

SHGC Lockdown Procedure

You will hear “LOCKDOWN, LOCKDOWN” over the intercom.

As quickly and as safely as possible ensure your classroom or area is secured as much as possible. This can be done by:

- If safe, lock/close external entry doors.
 - Lock the classroom doors.
 - Turn off lights.
 - Close laptops, turn off projectors.
 - Pull down blinds /close curtains.
 - Switch off cell phones and devices. Do not use while in Lockdown.
 - Turn off ovens/stoves, burners, running taps, machinery.
 - Move away from windows and/or glass doors so students/staff cannot be viewed from outside the room.
 - Move under desks if necessary.
 - Remain silent, remain unseen until the all clear is given via the intercom or SLT/appointed person coming to your room to notify you.
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- If students or staff are moving between classes or outside when a Lockdown occurs move to the closest safest area that you cannot be seen e.g. classroom.
 - Remain silent, remain unseen until the all clear is given via the intercom or SLT/appointed person who will come to your room to notify you.
 - If you are off site (e.g. tennis courts) when a Lockdown occurs, go to the emergency assembly point at Steele Park. SLT or an appointed person will notify you when the lockdown is over. Inform students not to use cell phones.
 - If entering the school when a lockdown is in process do not enter. Go to the emergency assembly point at Steele Park. SLT or an appointed person will