

Lockdown Procedure

The purpose of the lockdown procedure may serve several emergencies, including:

- Removing students and teachers from threat
- Isolating a dangerous situation from much of the school
- Facilitate an organised evacuation away from danger.

If you spot a lockdown situation

Phone reception or the office or CWB direct dial (02380 764219)

State your name

Tell the member of staff that there is "Lockdown, sound the alarm"

What happens when the alarm is raised?

An announcement will be made over the tannoy. The announcement will state "The school is entering a lockdown. Please follow lockdown procedures and await further instructions."

Staff will **ALWAYS** have advance notification of a lockdown drill, therefore if the signal occurs without warning staff must assume **IT IS NOT A DRILL**

What do you do when we enter lockdown during lesson time?

If you are in a classroom

Lock the door
Draw the blinds
Turn off the lights
Get everyone to sit down, away from the doors and windows
Make everyone in the room aware of all possible exit points
Take your mobile phone with you

If you are in the corridor

Make your way to the nearest classroom and follow the same procedure

If you are on the field or astro turf

Instruct all of the students to move to the farthest point of the field, next to the fence
Take your mobile phone with you

If you are in the hall

Instruct all students to move onto the stage, and away from all doors and windows
Lock all doors
Close all curtains
Take your mobile phone with you

If you are in the sports hall or gym

Instruct all students to move into the sports hall (from the gym students can move via the internal doors) and move to the farthest wall
Lock all doors
Take your mobile phone with you

If you are in isolation

Follow the same instructions as classrooms

If you are in the library

Follow the same instructions as classrooms

If you are in the front office

Pull shutters down if safe to do so
Lock front door
Move towards the back office and lock door
Move into CWB, SMO, First aid offices
Follow classroom procedures

What do you do when we enter lockdown out of lesson time?

If you are in a classroom

Lock the door
Draw the blinds
Turn off the lights
Get everyone to sit down, away from the doors and windows
Make everyone in the room aware of all possible exit points
Take your mobile phone with you

If you are in the corridor

Make your way to the nearest classroom and follow the same procedure

If you are on the field or astro turf

Instruct all of the students to move to the Gym & Sports Hall
Lock the doors
Take your mobile phone with you

If you are in the hall

Instruct all students to move to the Gym & Sports Hall
Lock all doors
Take your mobile phone with you

If you are in the sports hall or gym

Instruct all students to stay in there
Lock all doors
Take your mobile phone with you

If you are in isolation

Follow the same instructions as classrooms

If you are in the library

Follow the same instructions as classrooms

If you are in the front office

Pull down the shutters if safe to do so
Lock front door
Move towards the back offices
Move into CWB, SMO, first aid offices
Follow classroom procedures

If you are on duty

Make your way to the Sports Hall or gym and follow the same procedure

Other members of staff

Caretakers

Make your way to the nearest classroom and follow the same procedure



Catering Staff

Move into the kitchen and lock all doors



Construction & Hairdressing

You will be phoned by the office to inform you of lockdown. Stay in your classroom and follow the same procedure



Supply Teachers

Please be aware that any supply teachers will not have keys for their classrooms and may therefore come to your classroom with the students so that they can be made safe - please let them in and follow the instructions as before

How will you know when the lockdown procedure is over?

An announcement will be made over the tannoy.

The announcement must start with "The Police....."



You will be notified in person by SMT/Business Manager

They will start any notification with "The Police..."

What happens next?

SMT will conduct a sweep of the school

You will be informed directly or via GMail of any further action to be taken