

'LOCKDOWN' PROCEDURES

Gold (Headteacher or person in charge) informs Recorder/PA (Janet Rigby) to contact the Emergency services and to start securing the Control room. Gold will radio Casualty Liaison (Marie Curzon) and Silver (Phil Johnson or Mike Davies) to secure themselves in the control room. Recorder/PA will transfer the call through to Casualty Liaison once she has arrived in the Control room.

1. 'LOCKDOWN' will be displayed on computer screens and the Recorder/PA will email 'all staff' that we are in 'Lockdown'.

2. If safe, everyone is to stay where you are.

3. Lock your door – Ensure blinds are closed and no one is visible.

4. Look for the 'Safe Corner' and turn out the lights.

5. Ask students to be quiet.

6. Check mobile phones are switched off.

Recorder/PA will call the LRC to set off the siren on the megaphone in the Quad if it is safe to do so. Silver will radio Mr Simpson to set off the siren between Founders and the Sixth Form building. If Mr Simpson is not in Founders then there will be a message on the radio to any colleagues close to the Founders building. Silver will radio main reception to set off the siren outside the main building and to 'Lockdown'. Silver will radio staff with a walkie talkie for them to set off the siren on the megaphones outside Art (room 26) and the Science block (room 35).

First Aiders will be asked by Silver to be on standby with their radios and will be asked to attend any casualties if it is safe.

7. If students/staff are outside of the school building then they should assess the situation and either find a safe corner in the nearest classroom/office or in the corner of the field. Students on the field should stay still and horizontal until advised.

Yr 12 and Yr 13 students in the Sixth Form should go upstairs.

8. Stay in the safe area until directed otherwise.

9. Never open doors during a lockdown even in the event of a fire alarm

Recorder/PA will print out the event of the critical incident for the emergency services when they choose to come on site.

10. Staff will signal personnel if the lockdown has been lifted and a message on computer screens will confirm this.