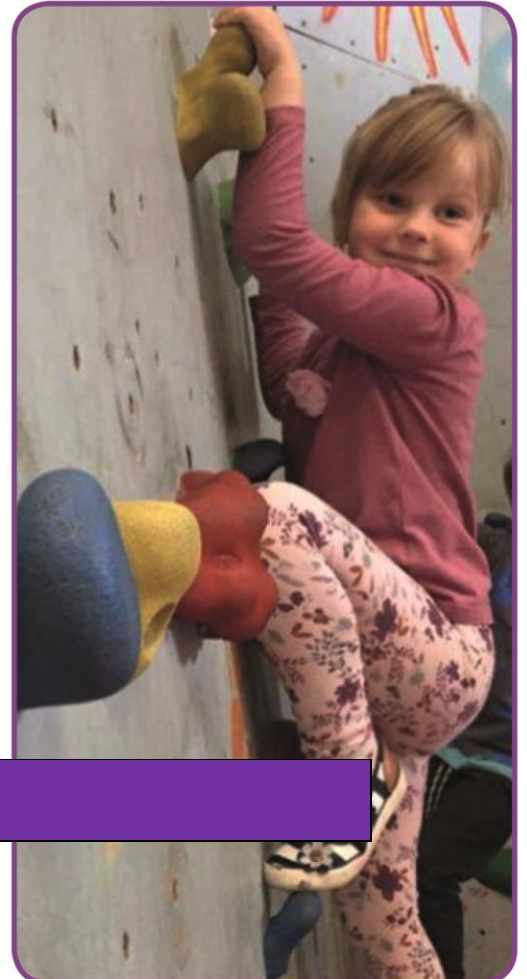


Lockdown Procedure - Gailey



Plan

Staff responsibilities	
Headteacher	Contact emergency services.
Other staff members	<p><i>For example:</i></p> <ul style="list-style-type: none"> • Deputy headteacher: communicate with parents • Teachers and support staff: stay with students • Senior Practitioners: ensure all access points are secured
Signals	
Lockdown signal(s)	<ul style="list-style-type: none"> • Word of mouth (Key phrase “The Crab is ready”)
All clear signal	<ul style="list-style-type: none"> • Word of mouth (Key phrase “The Crab is gone”)
Evacuation signal	<ul style="list-style-type: none"> • Word of mouth (Key phrase “The Crab is walking”) • Fire alarm (Siren)
Lockdown	
Assembly points	<p>Lockdown: Classroom and Main Office</p> <p>Evacuation: Fire Assembly Point</p>
Entrance and exit points	<p>Front door is access controlled from the main office</p> <p>SIEP to lock the Kitchen Fire Exit</p> <p>Teachers to close windows and blinds</p>
Bringing students inside	<p>Admin to identify what students are on site</p> <p>Education Managers to liaise with IEPs to ensure their location in the building</p> <p>IEPs to bring students back into the building (Using positive handling if necessary)</p> <p>Admin to notify potential visitors or people returning to the site to not attend</p>
Steps to increase protection from danger	<p><i>For example:</i></p> <ul style="list-style-type: none"> • Lock all internal doors • Close blinds • Position students away from sightlines from external doors and windows, for example under a desk • Turn off lights and monitors • Ensure mobiles phones and electronic devices are on silent, or turned off

Internal communication	Admin to use office mobile only – on silent Staff WhatsApp messenger service / text message Onsite radio's channel 13
Communication with parents	Admin staff to use office mobile only (Initial Message) "LOCKDOWN, DO NOT REPLY: The Headteacher has activated the school's lockdown procedure. Please do not call or visit the school or communicate with your child until you receive the ALL CLEAR message" (Every 5 minutes) "LOCKDOWN UPDATE, DO NOT REPLY: The school remains in lockdown. Please do not call or visit the school or communicate with your child until you receive the ALL CLEAR message" (All clear) "ALL CLEAR: The headteacher has ended the lockdown. School business has resumed"

Checklist			
Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure students are inside			
Secure entrance points			
Contact emergency services			
Ensure staff act to increase protection from danger <ul style="list-style-type: none"> • Lock classroom doors • Close blinds 			
Make sure students and staff are aware of exit points			
If safe, check for missing students or staff			
Remain inside until all clear has been given or told to evacuate			