



Mercia Primary Academy Trust

Lark Hall Infant & Nursery Academy

Lockdown procedure

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

Signals	
Signal for lockdown	Lockdown 1, Lockdown 1 – Two-way radio.
Signal for all-clear	All Clear, All Clear Lockdown Reversed – Two-way radio.

Lockdown	
Specified assembly room	Back Classrooms
Entrance points	<ul style="list-style-type: none"> Internal door from the hall. External door from the classroom (fire exit doors) onto main playground. External door from the corridor (fire exit doors) onto small playground or growing/planting area.
Communication arrangements	<ul style="list-style-type: none"> Two-way radio. Telephones. Instant messaging/email from classroom PC.
Notes	<ul style="list-style-type: none"> All classrooms have two-way radios. All classrooms have PC's.

Lockdown procedure				
Step	Initial Response	Check	Time	Signed
1	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 			

	<ul style="list-style-type: none"> • 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.			