



Lockdown Procedure



2 Whistle's: When 2 whistle blows are heard please replicate these and move all children/adults in your care quickly and quietly to your closest/allocated safe Zone.

Class _____ **exit to** _____

via _____

or closest clear exit (see reverse)

- **Take Procedure, Medications, Grab Bags and Register.**
- **Close ALL Doors and Blinds** on exit if safe to do so.
- Once in Safe Zone account for all class members, **If anyone is missing**, notify Lock Down Marshall/SLT immediately.
- **Wait in Safe Zones** until given further instruction by walkie-talkie or in person.

Lock Down Marshalls/SLT

- **Follow above procedure with addition of sweeping rooms** in your area to ensure no-one is left behind (inc toilets etc).
- You will be responsible for taking a **Walkie Talkie** to update and communicate with others. **All Walkie Talkie's are used on Channel 13.**
- **Lock any nearby doors** to ensure access is limited.
- **Share All Clear** with all Safe Zones when it is given.