMS (in Magno General), providing information of the classroom where they are and the year group, also stating either **all present** or the **names of students who are missing**. They should **also include the names of additional people who have joined the class** as part of the procedure.
- Maintain a calm, quiet and reassuring atmosphere.
- Students and adults should remain in this position until “All clear” is announced through TEAMS (in Magno General) and the PA system. **DO NOT OPEN THE DOOR UNTIL THE “ALL CLEAR” IS SOUNDED UNDER ANY CIRCUMSTANCES.**
- **Absolute silence should be always maintained.**
- If the lockdown occurs whilst school buses are on site, bus monitors must ensure that nearby students and staff are brought onboard and that the bus doors are closed and, where possible, locked. Students should be moved out of clear sight and a list of students missing (or present, whichever is shortest) should be sent through TEAMS, Magno General.

For parents

Information about the school's lockdown procedures will be disseminated to all families via the policy section on the website.

Usually, a lockdown situation will be declared on the recommendation of police or emergency personnel. If this occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school as this may tie up emergency lines that must remain open.

Parents should not expect their child to call them, nor should they call students mobiles, as the lockdown situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms. If your child's stay at school is extended beyond the regular time, you will receive information about the time and place that you can pick up your child.