



# Lockdown procedure: St Mary's Catholic Primary School.

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## Plan

### Staff responsibilities

**Head teacher**

*Laura Concannon*

**Other staff members**

- *Teachers and support staff: stay with pupils, evacuating them following procedures.*
- *Two 1:1 support workers to prioritize the safety of their assigned pupils.*
- *Deputy Safe Guarding Lead: Mrs Morgan*

### Signals

**Lockdown signal(s)**

- *Dedicated 'lockdown' alarm tone (e.g., 5 10-second bursts of school bell)*
- *Internal message systems- A phone call placed to Alert Fishermen class.*
- *Word of mouth*
- *Phone call to the Police by Office staff in locked area.*

**All clear signal**

- *Separate dedicated 'lockdown' alarm tone*
- *Internal phone system.*
- *Word of Mouth.*

**Evacuation signal**

*Make sure people know this in case you need to evacuate the school.*

### Lockdown

**Assembly points**

*Fishermen Class for full lock in.*

**Entrance and exit points**

*Fob entrance secure doors. Lock Fishermen once all children are secured within.*

**Bringing pupils inside**

*All children to file into Fishermen, class registers to be taken with staff. Head teacher to remain at the front of the school securing intruders in holding area.*

**Steps to increase protection from danger**

*For example:*

- *Lock classroom doors. All gates will be secure.*
- *Position children away from sightlines from external doors and windows, for example under a desk*

	<ul style="list-style-type: none"> <li>• Turn off lights and monitors</li> <li>• Ensure mobiles phones and electronic devices are on silent, or turned off</li> </ul>
<b>Internal communication</b>	<i>Communicate with the phone in Fishermen or the Den.</i>
<b>Communication with parents</b>	<i>Emails will be sent to parents. Phone calls will be made when it is safe to do so.</i>
<b>Additional notes</b>	<i>KC will be carried by 1:1 to evacuation point.</i>

<b>Checklist</b>			
<b>Step</b>	<b>Check</b>	<b>Time</b>	<b>Signed</b>
Use signal to initiate lockdown			
Ensure pupils are inside			
Secure entrance points			
Contact emergency services			
Ensure staff take action to increase protection from danger <i>[you could list specific actions that you will take in your school here, such as turning off lights and locking internal doors]</i>			
Make sure pupils and staff are aware of exit points			
If safe, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate			