

## Friday Bridge Primary School – Invacuation Policy (Lockdown Procedure)

There may be circumstances where a school needs to lock itself in, to secure staff and children from an outside threat. This is described as a 'lockdown'.

If a lockdown is declared:

- Office staff will be advised to implement the lockdown
- Staff will be advised by HT/AHT/office staff that it is in 'lockdown' by word-of-mouth or continuous 'bleeper'
- Staff to complete head count as soon as possible and notify HT/AHT/office staff if a child is missing
- All staff will remain in classrooms, keeping children calm and away from windows
- All children in external PE lessons will be advised to return to the school building
- If children outside, eg playtimes, PE, staff member to indicate through continuous blasts of whistle until all children are in building

Follow the **CLOSE** procedure:

- Close all windows and doors
- Lock up
- Out of sight; minimise movement
- Stay silent and avoid drawing attention
- Endure; be aware you may be in lock down for some time

Staff to check the building is secure.

Monitoring the Site Entrances:

Once the site is secure, staff should monitor entrances discretely from windows. Staff should only open gates/doors when visual confirmation of the presence of the Emergency Services can be confirmed.

Parents will be informed through an In-touch message:

School is in a lock down situation due to .....

All external doors are locked, nobody is allowed in or out of the building.

Please do not collect your child or come to the school until you receive the 'all clear' message.

May 2020