

Lockdown Procedure

- Sound Alert - Activate lock-down procedures immediately
- Dial 999
- Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)
- Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows
- Close windows / blinds
- Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)
- Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)
- Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access
- If possible, check for missing / injured students, staff and visitors

- Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services