

## LOCKDOWN PROCEDURES

The alert for a lockdown to start is:-

### **Lockdown: 3 short bursts followed by 1 long sustained burst of the school bell**

- School must go into lockdown mode immediately.

### **Portakabins:-**

- Staff should check briefly for pupils outside their room/external Portakabin door and usher them into their room quickly.
- All staff in portakabins are responsible for locking the outside Portakabin door. This can be locked from the inside by using the thumb turn lock on the inside of the door.
- Staff should return to their own room and lock their door from the inside (the small snib/lock or key can be used to do this from the inside).
- Close any open windows
- Ensure blinds are down and closed (if available)
- Staff should ensure they and pupils locate themselves away from the door.
- If desks are moveable staff should instruct pupils to upturn desks and use as an additional shield i.e large circle with pupils/staff in the middle.
- If desks are not moveable pupils/staff should find cover under desks or other safe area.
- Be quiet/silence mobile phones
- Remain calm

### **Main Building/PE Dept:-**

- Staff should check briefly for pupils outside their room/corridor and usher them into their room quickly.
- Staff should lock their door from the inside (the thumb turn lock/key can be used to do this from the inside).
- Close any open windows
- Ensure blinds are down and closed (if available)
- Staff should ensure they and pupils locate themselves away from the door.
- If desks are moveable staff should instruct pupils to upturn desks and use as an additional shield i.e large circle with pupils/staff in the middle.
- If desks are not moveable pupils/staff should find cover under desks or other safe area.
- Be quiet/silence mobile phones
- Remain calm

### **Out of class:-**

- If any staff/pupils find themselves out of their classrooms/office, **they must find the nearest and safest route to a lockable room and follow the above procedures.** This might include the dining hall going into the offices/stores, the school hall going behind the stage area or the games hall going into the equipment stores.

### **Visitors:-**

- Visitors to the school should be requested to follow staff, to ensure they also adhere to lockdown procedures.

### **End of Lockdown:-**

The alert for the lockdown to end will be the same as for it to start:-

**End of lockdown will be sounded by the same bell - 3 short bursts followed by 1 long sustained burst of the school bell. At this signal, staff should supervise pupils to return to usual classroom arrangements.**

Staff and pupils will be asked for feedback after the lockdown procedure.