



LOCKDOWN PROCEDURE FOR STAFF

If a person who presents an obvious threat enters the premises, or a lockdown is initiated, staff must take the following action:

- **REMAIN CALM** and prioritise the safety of yourself, students and visitors;
- **SECURE YOUR LOCATION** by locking or bolting doors and moving everyone with you to the safest available area;
- **USE THE DESIGNATED SAFE SPACE** in the Sensory Room, SEN Office, Beauty Room, Pods, T-Room or upstairs kitchen by moving into the toilet area and securing the door. In the main building, use the toilets, safe room or another secure space away from windows;
- **BARRICADE THE DOOR** with available furniture or items where it is safe to do so. If upstairs in the main building, barricade the top of the stairs where possible;
- **CALL 999** if emergency services have not already been contacted;
- **TURN OFF LIGHTS** close windows and blinds where this can be done without being seen, remain out of sight and keep away from doors and windows;
- **SILENCE MOBILE PHONES** and disable vibration, alarms and notification alerts;
- **KEEP EVERYONE QUIET** and ensure that visitors are included in the protection arrangements;
- **REMAIN IN PLACE** until a senior member of the emergency services confirms that it is safe to leave. Apply the same procedure if a serious incident in Canterbury requires the site to enter lockdown.