








Lockdown Procedures




REMEMBER:

1. When you hear **Five (5)** bursts of the air horn  go directly to your classroom  or the nearest room if you are some way away from your classroom.


2. All doors  to be closed and locked 


3. Classroom blinds to be pulled down 

4. Children and teachers to remain quiet and calm

5. Teacher to take the register (Paper Copy) 

6. Teacher to inform the office of any children not present

7. Computers  and interactive whiteboards to be **turned off.**

8. Adults to lock other doors nearby and check toilets 

9. **NO ONE** to leave the classroom under any circumstances. If it's home-time, children must remain in classrooms.

10. **Five (5)** burst of the air horn  indicate that lockdown procedures have ended.