

Classroom Aide Memoir:

## EMERGENCY LOCKDOWN PROCEDURE

### SIGNALS

Signal for Lockdown

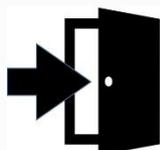
3 rings of the school bell

Signal for All-clear

Continuous ring of the school bell

On hearing the above signal for a school lockdown take the following actions:

### ACTIONS



Return to your classroom with pupils, as quickly and safely as possible.



Close all doors and windows, lock if able to.



Block any access points into the classroom by moving furniture in front of door.



Draw all curtains/blinds and switch off lights.



Sit on floor, against a wall if possible.



Undertake a register as soon as possible. Report any missing pupils to the office / SLT's by telephone.

**STAY  
IN**

Remain inside with doors locked until the all-clear has been given, or unless told to evacuate by the emergency services. **DO NOT** leave the classroom to find out what is happening.

**KEEP  
CALM**

Keep pupils calm by offering constant reassurance. Keep as quiet as possible.