



LOCK DOWN PLAN

Signal: continuous short blasts on the hooter

Lock Down procedures involve an emergency where people are moved inside and locked in rather than being assembled outside.

General Procedure - Emergency during lesson time: -

- Stop the lesson
- Stay in the room
- Lock the door
- Close the window
- Turn off all appliances
- Instruct the class to sit on the floor / or under the tables where possible
- Call the roll
- Await further instructions

During outside lesson: -

- Go to the **nearest building** and follow the general procedure above as closely as possible

People on errands or toilet breaks: -

- Go to the **nearest classroom** and follow the general procedure above as closely as possible

Staff who are not in their usual work space: -

- If outside, go to the **nearest classroom** and follow the general procedure as closely as possible
- If inside remain in your office or staff room and await further instructions

TRTs, visitors, contractors and parents (should have notified office of arrival): -

- Go to the **nearest building/classroom**
- Lock yourself in
- If possible consult a member of staff

Recess or lunchtime emergency: -

- Yard duty teachers to supervise orderly movement then go to **nearest building** and lock yourself in
- All staff and students to move to the **nearest classroom** and follow the general procedure as above as closely as possible
- Await further instructions.

★ Students and staff to remain in 'Lock Down' mode until 'all clear' i.e. 2 hooters is signalled.

***Note: The Head of Campus or nominee will ensure that unsafe areas are kept clear of students, staff and visitors.**

DO NOT ADMIT ANY NON-CAMPUS PERSON TO THE CLASSROOM UNLESS THEY ARE WEARING A VISITOR'S BADGE!

Reviewed 2014