



Security Lockdown Procedure – Actions for Staff

In the event of a Security Lockdown the General Manager will message all staff with the message ‘ SECURITY LOCKDOWN’.

- 1/ Escort all students to the container.
- 2/ If container is not safe then escort all students to Moor House reception.
- 3/ Close all windows
- 4/ Close metal shutter
- 5/ Lock container from the inside
- 6/ GM will take a register of all staff and students
- 7/ Direct students away from doors and windows, out of lines of sight and **preferably under desks (desks should be left upright)**
- 8/ For students with a physical disability who are unable to move to be under desks, ensure they are out of the line of site from doors and windows.
- 9/ Monitor and reassure students with SEN to minimise anxiety, especially those with ASD.
- 10/ Ensure all work phones are in silent mode in case of further communication/instruction.
- 11/ GM will contact police
- 12/ Do not leave the room, or respond to fire alarm, or any knocks at the door until after the “All Clear” has been issued.
- 13/ All visitors to site must remain with staff in container for the duration of the security lockdown.
- 14/ Visitors need to follow staff guidance at all times