

LOCK DOWN POLICY

- To increase safety, prevent panic and ensure the protection of all.
- To increase the time for emergency services to arrive.

Lock down

Staff

- Close and lock all doors.
- Close all blinds and concertinas.
- If you have shutters – close them.
- Children and staff go under tables and wait – calmly. Remain in classrooms.
- No one allowed into school.
- No one allowed out of school.
- Non Teaching staff as above, go to a classroom if you are not already inside one.

Headteacher and office staff

- Close entrance shutters.
- Contact emergency services.
- Remain under desks.

Stay calm