



**Lockdown Procedure**

<b>Management and Control</b>	
<b>Nominated person</b>	<b>Responsibility</b>
Elena Print	Initial contact with the emergency services
Sarah Harry	Liaison with parents
Teacher (on a rotating basis)	Pupil control

<b>Signals</b>	
<b>Signal for lockdown</b>	Repeated ring of electronic bell- SOS in morse code
<b>Signal for all-clear</b>	Continuous blast of electronic bell.

<b>Lockdown</b>	
<b>Specified assembly room</b>	Hall
<b>Entrance points</b>	Four separate exits from hall
<b>Communication arrangements</b>	<ul style="list-style-type: none"> <li>• Mobile phones</li> <li>• Instant messaging / email</li> </ul>
<b>Notes</b>	

<b>Lockdown Procedure</b>				
<b>Step</b>	<b>Initial response</b>	<b>Check</b>	<b>Time</b>	<b>Signed</b>
1.	Ensure all pupils are inside the specified assembly room.	<input type="checkbox"/>		
2.	Secure all entrance points to the specified assembly room.	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> <li>• Block access points.</li> <li>• Sit on the floor, under tables or against the wall.</li> <li>• Keep out of sight and draw curtains to avoid detection.</li> <li>• Turn off lights.</li> <li>• Stay away from windows and doors.</li> </ul>	<input type="checkbox"/>		
5.	Ensure that all pupils and staff members inside the specified assembly room are aware of an exit point in case an intruder manages to gain access or the assembly room becomes unsafe.	<input type="checkbox"/>		
6.	Check for missing or injured staff members and pupils if it is safe to do so.	<input type="checkbox"/>		
7.	Remain inside the specified assembly room until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		

Approved by Governors November 2016  
Next Review: November 2017

