

WHAT TO DO WHEN THE SCHOOL HAS TO GO INTO LOCK DOWN

IN VERY EXCEPTIONAL CIRCUMSTANCES A SCHOOL MAY NEED TO GO INTO LOCK DOWN IN ORDER TO ENSURE THE SAFETY OF ITS STUDENTS AND STAFF.



AT ST THOMAS MORE THE SIGNAL TO GO INTO A LOCK DOWN IS THE USE OF A KLAXON.



IF THE KLAXON IS SOUNDED AND STUDENTS ARE IN LESSONS THEY SHOULD REMAIN WHERE THEY ARE UNTIL FURTHER INSTRUCTION.



IF STUDENTS HAVE PE AND ARE ON THE SCHOOL FIELD THEY WILL BE TAKEN TO GOALS AND AWAIT FOR FURTHER INSTRUCTION.



IF THE KLAXON IS SOUNDED AT BREAK OR LUNCHTIME, STUDENTS AND STAFF SHOULD REPORT TO THEIR NEXT LESSON AND AWAIT FURTHER INSTRUCTION.



STUDENTS SHOULD NOT USE THEIR PHONES UNLESS INSTRUCTED.



WHEN THE EMERGENCY IS OVER AND THE SCHOOL IS SAFE, AN ANNOUNCEMENT WILL BE MADE USING THE TANNOY.

STAFF: IF YOU SEE ANY OUTSIDERS OR STRANGERS ON THE PREMISES YOU SHOULD REPORT THEM TO A MEMBER OF SLT IMMEDIATELY.

STUDENTS: IF YOU SEE ANY OUTSIDERS OR STRANGERS ON THE PREMISES YOU SHOULD REPORT THEM TO A MEMBER OF STAFF IMMEDIATELY.

THINK SAFE THINK SAFE THINK SAFE THINK SAFE THINK SAFE THINK SAFE THINK SAFE THINK SAFE