



Lockdown Procedures

Class teachers are to,

On hearing the lockdown signal:

- **Move** to the nearest classroom or lockable room
 - **Glance outside** and direct any student or staff member into the classroom
 - **Bolt** all doors
 - **Lower** or close any blinds
 - **Look** for the safe corner (this is the place where the intruder cannot see you)
 - **Turn out** lights and computer monitors
 - **Direct** everyone to turn off mobile phones
 - **Keep** students quiet
 - **Do not** open the door under any circumstances until the all clear is sounded
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