



## LOCKDOWN Procedures

Upon hearing the lockdown alarm, the following will happen:

1. Children move to an area of the classroom which is NOT visible from the door
2. Children remain in this area, seated and quiet and under the supervision of the TA or teacher
3. At the sound of the alarm;
  - a) the teacher will look in the corridor for any child / adult NOT in a class
  - b) The adult or child in the corridor will join the nearest classroom
  - c) The classroom door will be locked
  - d) The teacher will then turn off electrical devices and monitor screens
4. The classroom teacher will then join the children in their designated area
5. ALL people will stay silent and still for the duration of the Lockdown.
6. Upon hearing the 'End of Lockdown' classes will resume as normal.