

### ***Lockdown Procedure (For Review in September 2018)***

Lockdown procedures may be activated in response to any emergency such as:

- A stray, dangerous dog in the vicinity of school
- An intruder on the site
- A warning of local air pollution (smoke, fire, gas)
- A major fire in the vicinity

We aim to minimise disruption to children and staff while, at the same time, ensuring the safety of all. We will raise the alarm as follows:

- To raise the alarm, there will be a series of short, sharp rings. If the incident occurs at playtime or lunchtime, an air klaxon will sound at the doors of each playground.
- Staff will ensure all children are inside the building. If children are playing outside, they will be escorted back.
- All outside doors will be closed and locked and all windows closed.
- A register will be taken in each classroom (registers will be taken round by office staff). Any 'missing' children will be searched for, eg children who have gone to the toilet.
- The caretaker and office staff will ensure fire doors are closed and the locking system is engaged.
- Office staff will dial 999 for assistance.
- The all-clear signal will be given by the Headteacher/Senior Management Team by visiting each classroom individually.
- Parents will be informed of the emergency and outcome by letter.
- If we remain under a warning at 2.55pm, children will only be released from school if parents or nominated adults are there to collect them. Any children not collected will remain under our supervision until parents come and take them.