



Mercia Primary Academy Trust

Flax Hill Junior Academy



Lockdown procedure

Management and control	
Nominated person	Responsibility
Head teacher	Initial contact with emergency services.
Head of School	Liaison with parents.
Teacher (on a rotating basis)	Pupil control.

Signals	
Signal for lockdown	5 short bell rings
Signal for all-clear	1 short bell ring

Lockdown	
Specified assembly rooms	Children and staff to remain in their current classroom location or nearest classroom if they are in a corridor/outside.
Entrance points	<ul style="list-style-type: none"> External door from the hall (fire exit doors) onto the front entrance External door by the office. 3 external doors from the main building. 2 external doors from the Bristol building. 3 external doors from the new mobile building. 1 external door for the bunker
Communication arrangements	<ul style="list-style-type: none"> Bells Telephones. Instant messaging (TBC) via class computers.
Notes	<ul style="list-style-type: none"> All classrooms have PC's.

Lockdown procedure				
Step	Initial Response	Check	Time	Signed
1	Ring 5 bells. Ensure that all pupils are inside one of the specified assembly rooms			
2	Secure all entrance points to the specified assembly room			
3	Dial 999 for each emergency service that the incident requires			
4	Ensure that staff members take action to increase protection from danger: <ul style="list-style-type: none"> Block access points Sit on the floor, under tables, or against the wall Keep out of sight and draw curtains to avoid detection Turn off lights Stay away from windows and doors 			
5	Ensure that all pupils and staff members inside the specified assembly rooms are aware of an exit point in case an intruder manages to gain access, or the assembly room becomes unsafe.			
6	Check for missing or injured staff members or pupils, if it is safe to do so.			
7	Remain inside the specified assembly room until the all-clear signal has been given or unless told to evacuate by the emergency services.			

