

Lockdown (to be shared with Students)

On Thursday 7th November we will be practising a lockdown drill. This is only a drill to help us all understand the steps to take if we ever need to protect ourselves in an emergency. Please stay calm, listen closely, and follow your teacher's instructions. Here are the steps we'll follow:

1. Listen for the Lockdown Siren

- You will hear a lockdown siren over the school intercom, this will be sounded for 1 minute. Stay calm and stop what you are doing. The Siren will go off after 1 minute - that does not signal the end of lockdown.

2. Move Quietly and Quickly to a Safe Location

- If you are in a Classroom - remain in there.
- If you are in the Main Hall - make your way in silence to the Gym
- If you are on the Field - make your way in silence to the Sports Hall
- If you are in the Dining room - make your way in silence up the stairs to the Staff Room
- If you are in the Toilets - go into a cubicle, lock the door and lift your legs off the floor, stay silent
- If you are in a Corridor - go to the nearest classroom with a member of staff present

3. Stay Quiet and Still

- Sit or lie down on the floor as instructed by your teacher. Remain completely silent. Talking or making noises could distract others or give away your location.

4. Follow All Directions from Your Teacher

- Your teacher may ask you to move in a specific way or help to block doors and cover windows. Listen carefully and follow any instructions without talking.

5. Stay Out of Sight

- Stay low to the ground and away from doors and windows. Your goal is to remain out of sight. Do not look out or try to leave the classroom for any reason.

6. Wait for the All-Clear Signal

- Stay in the safe area until you hear an announcement that the lockdown is over, or your teacher gives you the all-clear. Only get up when you are told it's safe to do so.

Remember, these drills help us all stay prepared and safe. Please take this practice seriously, as it ensures everyone knows what to do in an emergency. If you have questions afterwards, you can ask your teacher.

Thank you for your cooperation!