kbr keeping business running

FREE CHECKLIST · EDUCATION

Lockdown System Checklist

Plan your lockdown, invacuation and evacuation procedures and alerts, with Martyn's Law in mind.

A fire alarm tells everyone to get out. Some emergencies need people to stay in, or to come inside. This checklist helps you plan the procedures and the alert system that tell everyone on site exactly what to do.

> **Martyn's Law in brief.** The Terrorism (Protection of Premises) Act 2025 applies to schools expecting 200 or more people. Schools are always in the **standard tier**, however large. In-scope schools must have, so far as reasonably practicable, procedures for **evacuation, invacuation, lockdown** and **communication**, and must notify the regulator, the Security Industry Authority (SIA). The duties apply once the Act comes into force after an implementation period of at least 24 months from Royal Assent in April 2025. Planning now gives you time to get it right.

1 Know where you stand

- [ ] **Count your capacity.** How many people could reasonably be on site at one time, including pupils, staff and visitors?
- [ ] **Identify the responsible person.** For most schools this is the governing body or, where there isn't one, the proprietor. Trusts should confirm this for each school.
- [ ] **Name a lead.** One senior person owns emergency procedures, drills and reviews.
- [ ] **Note what you'll need to tell the SIA** so notification is quick once the duty is in force.

2 Write the four procedures

Evacuation

Getting everyone out to a safe assembly point by planned routes, for dangers inside the building that aren't a fire.

Invacuation

Bringing everyone outside into a safe area indoors, for example a hazard or intruder in the grounds.

Lockdown

Securing the building: doors locked, people away from windows and quiet, until the all-clear.

Communication

Alerting everyone on site to the danger and what to do, and keeping staff informed until it's over.

- [ ] **Each procedure is written down,** with roles, safe areas, routes and lockable points marked on a site plan.
- [ ] **Pupils with additional needs are covered,** including anyone who needs help to move or to understand an alert.
- [ ] **Outdoor areas, halls, dining areas and changing rooms are included,** not just classrooms.
- [ ] **You know how you will contact parents and the emergency services** during and after an incident.

3 Check your alert system

Your procedures only work if everyone hears the right signal at the same moment. Check your system against this list.

- [ ] **Distinct alerts.** Separate tones or messages for lockdown, invacuation and evacuation, all clearly different from the fire alarm.
- [ ] **Trigger from anywhere.** Staff can raise an alert quickly from fixed buttons, wireless fobs or an app, wherever they are on site.
- [ ] **Whole-site coverage.** Every classroom, corridor, hall, office and outdoor area can hear it, across every building.
- [ ] **Visual alerts where needed.** Beacons or screens for noisy areas and for anyone with hearing impairment.
- [ ] **Staff notifications.** Alerts reach staff phones and computers, including people in meetings or off site.

- [ ] **Clear control.** You decide who can trigger an alert and who can stand it down, and there is a separate all-clear.
- [ ] **Resilience.** Battery backup and fault monitoring, so the system works during a power cut and tells you if something fails.
- [ ] **Integration.** It can work with door access, PA and bell systems if you need it to.
- [ ] **Medical alerts.** The same system can raise medical or allergy alerts. Since September 2026, Benedict's Law expects schools in England to have clear emergency procedures for allergic reactions.

4 Train, drill and review

- [ ] **Every member of staff knows the sounds and their role,** including new starters, supply staff and regular contractors.
- [ ] **Visitors are told what to do** when they sign in.
- [ ] **You drill at least once a term,** varying the time and type of alert.
- [ ] **You record what happened in each drill** and update your procedures afterwards.
- [ ] **You review procedures every year,** and after any incident, near miss or building change.

5 Keep it working

- [ ] **Regular system tests are scheduled** and logged.
- [ ] **Batteries and trigger points are checked** as part of routine maintenance.
- [ ] **Your supplier provides support** and a clear response time if the system develops a fault.

Sources and notes. This guide is general information, correct as of November 2026. It is not legal advice.

Home Office, How Martyn's Law will affect education settings (gov.uk), accessed November 2026.

Department for Education, statutory guidance on allergy safety in schools, in force from 1 September 2026.

Need a lockdown system that everyone can hear?

KBR designs and installs lockdown, invacuation and evacuation alert systems for schools and trusts, using proven technology from Bodet and Cosafe. We review your procedures and site, install during the holidays and help you run your first drill.

- Distinct alerts, clearly different from your fire alarm
- Triggers from buttons, fobs and the Cosafe app
- Medical and allergy alerts to support Benedict's Law
- Testing, maintenance and support

CALL
0191 492 1492

EMAIL
info@kbr.co.uk

VISIT
www.kbr.co.uk

KBR, Station House, Station Lane, Birtley, County Durham, DH3 1DJ.

Keeping business running since 1984.

kbr keeping business running