



Lock Down procedures

Rationale

A lockdown of a building or group of buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. By controlling entry/exit and movement, emergency personnel are better able to contain and handle any threats. These procedures have been written to provide information of what should happen if the school receives a serious threat to its wellbeing and needs to take swift safety precautions to protect staff and students.

Guidelines

Should a threat be made to the school, a member of the Senior Leadership Team (SLT) should be contacted immediately. SLT will assume control and contact the authorities. If it is decided that the school should take action, the following procedures should be followed.

A notification to staff to lockdown will be sent by the Main Office or from the SLT via the internal telephone announcement system or a handbell ringing.

Action to take on hearing the alarm

On hearing the alarm, staff should immediately take the following action.

If you are in a classroom, room or office, stay there, secure the door and windows and await further instructions or escort by emergency personnel.

- If you are in a corridor, go into the closest office not already secured and lock the door and windows where possible
- Close curtains or blinds where possible
- Stay away from windows and doors
- Stay low and quiet
- Mobile phones should be put on quiet mode. Do not make non essential calls.
- Walkie talkies should be with you and switched on.

Actions to Avoid:

- Do not open the door once it has been secured until the 'all clear' alarm has sounded
- Do not use or hide in toilets
- Do not travel down long corridors
- Do not assemble in large open areas

If you are outside (for example PE on the field) escort pupils into the nearest building.

If you are at the swimming pool, go into the changing rooms

**If you are in the corridors or communal areas, go to the nearest classroom or office.
SLT will secure the external doors.**

NB. If the fire alarm is activated during a lockdown, remain where you are and await further instructions over the internal telephone announcement system, via an all-staff e-mail, or via the SIMS message system.

Communication

SLT will communicate with staff via the internal telephone announcement system and/or walkie-talkie and/or a member of SLT speaking directly to all teachers.