



LOCK DOWN

*Tannoy and speakers on phone
with message "Lockdown"*

Office

Headteacher

Liaise with
Headteacher and
Emergency
Services

Liaise with
Emergency
Services

Move towards
nearest
class/office

HT to use
tannoy to
give
message

Ensure procedures
followed per
instruction from
Emergency Services

Notify Office of
whereabouts (if
possible)

Check hallways
clear and
blinds/doors
are closed

Follow up on any
missing
children/staff

Tannoy to be
used by HT with
messages
When lockdown
is over, tannoy
will sound again

Confirm with
classes when all
clear given

Tannoy will give
message when all
clear