

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT

STUDENTS

Move away from sight
Maintain silence
Do not open the door
Do not use mobile phones

STAFF

Beckon those in corridors inside
Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence



LOCKOUT

LOCK EXTERNAL DOORS

STUDENTS

Return inside
Business as usual

STAFF

Bring everyone indoors
Lock all external doors
Take attendance
Business as usual



EVACUATE

LEAVE THE BUILDING E.G. IN CASE OF FIRE

STUDENTS

Leave your stuff behind
Walk silently to nearest exit
Line up on playground
Follow instructions

STAFF

Lead evacuation to playground
Take attendance
Notify any missing, extra or injured students



In a lockdown drill, a member of LT will give the all clear.

In a real lockdown incident, remain locked in a room until emergency services give the all clear.